



Panchayat and Rural Development Department:

Trade License

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

User Manual



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

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	4
Instructions related to the application form	4
Application Process through SilpaSathi	6
1. Online Application submission along with online submission of documents	6
2. Track Status of Application.....	15
3. Online Payment of fees	16
4. Online Download of final approval certificate	20
5. Third Party verification details.....	22

Trade 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 “**Trade License**” by **Panchayats & Rural Development (P&RD) Department, 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

Trade license by P&RD Department is required to carry out any particular business or trade in the areas which falls under the Panchayat jurisdiction (rural areas). 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 (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Identity Proof	Any onelidentity proof of the applicant (e.g., Aadhaar / Driving License / PAN Card / Passport /EPIC/ Job card/ Pan card/ Ration card).
2.	Legal Deed/ Legal Occupancy (Land Records)	Any one documentrelated to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

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Timeline (WBRTPS)

Trade License (P&RD) is a real-time service, and the certificate is issued real-time on payment of fees.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Details of Proposed Trade		
1.	District	Enter district name for the proposed trade
2.	Block	Enter block name for the proposed trade
3.	Gram Panchayat	Enter gram panchayat name for the proposed trade
4.	Name of Trade	Enter name of the trade for which the license is applied
5.	Select type of trade	Choose between different types of trade which include medical, carpenter, decorator, etc
Address Details		
6.	Village	Enter Village name for the proposed trade
7.	Samsad	Mention Samsad Name
8.	Post Office	Enter post office details
9.	Police Station	Enter police station details
10.	Pincode	Enter address pincode
11.	Mouja JL No.	Enter MoujaJL No.
12.	Dag No.	Enter Dag No.
13.	Khatian No.	Enter Khatian Number
Applicant Details		
14.	Name of the applicant	Enter name of the applicant
15.	Father's/Guardian's Name	Mention Father's/Guardian's Name
16.	Identity Proof	Proof describing the identity of the applicant
17.	Identity Card No.	Unique Number on the provided ID card
18.	Type of Ownership	Find from the drop down list: Autonomous, board, Govt, etc
19.	Category	Find from the drop down list : Corporate, Government, GP citizen, etc
20.	Mobile No.	Enter Contact Details
21.	Address of the applicant same as above	Applicant details if matched with the business address details
Boundary Details		
22.	East	Latitude Longitude details
23.	West	Latitude Longitude details
24.	North	Latitude Longitude details
25.	South	Latitude Longitude details

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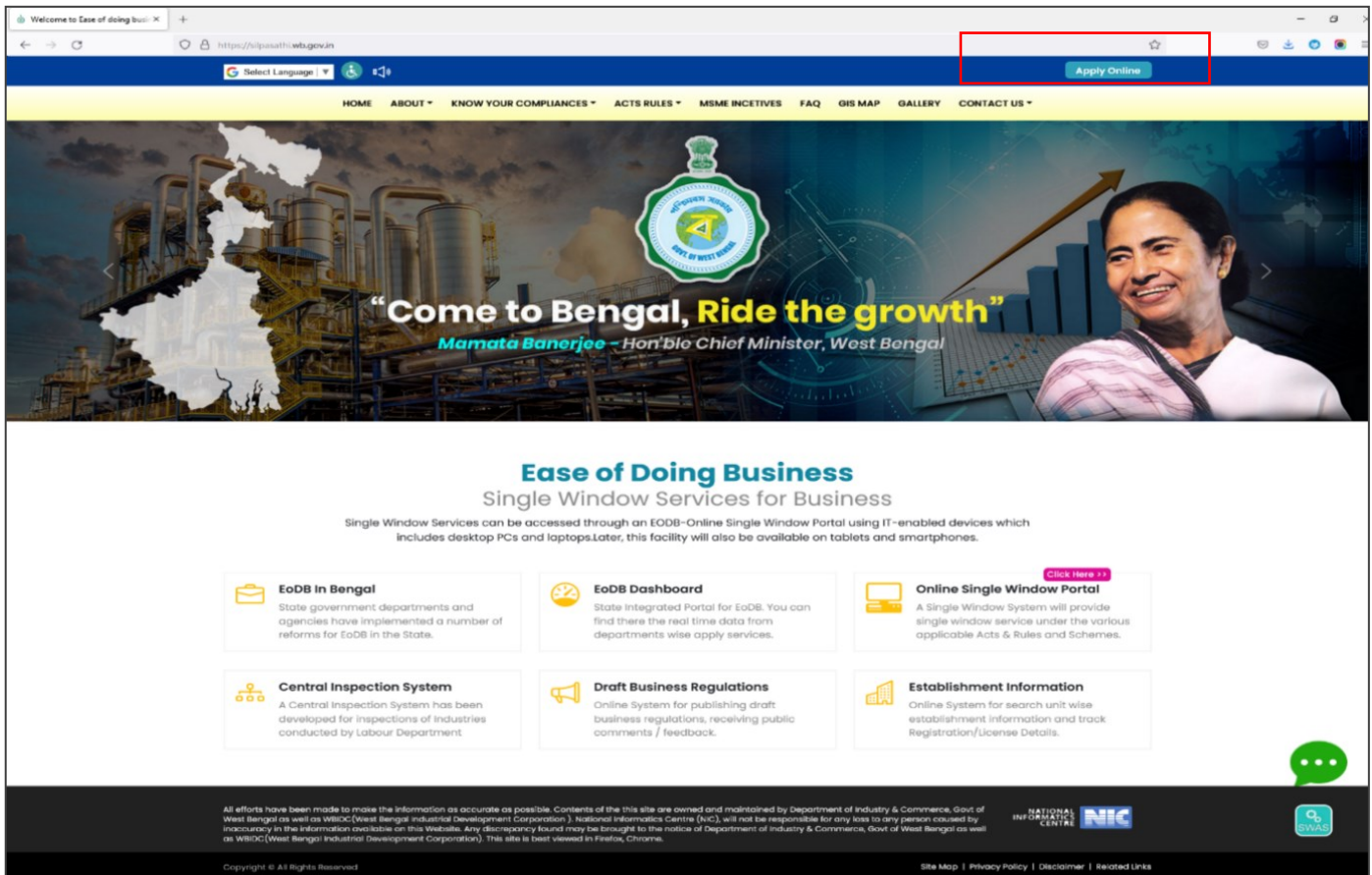
Sl. No.	Field Name	Instructions
Organization Details		
26.	Name of the Company	Name of the proposed business organization
27.	Number of Employee	Number of employees working in the organization
28.	Investment in last FY	Capital investment made in the last financial year
29.	Revenue/Income in last FY	Income made in the last financial year
30.	Category of fees	Category of fees is to be selected based on the mentioned criteria which include paying professional tax, capital investment, etc
31.	Fees for 3 years	Fees shall be calculated and provided in the data box as per the business details mentioned

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

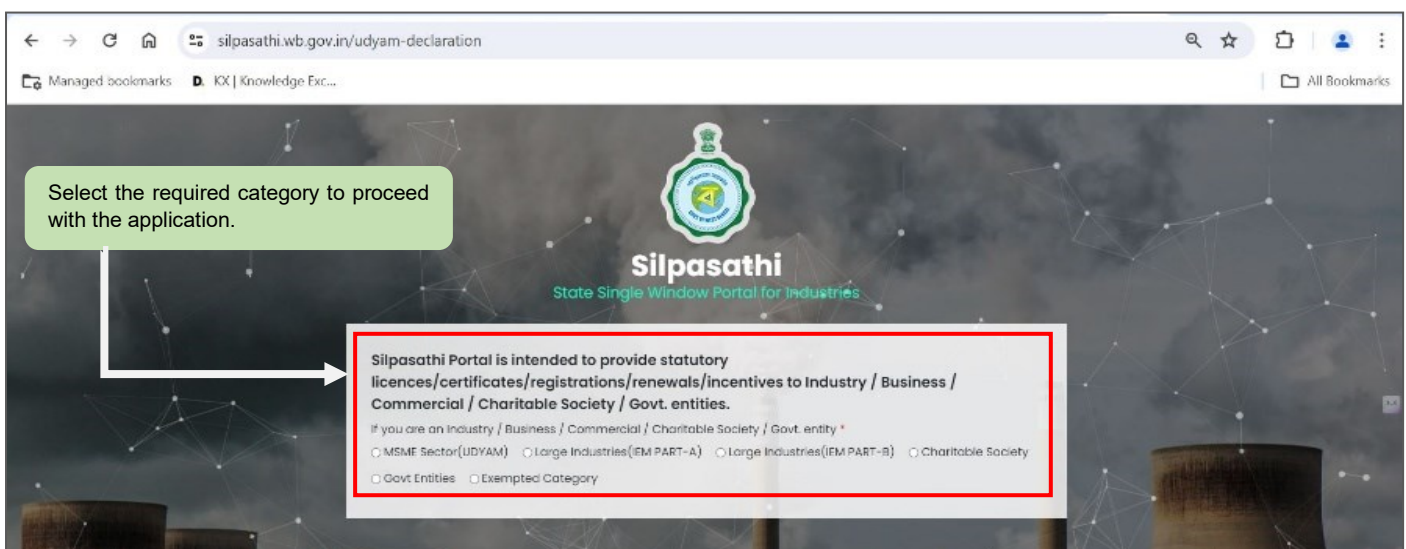
Application Process through SilpaSathi

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.



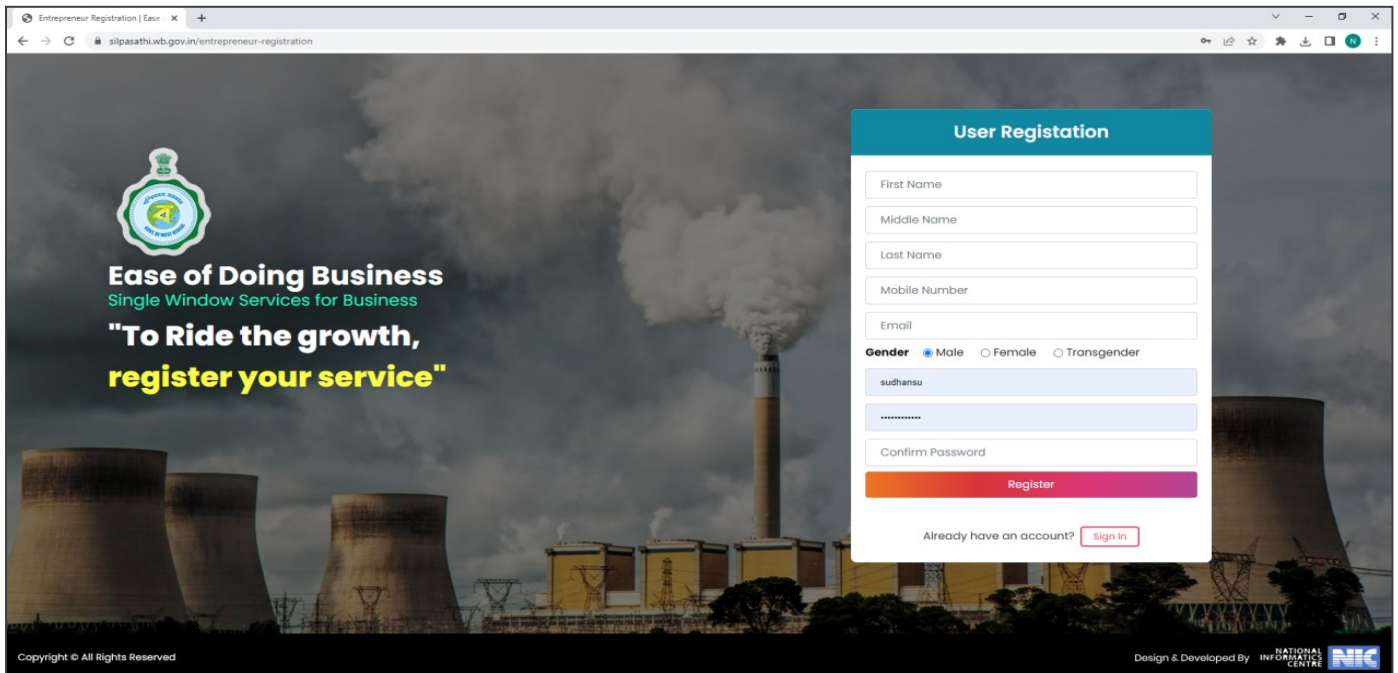
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.



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

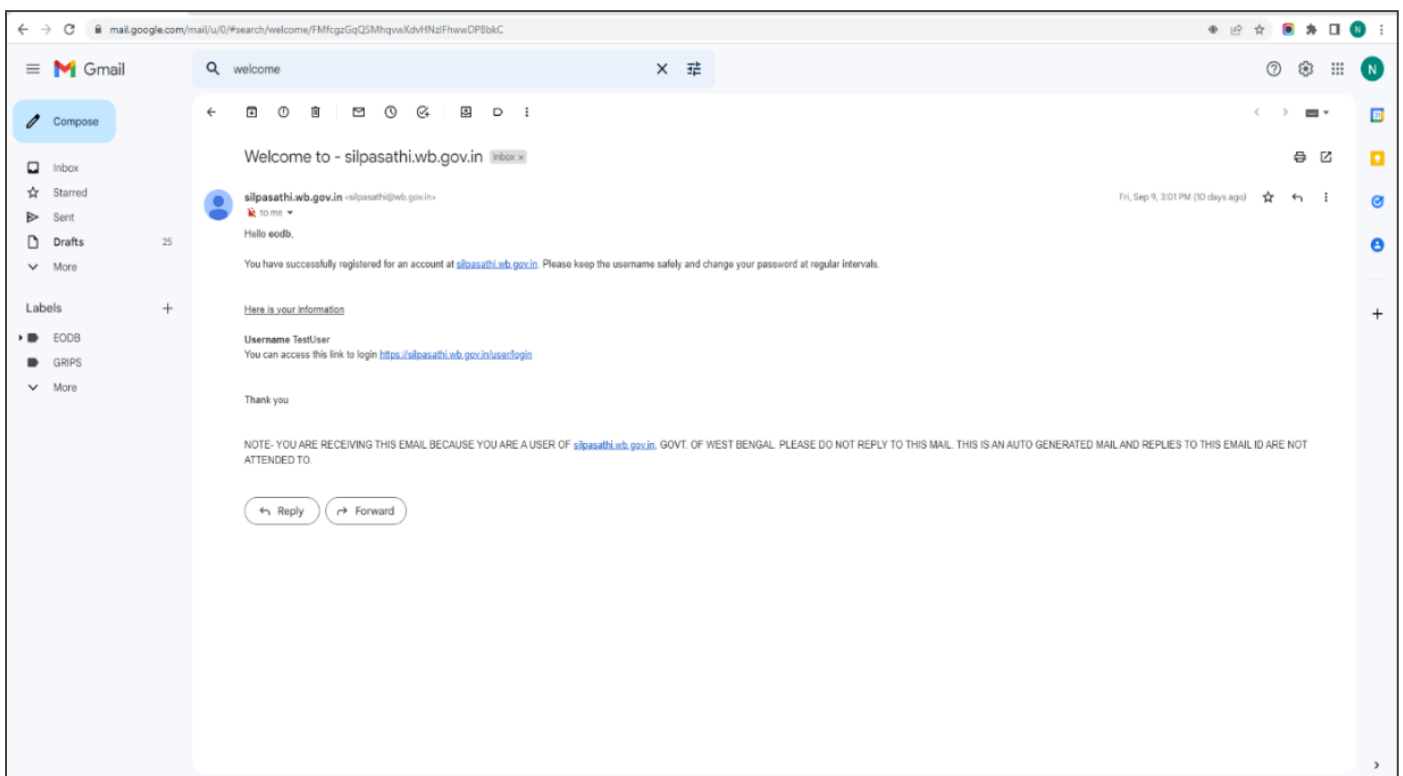
A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.



The screenshot shows the 'User Registration' form on the SilpaSathi portal. The background features a large image of industrial cooling towers with the text 'Ease of Doing Business Single Window Services for Business' and 'To Ride the growth, register your service'. The form fields include: First Name, Middle Name, Last Name, Mobile Number, Email, Gender (Male, Female, Transgender), Username (pre-filled with 'sudhanu'), Password, and Confirm Password. A 'Register' button is at the bottom, along with a link for 'Already have an account? Sign in'. The footer includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRE NIC'.

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



The screenshot shows a Gmail inbox with a welcome email from 'silpasathi.wb.gov.in'. The email content includes: 'Welcome to - silpasathi.wb.gov.in', 'Halo eodb,', 'You have successfully registered for an account at silpasathi.wb.gov.in. Please keep the username safely and change your password at regular intervals.', 'Here is your information', 'Username TestUser', 'You can access this link to login https://silpasathi.wb.gov.in/userlogin', 'Thank you', and a note: 'NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in, GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.' The email interface shows standard Gmail navigation elements like 'Compose', 'Inbox', 'Starred', 'Sent', 'Drafts', and 'Labels'.

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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 screenshot shows the SilpaSathi dashboard at silpasathi.wb.gov.in/dashboard. The header includes navigation links: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, and QUERY / GRIEVANCE. A yellow banner reads: "For any critical issues or difficulties faced while submitting application please call to our Quick Response Team". Below this, a "Welcome on Board" message is displayed with buttons for "System Guided Assistance Through Wizard", "Self Assisted Service", and "Sector Specific License". A table lists 11 services with their departments and a "SOP Details" link for each.

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	WBIDC(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

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 'Add Service' page at silpasathi.wb.gov.in/add-service. The header is similar to the dashboard. The 'ALL SERVICES' link in the navigation bar is highlighted with a red box. Below the header, a message states: "in PACE login do whereas Renewal of Trade License Certificate under the Department of UD&MA e-Service is currently available from Silpasathi Portal | The e-service for obtaining Land Conversion Certificate is currently unavailable due to ser". The main section is titled "Select The Required Service(s)" and features a search bar and a table of services with checkboxes for selection.

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 '**Trade License – P&RD**'.

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The screenshot shows the 'Select The Required Service(s)' page on the SilpaSathi portal. The service 'Panchayats & Rural Development - P & RD' is selected, and the 'Create CAF' button is highlighted. A green box indicates 'The required service has been selected.' and another green box indicates 'Click to create CAF'.

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After selecting the service 'Trade License – P&RD', the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

The screenshot shows the 'Applicant's Dashboard' on the SilpaSathi portal. A green box indicates 'Service Added Successfully'. The 'Apply Online' button is highlighted. A green box indicates 'Click on 'Apply Online' to proceed with the application.'

CAF ID generated.

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

For any critical issues or difficulties faced while submitting application pl...

Service Added Successfully

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Sector Specific License

Query / Grievance Submission / Tracking

Your Profile

Your Selected Service(s) (Please click on to Check Status button every time at log in to get your updated status and Actionables)

Note: The applications not submitted past 90 days would be removed from the system.

BUSINESS REFERENCE ID: CAF2024494845

Apply Online

SL NO.	SERVICE	ACTION
1	Trade License - P & RD (WBRTPS Timeline: Real Time)	<div> <div>Application Saved/Fees Pending</div> <div>Fees Paid</div> <div>Applied</div> <div>Approved / Completed</div> </div>

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After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

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Application Form

← → ↻ 🏠 silpasathi.wb.gov.in/caf/application68/TIRQU0xEbVprcVZPM1pkempMTFdNQTO9/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09 🔍 ☆ 📁 All Bookmarks

Managed bookmarks D. KX | Knowledge Exc... 📁 All Bookmarks

Silpasathi | State Single Window Portal for Industries 🔔 3 👤 Welcome Onboard- USER USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION * PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

For any critical issues or difficulties faced while submitting application please

Common Application Form – CAF2024494845

Progress: 10%

DETAILS OF PROPOSED TRADE

District* ~ Select District - Block* ~ Select Block - Gram Panchayat* ~ Select Gram Panchayat -

Name Of Trade Select Trade Type* Select Trade Type

ADDRESS DETAILS

Village* Enter Village Name Samsad* Enter Samsad Para* Enter Para Post Office* Enter Post Office

Police Station* Enter Police Station Pin Code* Enter Pin Code Mouja JI No.* Enter Mouja JI No. Dag No.* Enter Dag No.

Khatian No.* Enter Khatian No.

APPLICANT DETAILS

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← → ↻ 🏠 silpasathi.wb.gov.in/caf/application68/TIRQU0xEbVprcVZPM1pkempMTFdNQTO9/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09 🔍 ☆ 📁 All Bookmarks

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APPLICANT DETAILS

Name Of Applicant* Enter Name of Applicant Father / Gurdians Name* Enter Name of Gurdians Identity Proof* ~ SELECT - Identity Card No. Enter Identity Card No.

Type Of Ownership* ~ SELECT OWNERSHIP - Category* ~ SELECT CATEGORY - Mobile No.* Enter Mobile No.

ADDRESS OF APPLICANT SAME AS ABOVE

Village* Enter Village Samsad* Enter Samsad Para* Enter Para Post Office* Enter Post Office

Police Station* Enter Police Station Pin Code* Enter Pin Code

BOUNDARY DETAILS

East* West* North* South*

ORGANIZATION DETAILS

Name Of The Company* Number Of Employee* Investment In Last FY* Revenue/Income In Last FY*

Category Of Fees* ~ Select - Fees For 3 Years [Upto 2026-2027] *

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Upon completion of the application process the applicant clicks on the **'Submit'** button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

Upload Documents – CAF2024494845

Great Going

Click to continue with the application process.

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	UPLOADED DOCUMENTS
1	ID PROOF UPLOAD Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	Choose File No file chosen Upload	No Document Uploaded
2	LAND RECORDS Allowed Extensions [pdf] Allowed File Upload Limit [512 KB]	Choose File No file chosen Upload	No Document Uploaded

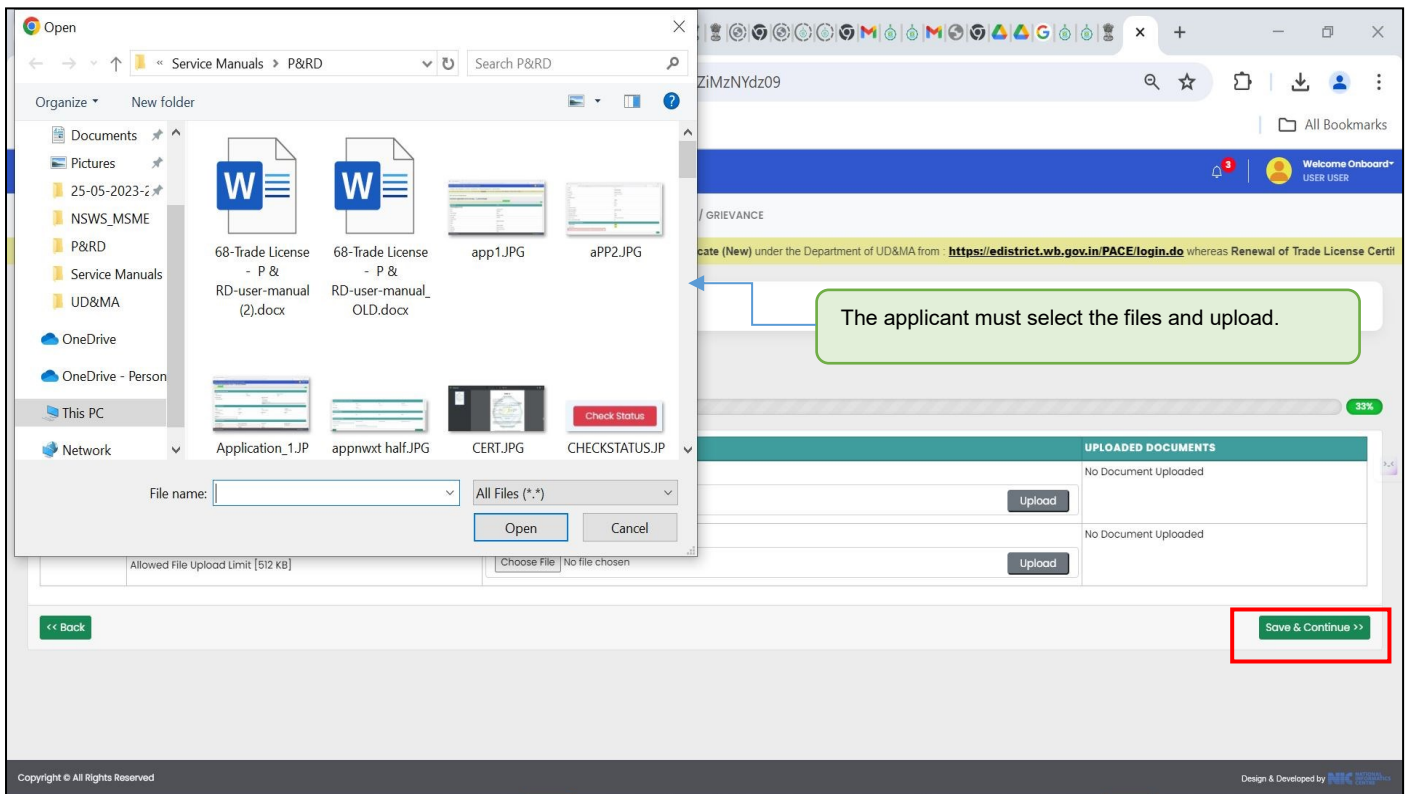
Save & Continue

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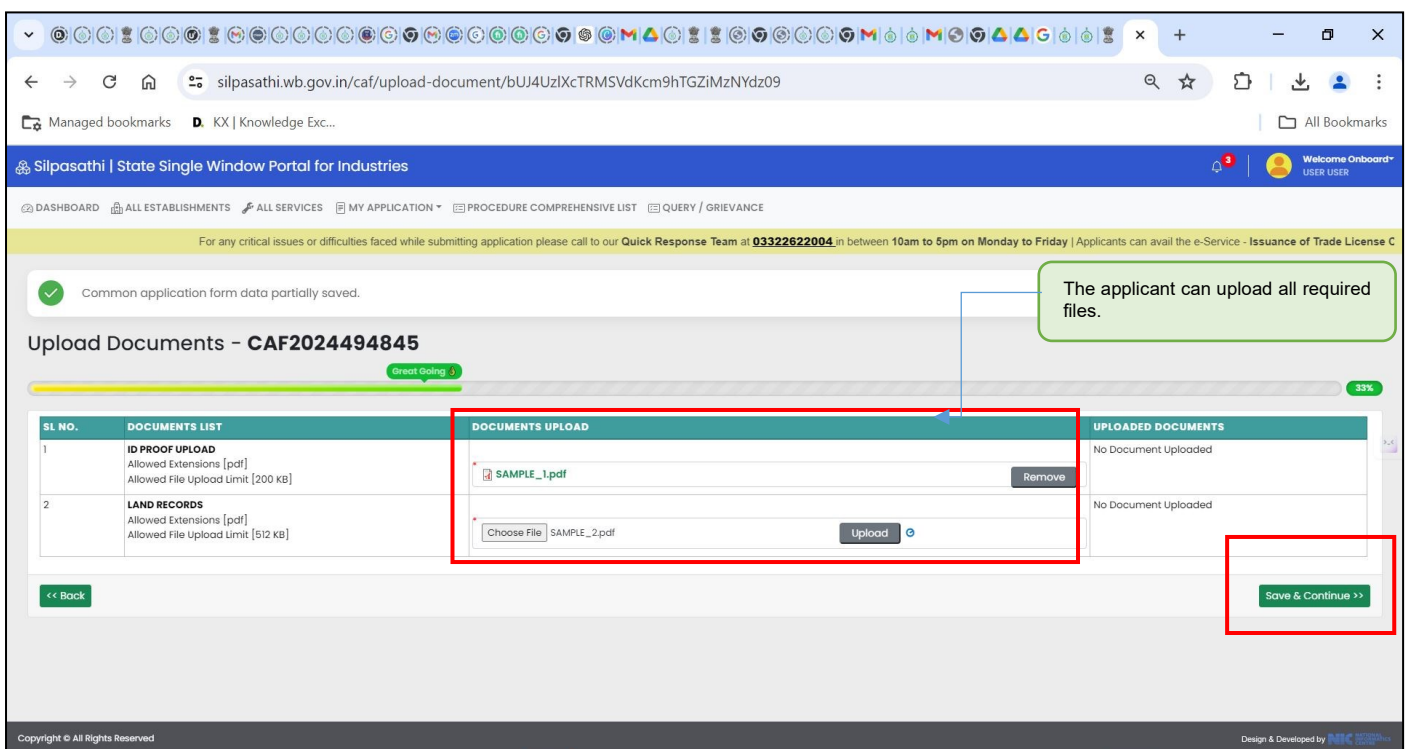
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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on **'Browse' / 'Choose File'**. Once the required file is selected, the applicant has to click on **'Upload'**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

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



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

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← → ↻ 🏠 silpasathi.wb.gov.in/caf/application-preview/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09/dUZvWmR6bVA5L0xySGgzCHlweHlUUT09 🔍 ☆ 📁 📄 All Bookmarks

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DASHBOARD 🏠 ALL ESTABLISHMENTS 🛠 ALL SERVICES 📄 MY APPLICATION ▾ 📋 PROCEDURE COMPREHENSIVE LIST 📄 QUERY / GRIEVANCE

For any critical issues or difficulties faced while submitting application please call to

✓ **Successfully Uploaded**
Documents has been successfully uploaded.

Documents upload successful.

Common Application Form Preview - CAF2024494845

87%

APPLICANT REGISTRATION INFORMATION	
Trade NOC Application form P & RD	
District	JALPAIGURI
Block	JALPAIGURI (SADAR)
Gram Panchayat	PAHARPUR
Name of trade	MANUFACTURING OF AGARBATTI
Trade Type	STATIONERY GOODS
ADDRESS DETAILS	
Village	SENPARA
Samad	SEN
Para	SENPARA
Post Office	SENPARA
Police Station	KOTWALI

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← → ↻ 🏠 silpasathi.wb.gov.in/caf/application-preview/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09/dUZvWmR6bVA5L0xySGgzCHlweHlUUT09 🔍 ☆ 📁 📄 All Bookmarks

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Pin Code	735101
Mouja JI No.	12
Dag No.	12
Khatian No.	12
APPLICANT DETAILS	
Name of Applicant	SAPNA SEN
Father / Gurdians Name	NILAY SEN
Identity Proof	AADHAR
Identity Card No.	123456781234
Type of Ownership	PERSONAL
Category	OUTSIDER
Mobile No.	8274018910
ADDRESS OF APPLICANT	
Village	SENPARA
Samad	SEN
Para	SENPARA
Post Office	SENPARA
Police Station	KOTWALI
Pin Code	735101
BOUNDARY DETAILS	
East	ROAD
West	WALL
North	BUILDING
South	ROAD
ORGANIZATION DETAILS	

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silpasathi.wb.gov.in/caf/application-preview/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09/dUZvWmR6bVA5L0xySGgzCHlweHIUUT09

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MODIFY NO.822/4018910

ADDRESS OF APPLICANT

Village

SENPARA

Samad

SEN

Para

SENPARA

Post Office

SENPARA

Police Station

KOTWALI

Pin Code

735101

BOUNDARY DETAILS

East

ROAD

West

WALL

North

BUILDING

South

ROAD

ORGANIZATION DETAILS

Name of The Company

MANUFACTURING OF AGARBATTI

Number of Employee

12

Investment in Last FY

100000

Revenue/Income in Last FY

100000

Category of Fees

Not Paying Professional Tax

Fees For 3 Years [Upto 2024-2025]

150

UPLOADED SUPPORTING DOCUMENTS

ID PROOF UPLOAD

View

LAND RECORDS

View

☒ I Hereby Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief*

Submit

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Declaration statement

Click on submit for submission of application.

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

←

→

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silpasathi.wb.gov.in/caf/submitted/b2Jsl1A1WEkrQ09hZFpNbklIMVpUQT09/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09

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👤 Welcome Onboard*
USER USER

DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

MY APPLICATION

PROCEDURE COMPREHENSIVE LIST

QUERY / GRIEVANCE

For any critical issues or difficulties faced while submit

CAF2024494845 - Current Status

NAME OF THE SERVICES

Trade License - P & RD

STATUS TITLE

Application Saved/Fees Pending

Completed

Fees Paid

Pending

Applied

Pending

Approved / Completed

Pending

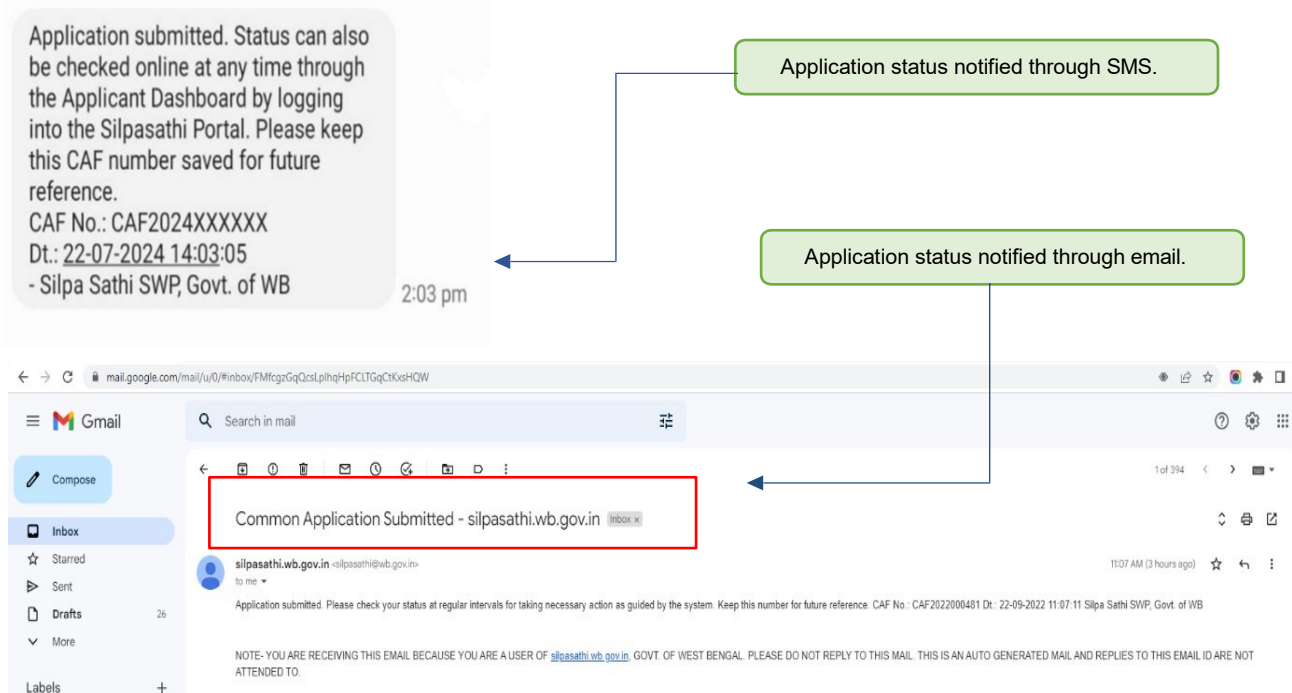
ACTION TAKEN DATE

05/07/2024

Status updated.

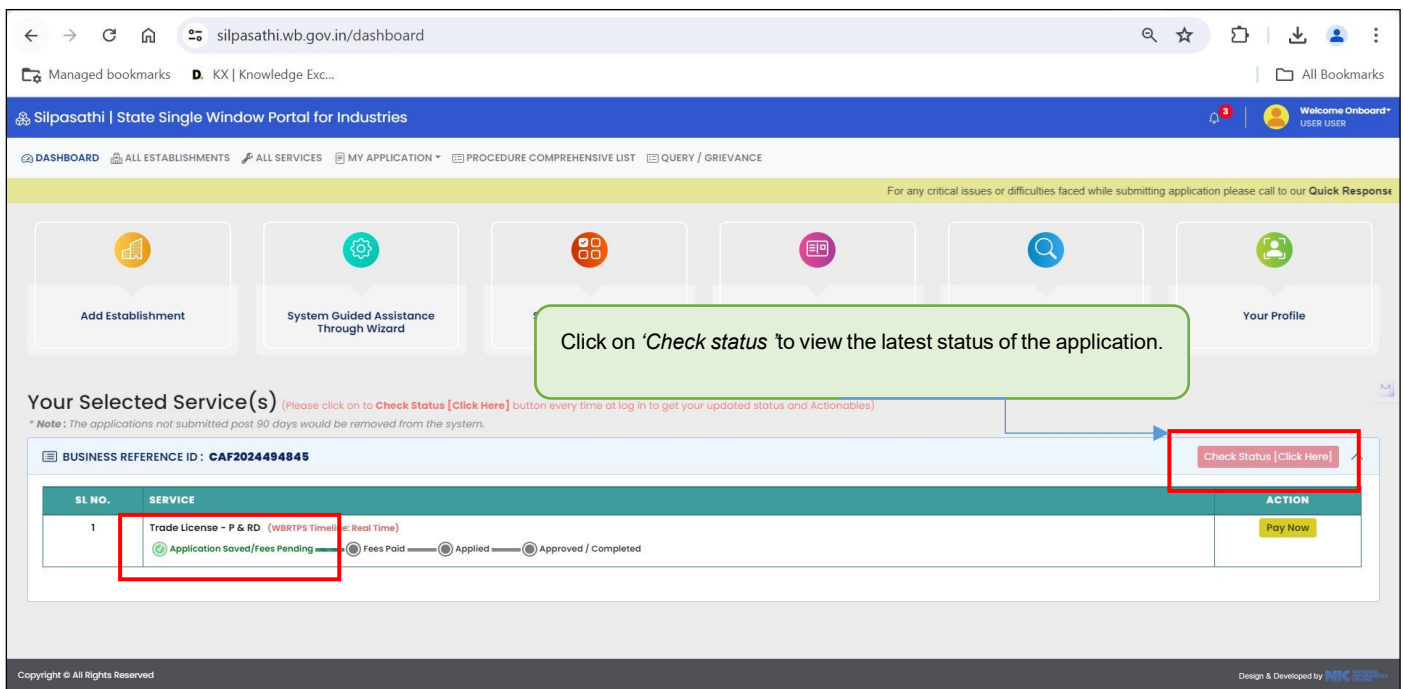
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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



2. Track Status of Application

The applicant has to click on ‘**Check Status**’ to view the latest status of the application.



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

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

The screenshot shows the 'CAF2024494845 - Current Status' page. A table displays the application's progress:

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Trade License - P & RD	Application Saved/Fees Pending	Completed	05/07/2024
	Fees Paid	Pending	
	Applied	Pending	
	Approved / Completed	Pending	

A blue arrow points from the 'Application Saved/Fees Pending' row to a green box labeled 'Latest status'.

3. 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 'Your Selected Service(s)' section. A progress bar for 'Trade License - P & RD' is displayed with the following steps: Application Saved/Fees Pending (checked), Fees Paid, Applied, and Approved / Completed. A red box highlights the 'Pay Now' button in the 'ACTION' column. A green box labeled 'Application status updated.' points to the progress bar, and another green box labeled 'For proceeding with payment' points to the 'Pay Now' button.

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.

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Payments Details-CAF2024494845

Verify Payment details

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

Details of the depositor

Name	User User
Email	sonalisaha87@gmail.com
Mobile	8274940499

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 shortly.

Service wise fees details

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(₹.)
1	Trade License - P & RD	P&RD Trade License Fees	SS23032306887	150
Total				150

[<< Back](#) [Proceed to pay](#)

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Click here to proceed with the payment in PayU portal.

The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

api.payu.in/public/#/4c5ade6b893cff9bb0b885396533040a/paymentoptions

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Payable amount displayed.

Choose a payment option

Payable Now ₹150

Transaction Id: E0DB3158492356239340

Offers

Get upto Rs 14 cashback reward via... ₹10 - ₹14 Cashback | T&C

VIEW MORE OFFERS & REWARDS

SELECT A PAYMENT OPTION

PAYMENT OPTIONS

- Net Banking
- Cards (Credit/Debit)
- UPI
- WhatsApp

Choose payment method.

I consent to the processing of my data by PayU Group their Business Partners and their service providers for curating and offering products and services that may be of use to me

PayU By proceeding, you agree to your data being processed per PayUs Privacy Policy | Edit your Preferences

The applicant has to enter the correct details for payment transaction and proceed with the payment process.

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api.payu.in/public/#/4c5ade6b893cff9bb0b885396533040a/upi

Managed bookmarks D. KX | Knowledge Exc...

Back

Verify UPI ID

Payable Now ₹150

Transaction Id: E0DB3158492356239340

Offers

Get upto Rs 14 cashback reward via...
₹10 - ₹14 Cashback | T&C

VIEW MORE OFFERS & REWARDS

UPI OPTIONS

- Pay by UPI ID / UPI Number
- Google Pay
- PhonePe

499@ybl

Save my details for faster payments

VERIFY

By proceeding, you agree to your data being processed per PayU's Privacy Policy | Edit your Preferences

Enter payment details.

After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".

silpasathi.wb.gov.in/caf/submitted/TIRQU0xEbVprcVZPM1pkempMTFdNQT09/bUJ4UzIXcTRMSVdKcm9hTGZiMzNYdz09

Managed bookmarks D. KX | Knowledge Exc...

Silpasathi | State Single Window Portal for Industries

1 Welcome Onboard USER USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

Certificate (New) under the Department of UD&MA from <https://edistrict.wb.gov.in/PACE/login.do> whereas Renewal of Trade License Certificate under the Department of UD&MA e-Service is currently available from Silpasathi Portal | The e-service for obtaining Land Conve

CAF2024494845 - Current Status

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Trade License - P & RD	Application Saved/Fees Pending	Completed	05/07/2024
	Fees Paid	Completed	
	Applied	Completed	
	Approved / Completed	Completed	

Status updated.

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Note: Since this particular service Trade License by P&RD Dept is a real-time service, the Approval Certificate is generated real-time, immediately post payment and therefore approval also shows as 'Completed.'

Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against “Fees Paid”.

The screenshot shows the SilpaSathi portal interface. The top navigation bar includes links for DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, and QUERY / GRIEVANCE. The main content area displays the status of a Trade License application for 'P & RD'. The application is in the 'Completed' status for 'Fees Paid'. A green box labeled 'Updated Status' points to the 'Fees Paid' row in the table.

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Trade License - P & RD	Application Saved/Fees Pending	Completed	05/07/2024
	Fees Paid	Completed	
	Applied	Completed	
	Approved / Completed	Completed	

Updated Status

Note: Since this particular service Trade License by P&RD Dept is a real-time service, the Approval Certificate is generated real-time, immediately post payment and therefore Approval stage also shows as ‘Completed’ in Status at the same time as ‘Payment completed’ status.

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

4. Online Download of final approval certificate

Applicant's Dashboard

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

The screenshot shows the 'Silpasathi | State Single Window Portal for Industries' dashboard. A green callout box points to the 'Download Certificate' button in the 'ACTION' column of the 'Your Selected Service(s)' table. The table shows a single service: 'Trade License - P & RD (WBRTS Timeline: Real Time)' with a status of 'Approved / Completed'.

SL NO.	SERVICE	ACTION
1	Trade License - P & RD (WBRTS Timeline: Real Time) Application Saved/Fees Pending → Fees Paid → Applied → Approved / Completed	Download Certificate

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

The screenshot shows the 'Application Form View Details - CAF2024494845' page. A green callout box points to the 'Download Certificate' button in the 'INPUTS' section. The 'PARAMETERS' section shows the application details, and the 'INPUTS' section shows the 'Download Certificate' button.

PARAMETERS	INPUTS
Certificate No.	2419
Validity Date	31-03-2027
Trade Licence Certificate PDF	Download Certificate Certificate Issue Date : 08-07-2024

Trade NOC Application form P & RD

District	JALPAIGURI
Block	JALPAIGURI (SADAR)
Gram Panchayat	PAHARPUR
Name of trade	MANUFACTURING OF AGARBATTI
Trade Type	STATIONERY GOODS
ADDRESS DETAILS	
Village	SENPARA
Samad	SEN

Trade License – (P&RD)

Managed bookmarks

D. KX | Knowledge Exc...

All Bookmarks

Mobile No.	8274018910
ADDRESS OF APPLICANT	
Village	SENPARA
Samad	SEN
Para	SENPARA
Post Office	SENPARA
Police Station	KOTWALI
Pin Code	735101
BOUNDARY DETAILS	
East	ROAD
West	WALL
North	BUILDING
South	ROAD
ORGANIZATION DETAILS	
Name of The Company	MANUFACTURING OF AGARBATTI
Number of Employee	12
Investment In Last FY	100000
Revenue/Income In Last FY	100000
Category of Fees	Not Paying Professional Tax
Fees For 3 Years [Upto 2024-2025]	150
Payment Information	Total Amount: Rs.150.00 Txn Id: EODB8652104230034786-1 Txn Date: 08-07-2024 UTR No.: NA Settled Date: NA
UPLOADED SUPPORTING DOCUMENTS	
ID PROOF UPLOAD	View
LAND RECORDS	View

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Design & Developed by NMC Solutions

The Final Certificate gets downloaded (Screenshot)

NIC

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

One Approval certificate document has been illustrated below:

FORM 11
[See rule 58(2)]

Name Of District : **JALPAIGURI**
Name Of Block : **JALPAIGURI (SADAR)**
Name Of Gram Panchayat : **PAHARPUR**
Trade Registration No:- **2419** Trade Registration Date:- **08-Jul-2024**
Trade Registration Certificate issue No:- **1** Issue Date:- **08-Jul-2024**
Trade Registration Certificate issued for the period of: **2024-2025,2025-2026,2026-2027**
To **SAPNA SEN**
(Name of Prop/partner/Director)

Full Address :
VILLAGE - SENPARA PARA - SENPARA
POLICE STATION - KOTWALI POST OFFICE - SENPARA
MOUZA - 12 DAG - 12
PIN NO - 735101
Gram Sansad/ Part No. SEN

Description of Trade : **STATIONERY GOODS**
Gram panchayat acknowledges a sum of **Rs. 150** (Rupees One Hundred and Fifty Only)
From **MANUFACTURING OF AGARBATTI**
(Name of Trade)

Grant of this certificate shall not absolve the applicant from the requirement of procuring all the statutory clearances to be obtained from the appropriate authority before actual commencement of the trade. If any violation/default is noted later is, the certificate shall be liable to be cancelled and the trade/business shall be closed down with immediate effect.

This Certificate Is Electronically Generated

N.B.: Gram Panchayat has every right to cancel or revoke or not allowing renewal of registration at any time

Ref. Application Docket No. SSNOCJMJ89998769N
<https://prdeodb.wb.gov.in/>

5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

Third party verification process

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

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

(Screenshots below):

Trade License provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

SilpaSathi Homepage

The screenshot shows the SilpaSathi homepage. The browser address bar displays `silpasathi.wb.gov.in`, which is highlighted with a red box and labeled "Type the homepage Url". The page features a navigation bar with links like HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS & RULES, E-SERVICES, INCENTIVES/SUBSIDIES/SCHEMES, GIS MAP, NSW, SECTOR SPECIFIC LICENSES, and CONTACT US. A banner below the navigation bar contains a quote from Mamata Banerjee: "Come to Bengal, Ride the growth". Below the banner, there are statistics: 20 TOTAL GOVERNMENT ENTITIES, 118 TOTAL SERVICES, 269585 TOTAL REGISTERED USERS, 714374 SUBMITTED APPLICATIONS, 679446 APPROVED APPLICATIONS, and 13580482 SITE COUNTER. A vertical "Grievance" link is on the right.

The screenshot shows the Silpasathi portal. The header reads "Silpasathi The Revamped State Single Window Portal". Below this, it states: "Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones." The portal displays several service cards: EoDB In Bengal, EoDB Dashboard, Online Single Window Portal, Central Inspection System, Draft Business Regulations And Final Notifications, and Third Party Verification. The "Third Party Verification" card is highlighted with a red box. At the bottom, there are links for Industrial Parks under WBIDC, Notifications & Circulars, User Manual, and GIS Map.

Select 'Third Party Verification'

Trade 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.

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.

Third Party Verification

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

Select Services *
Trade License - P & RD - (Panchayats & Rural Development)

Registration Number / License Number / Others *

2419

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 >>

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

Trade 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:

←

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🔍 silpasathi.wb.gov.in/third-party-verification/K2NFZUIZMXp2U0ZEQURrbjVwbE9Rdz09/LzdDRkovbE1tMWg5ZWU2SVFTQytjZz09

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⬇️

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🔖 Managed bookmarks

D. KX | Knowledge Exc...

🔖 All Bookmarks

Parameter	Output
Certificate Number	2419
Approval Date	08-07-2024
Name of the Business	MANUFACTURING OF AGARBATTI
Location of the Business	VILLAGE: SENPARA SAMSAD:SEN PARA: SENPARA POST OFFICE: SENPARA POLICE STATION: KOTWALI PIN CODE: 735101