



Health & Family Welfare:

Change in Premises

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

User Manual

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	5
Application Process through SilpaSathi	7
1. Online Application submission along with online submission of documents	7
2. Online Payment of fees	17
3. Track Status of Application.....	23
4. Online Download of final approval certificate	28
5. Third Party verification details	30

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 “**Change in Premises**” by **Health & Family Welfare** 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

Change in Premises License by H&FW is a service required by the applicant to change premises or location for the firm or business. 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.	Academic qualification testimonials of C.P.I.(In case of wholesale)	Academic qualification testimonials of C.P.I. are required in the procedure for the issue of retail and wholesale drug licenses in West Bengal Procedure for Issue of Retail and Wholesale Drug License
2.	Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	An applicant affidavit is a sworn statement that often requires notarization or a signature

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

#	Documents Required	Detailed Description
3.	Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	An affidavit of Pharmacist/ CPI is a sworn statement, often notarized, that verifies the authenticity of a pharmacist's actions, records, or documents.
4.	Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma)	An appointment letter for a pharmacist confirms their employment in a retail or wholesale business
5.	Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies	A certified true copy of the board resolution, or an extract from the minutes of the board meeting, can provide information on the resolutions passed at a board meeting of a Limited or Pvt. Ltd company.
6.	Drug Licence (Biological) [applicable for renewal only]	Retail Drug License which is issued to a firm to run a chemist shop, second one is a Wholesale Drug License which is issued to a firm who wants to sell drugs on a wholesale level, and third one is Drug Manufacturing License which is issued to manufacture of drugs
7.	Experience Certificate of CPI(Competent Person In charge); as per rule	A competent person is designated by the employer to identify, control, and correct workplace hazards. Experience Certificate of CPI is required
8.	In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company – copies of Memorandum and Articles of Association. In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles.	A partnership deed is a crucial document for partnership firms, outlining the terms and conditions of the partnership.
9.	Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists	CPI record form: Total Pharmacy Supply provides a selection of complimentary downloadable record logs and reports aimed at maintaining pharmacy compliance and efficiency. Renewal Certificate for the pharmacist's work
10.	Possession document of the premises . a)Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the	Possession letter is a document issued by the developer in favor of the buyer stating the date of possession of the property.

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

#	Documents Required	Detailed Description
	owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O.	
11.	Power of attorney(if any) in non-judicial stamp paper as per proforma.	A power of attorney (POA) is legal authorization for a designated person to make decisions about another person's property, finances, or medical care
12.	Refrigerator related document of proposed premises	A refrigerator-related document of the proposed premises is required according to West Bengal's Health & Family Welfare guidelines.
13.	Sketch map of proposed premises with location and surroundings (CAD Mode)	A sketch map of proposed premises should include the location and surroundings in CAD Mode, with a maximum file size of 500KB in PDF format, as required by the Health & Family Welfare Department of West Bengal
14.	Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy).	A trade license is a document that companies must obtain from authorities to legally conduct business activities, granting them permission to perform specific actions
15.	Upload Identity Proof(PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence)	Identity proofing is a process used to verify the authenticity of an individual's claimed identity,
16.	Academic qualification testimonials of C.P.I.(In case of wholesale)	Academic qualification testimonials of C.P.I. are required in the application process for a wholesale drug license in West Bengal

Timeline (WBRTPS)

Change in Premises has an **WBRTPS timeline of 90 days till approval by the authorities.**

Instructions related to the application form.

Sl. No.	Field Name	Instructions
Firm Details		
1.	Application Type	Change in Premises/ Proprietorship/ Pharmacist
2.	Type of Firm	Retail / Wholesale
3.	Nature of Firm	Partnership / Proprietorship
Firm Address		
1.	Building No / Holding No/ Daag No	Enter Building Number details

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

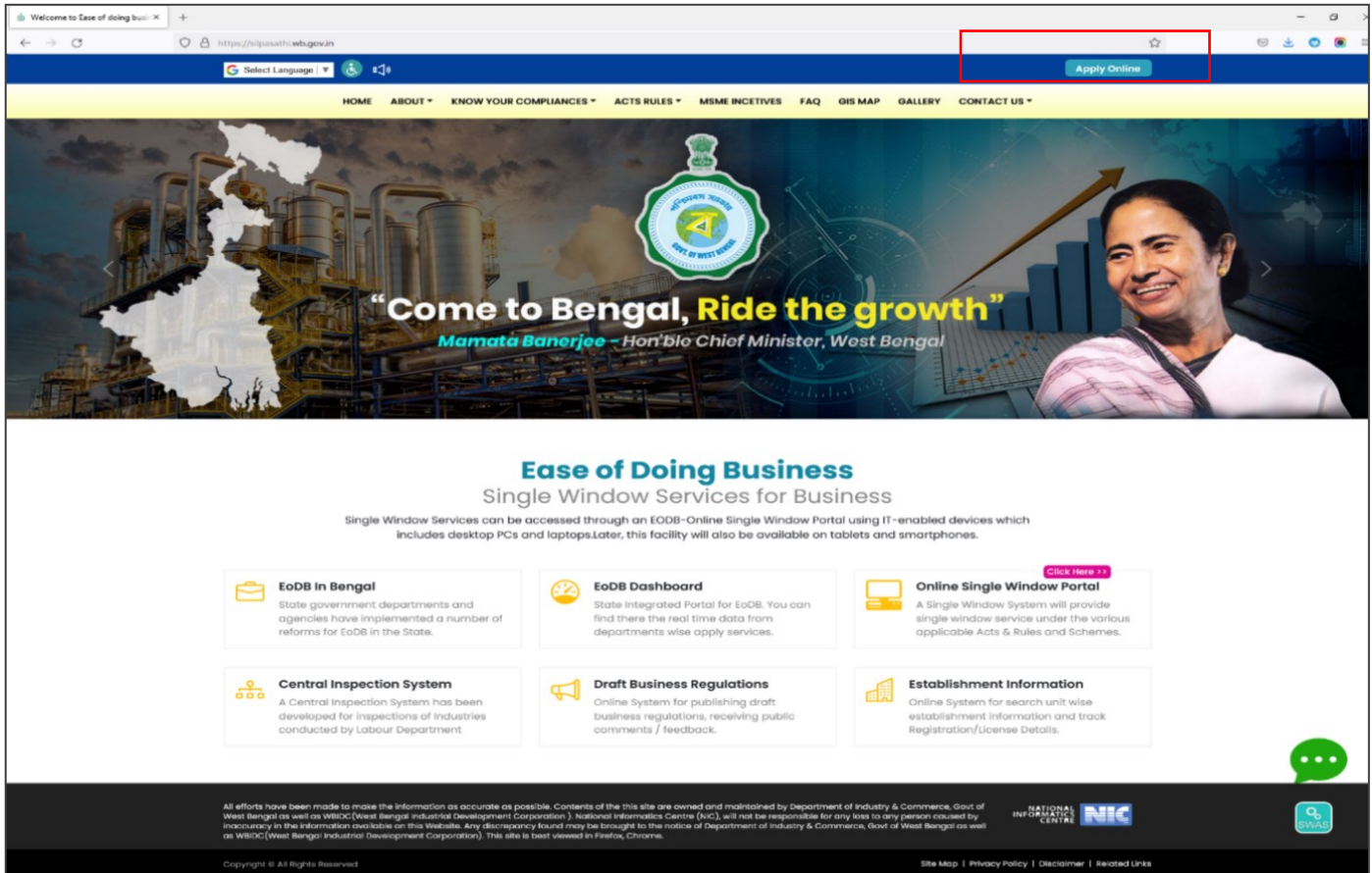
2.	Street Name	Enter name of street
3.	Address Line	Enter line of address
4.	District	Enter district name
5.	Police Station	Enter name of police station
6.	Post Office	Enter name of post office
7.	City / Village	Enter city name
Service Details		
1.	Categories of drugs	Biological, CNS, etc
2.	License Number Bio	Biological Drug License
3.	License Issue date	Enter issue date of license
4.	License Valid Upto date	Enter last date of validity
5.	Particulars of storage accommodation for Schedules C and Schedules © in the premises	Detailed description of storage description
6.	License Certificate date	Enter Change in Premises
7.	Actual Floor space area (sq ft)	Enter numerical
8.	Height from floor to ceiling (ft)	Enter numerical
9.	A brief statement on construction of the premises	Detailed description for construction of the premises
10.	Nature of Ceiling	RCC, Exposed Ceiling
11.	Trade License / Trade Enlistment Certificate	Trade License details
Registered Pharmacist Details		
1.	Name	Enter manually
2.	Qualification	Enter manually
3.	Age	Enter manually
4.	Experience (in Years)	Enter manually

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

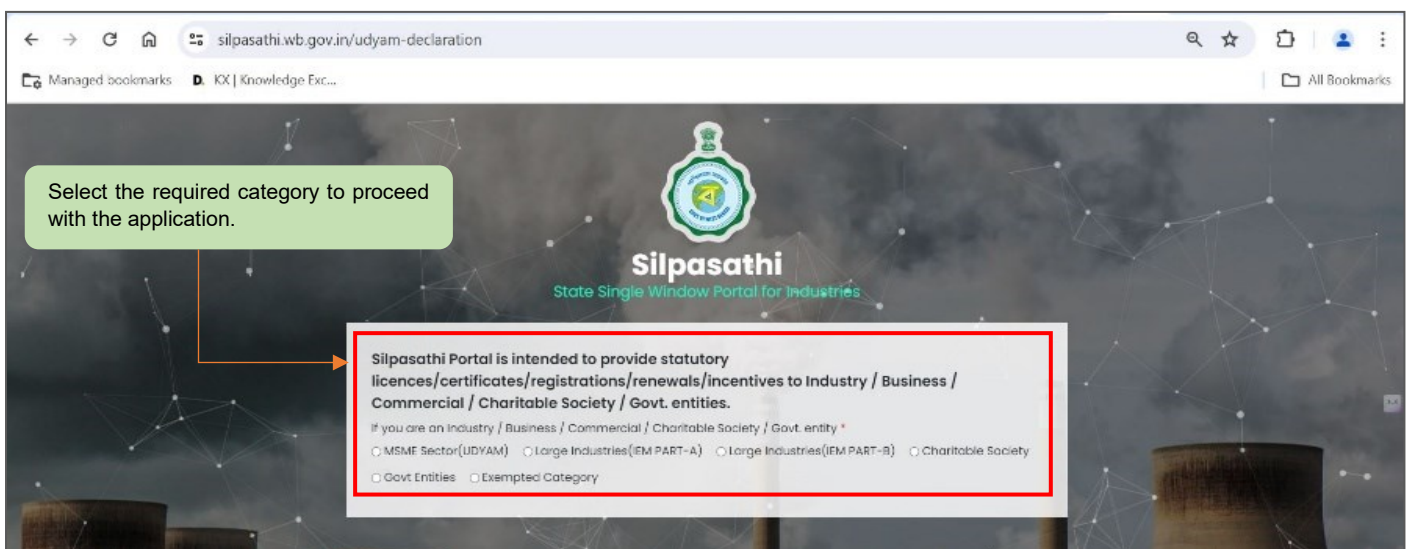
Application Process through SilpaSathi

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.



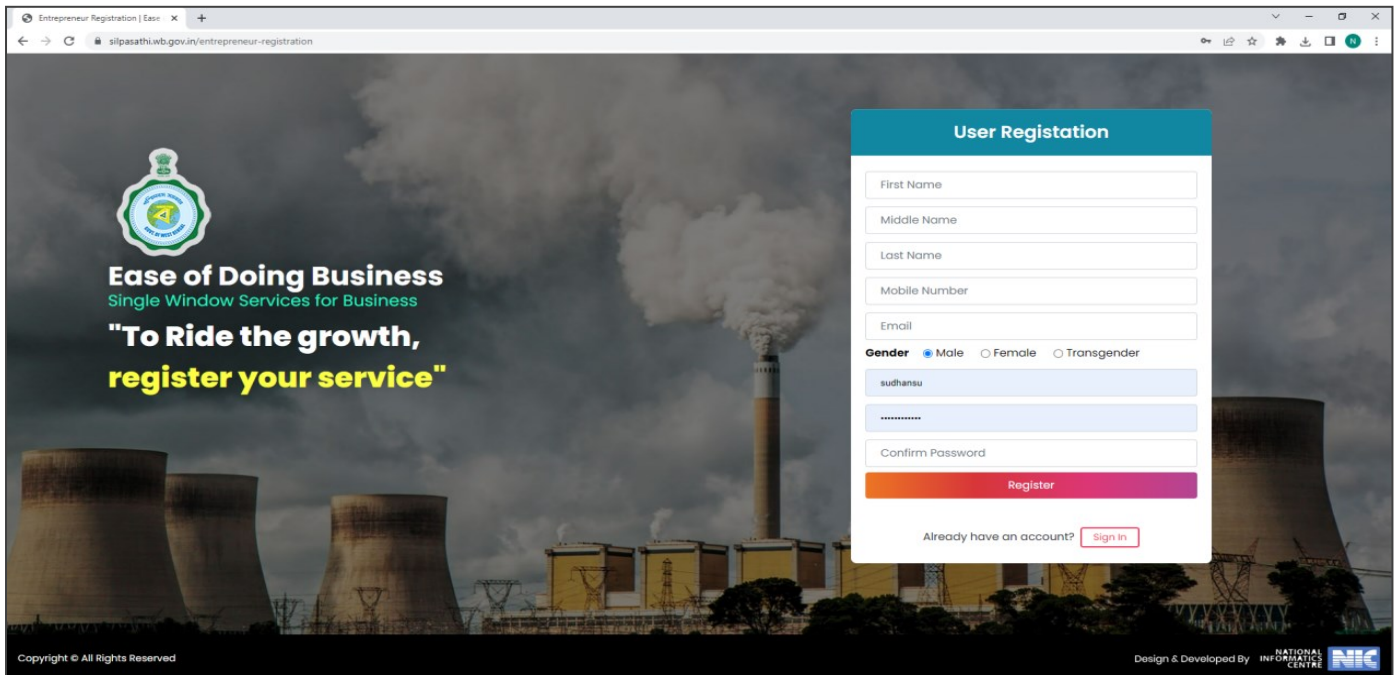
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.



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

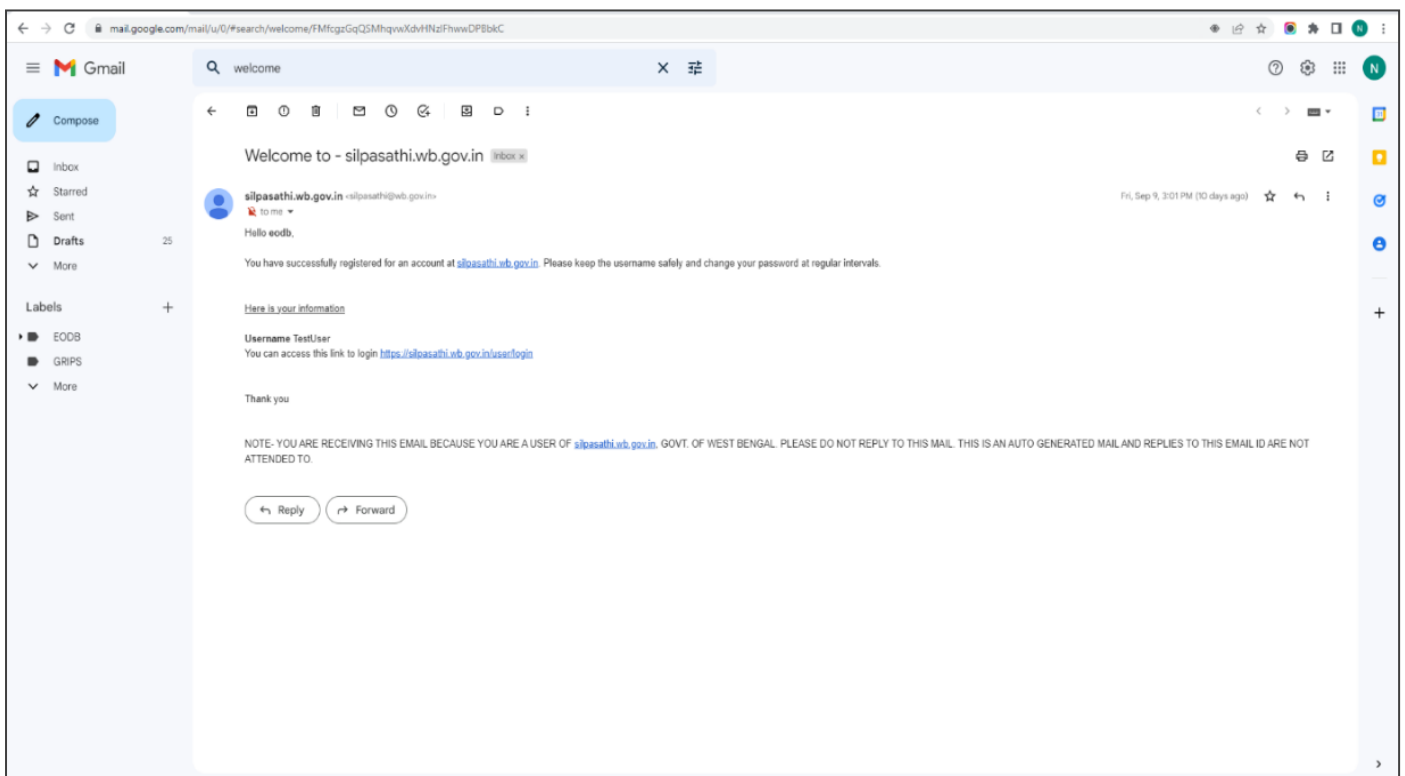
A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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 'sudhansu'), Password, and Confirm Password. A 'Register' button is at the bottom, along with a link for 'Already have an account? Sign in'.

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

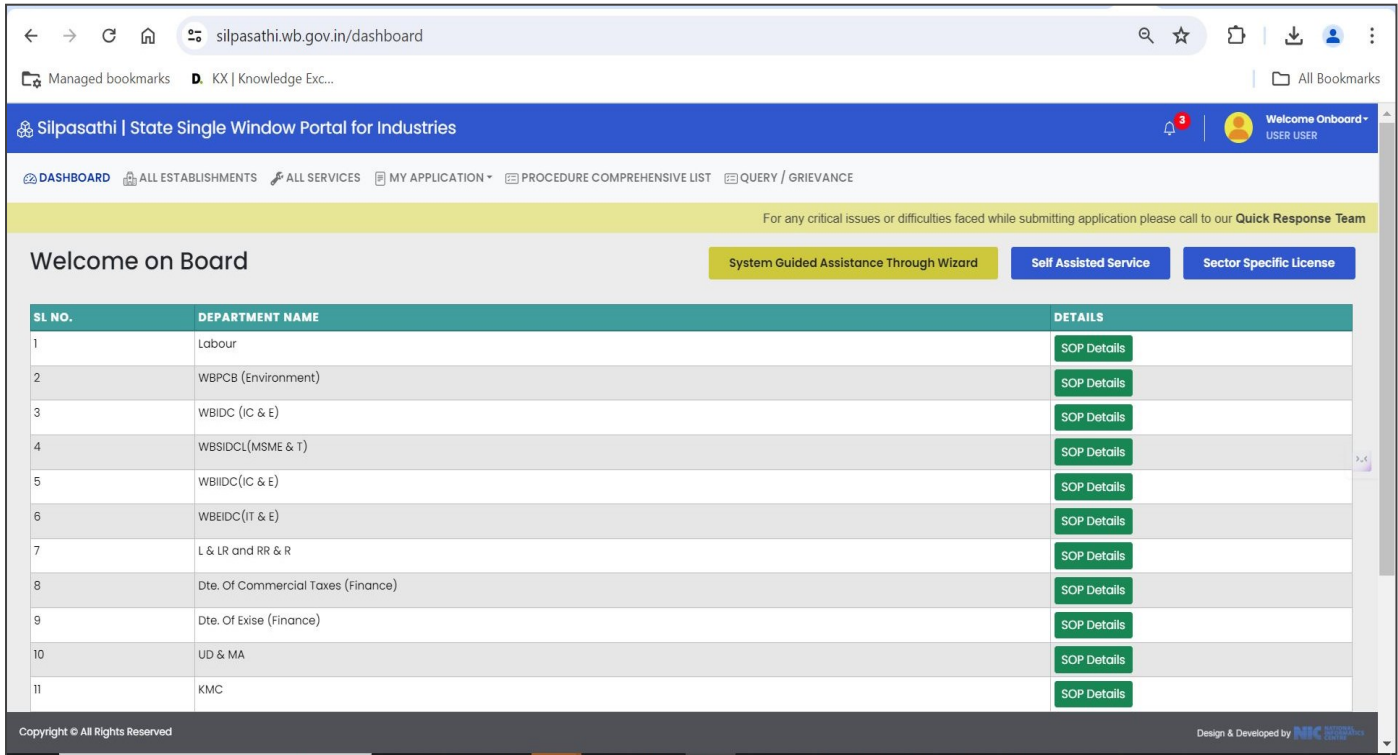


The screenshot shows a Gmail inbox with a welcome email from 'silpasathi.wb.gov.in'. The email content includes: 'Welcome to - silpasathi.wb.gov.in', 'Halo eodb,', 'You have successfully registered for an account at silpasathi.wb.gov.in. Please keep the username safely and change your password at regular 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 is dated 'Fri, Sep 9, 3:01 PM (10 days ago)'.

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

Online Application submission

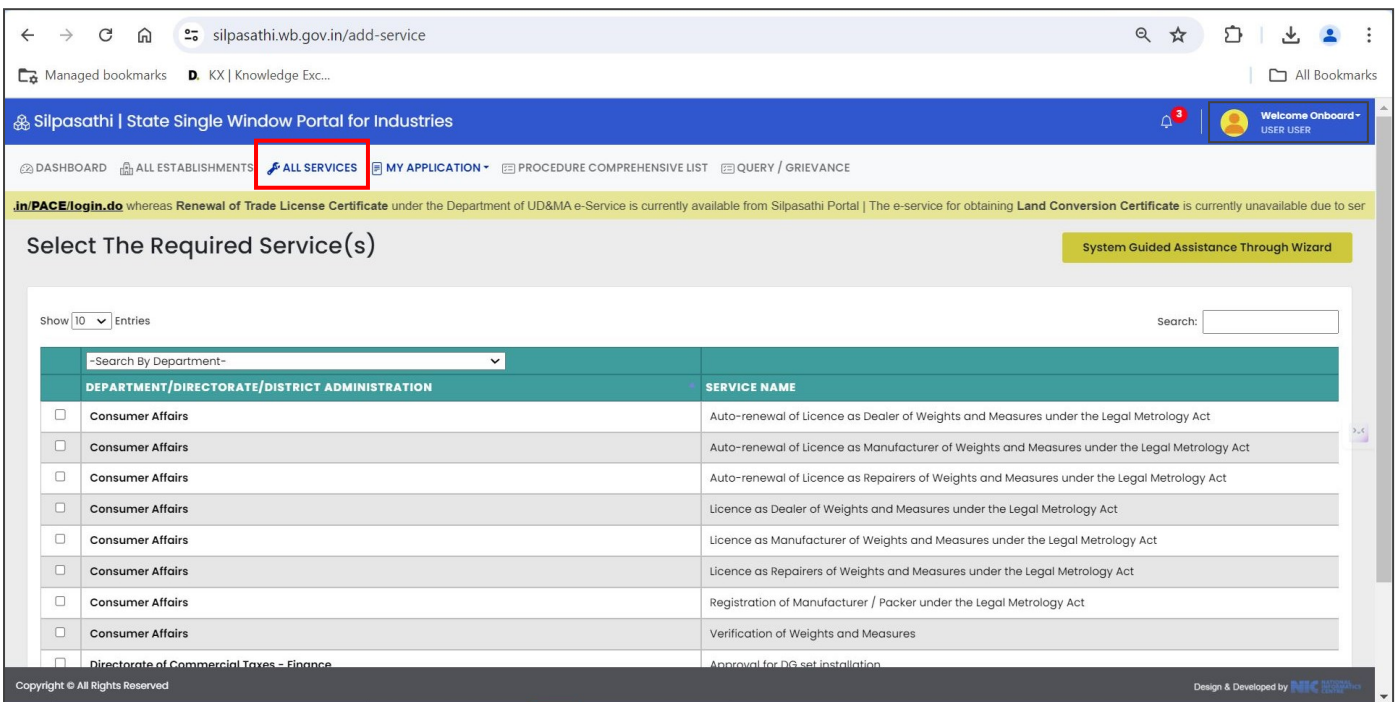
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



The screenshot shows the SilpaSathi dashboard at the URL silpasathi.wb.gov.in/dashboard. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, and QUERY / GRIEVANCE. A yellow banner at the top right says "Welcome Onboard - USER USER". Below the banner, there are three buttons: "System Guided Assistance Through Wizard", "Self Assisted Service", and "Sector Specific License". The main content area displays a table with 11 rows, each representing a service and its department. Each row has a "DETAILS" button.

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 the URL silpasathi.wb.gov.in/add-service. The page has a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES (highlighted with a red box), MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, and QUERY / GRIEVANCE. A yellow banner at the top right says "Welcome Onboard - USER USER". Below the banner, there is a message about the availability of certain services. The main content area is titled "Select The Required Service(s)" and features a table with a search bar and a dropdown menu to filter by department. The table lists services under the 'Consumer Affairs' department.

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

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

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

Select The Required Service(s)

Show 10 entries Search:

DEPARTMENT/DIRECTORATE/DISTRICT	SERVICE NAME
<input type="checkbox"/> H & FW	Alteration Premises
<input type="checkbox"/> H & FW	Blood Bank License (Application)
<input type="checkbox"/> H & FW	Blood Bank License (Site Registration)
<input type="checkbox"/> H & FW	Change in Constitution
<input type="checkbox"/> H & FW	Change in Pharmacist / Competent Person-in-Charge
<input checked="" type="checkbox"/> H & FW	Change in Premises
<input type="checkbox"/> H & FW	Change in Proprietor(Death Case)
<input type="checkbox"/> H & FW	Clinical Establishment License
<input type="checkbox"/> H & FW	Drug Manufacturing License
<input type="checkbox"/> H & FW	Retail / Wholesale Drug License

Showing 1 to 10 of 13 entries (filtered from 134 total entries)

Previous 1 2 Next

Create CAF

Click to create CAF.

Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named **Change in Premises**.

After selecting the service 'Change in Premises' by H&FW, the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

CAF ID generated.

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

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 Update Status button every time at log in to get your updated status and Actionables)

BUSINESS REFERENCE ID : CAF2024000382

Apply Online

SL NO.	SERVICE	ACTION
1	Change in Premises	<div> <div>Basic Details saved</div> <div>Fees Paid</div> <div>CAF Submitted</div> <div>OwnerPhoto Signature Uploaded</div> <div>Upload supporting document</div> <div>Upload Form 19</div> <div>Application Submitted</div> </div> <div> <div>Rectification (If required)</div> <div>Re-submitted (If required)</div> <div>Download Certificate</div> </div>

BUSINESS REFERENCE ID : CAF2024000381

Apply Online

After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form.

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

The applicant will have to fill in the required details and click on '**Save and Continue**' to proceed with the application process (screenshot below):

Application Form

← → ↻ <https://silpasathi.wb.gov.in/caf/application154/aUjHPVFU3UtdGVhZNUko4VWVwU1ZMQT09/OWt5MmVUS2JydgIOWW0vd25rVkdZUT09>

Ease of Doing Business | Single Window Services for Business

🔔 1 🧑 Welcome Onboard*
TEST USER

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

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

Common Application Form CAF2024000382

Process Start 10%

Firm Details

Application Type *
Change in Premises

Type of Firm *
☐ Wholesale ☒ Retail

Name of Firm *
abc

Nature of Firm *
Partnership

Firm Address

Building No/ Holding No/ Daag No *
25

Street Name *
S/b

Address Line 1 *
25 S/b dty cdr 24PARAGANAS NORTH kolkata Barasat kolkata 700123

Address Line 2
cdr
please specify Room No/ Floor No if available

District *
24PARAGANAS NORTH

Police Station *
Barasat

Post Office *
Barasat

City / Village *
kolkata

Copyright © All Rights Reserved Design & Developed by **NIC**

← → ↻ <https://silpasathi.wb.gov.in/caf/application154/aUjHPVFU3UtdGVhZNUko4VWVwU1ZMQT09/OWt5MmVUS2JydgIOWW0vd25rVkdZUT09>

Qualification of the person responsible for operation if granted *
56

Service Details

Categories of drugs to be sold *
Biological

Licence Number Bio *
WB/PQN/BIO/R/710996

Licence Issue Date *
06-09-2024

Licence Valid Upto Date *
06-09-2029

Licence Certificate Date *
06-09-2024

Particulars of storage accommodation for Schedules C and C(I) drugs in the premises *
☐ Yes ☒ No

Location and Direction (Rly. Station).Bus Route and the Stoppage nearest and brief directory
5

Actual floor space area (sqft) *
69

Height from floor to ceiling (ft) *
25

Trade Licence *
☒ Applied for Licence ☐ Available

A brief statement on construction of the premises (whether Brick Built, Plastered and Floor Cemented Roofing and Ceiling). *
test statement

Nature of Ceiling *
RCC

Trade Licences / Trade Enlistment Certificate *
☐ Yes ☒ No

Do you have any other Drug Licence? *
☐ Yes ☒ No

Whether any other application has been rejected or convicted under D & A Act? *
☒ Yes ☐ No

Premises Type *
Owned by owner

Copyright © All Rights Reserved Design & Developed by **NIC**

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

Whether Refrigerator has been installed to stock for sale Drugs requiring Cold storage. If so, make Machine No. and capacity are to be mentioned. If so, Refrigerator is provided has a declaration excluding such Drugs been furnished? *

☐ Yes ☒ No

Working Hour * 25 Weekly Closing Day * 2 Total Working days (in a week) * 8

Please provide any day of the week, like Sunday,Monday,...

Registered Pharmacist Details

Name Qualification Other Qualification



Age Experience (in Years) Registration No

Appointment Letter ☐ Yes ☐ No Joining Letter ☐ Yes ☐ No Educational Certificate ☐ Yes ☐ No Experience Certificate ☐ Yes ☐ No Registration Certificate ☐ Yes ☐ No

[Add More Field](#)

SL NO	NAME	QUALIFICATION	OTHER QUALIFICATION	AGE	EXPERIENCE (IN YEARS)	REGISTRATION NO	APPOINTMENT LETTER	JOINING LETTER	EDUCATIONAL CERTIFICATE	EXPERIENCE CERTIFICATE	REGISTRATION CERTIFICATE	ACTION
1	test name	B.Pharm	test	33	6	12365899	No	No	No	No	No	✖

Owner Details

SL NO	OWNER NAME	OWNER PHOTO	OWNER SIGNATURE
1	test name		

[Back](#) [Save & Continue](#)

Copyright © All Rights Reserved Design & Developed by **NIC**

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

Upload Documents - CAF2024000382

Grand Total: 33%

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	UPLOADED DOCUMENTS
1	Academic qualification testimonials of C.P.I.(in case of whole sale) Allowed Extensions [pdf] Allowed File Upload Limit [1024 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded
2	Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) Allowed Extensions [pdf] Allowed File Upload Limit [1024 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded
3	Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma) Allowed Extensions [pdf] Allowed File Upload Limit [1024 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded
4	Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma) Allowed Extensions [pdf] Allowed File Upload Limit [500 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded
5	Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies Allowed Extensions [pdf] Allowed File Upload Limit [500 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded
6	Drug Licence (Biological) [applicable for renewal only] Allowed Extensions [pdf] Allowed File Upload Limit [512 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded
7	Drug Licence (Non Biological) [applicable for renewal only] Allowed Extensions [pdf] Allowed File Upload Limit [512 KB]	<input type="text"/> sample.pdf <input type="button" value="Upload"/>	No Document Uploaded

Copyright © All Rights Reserved Design & Developed by **NIC**

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

S.No.	Document Description	Allowed Extensions	Allowed File Upload Limit	Status
9	In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company - copies of Memorandum and Articles of Association. In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles.	[pdf]	[2048 KB]	No Document Uploaded
10	Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists	[pdf]	[1024 KB]	No Document Uploaded
11	Possession document of the premises . a) Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from S.L and L.R.O.	[pdf]	[2048 KB]	No Document Uploaded
12	Power of attorney (if any) in Non-judicial stamp paper as per proforma.	[pdf]	[2048 KB]	No Document Uploaded
13	Refrigerator related document of proposed premises	[pdf]	[500 KB]	No Document Uploaded
14	Sketch map of proposed premises with location and surroundings (CAD Mode)	[pdf]	[500 KB]	No Document Uploaded
15	Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy).	[pdf]	[500 KB]	No Document Uploaded
16	Upload Identity Proof (PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence)	[pdf]	[1024 KB]	No Document Uploaded
17	Voter ID/ PAN Card/Adhar Card/ Passport/ Driving Licence of Pharmacists or CPI (as applicable)	[pdf]	[500 KB]	No Document Uploaded

Navigation: << Back | Save & Continue >>

Copyright © All Rights Reserved | Design & Developed by **NIC**

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.

Successfully Uploaded
Documents has been successfully uploaded.

Common Application Form Preview - CAF2024000382

Progress: Almost Completed (67%)

PARAMETERS	INPUTS
1. Application Details	
Application Type	Change in Premises
Type of Firm	Retail
Name of Firm	abc
Nature of Firm	Partnership
2. Firm Address	
Building No/ Holding No/Doag No	25
Street Name	5/b
Address Line 1	25 5/b dty cdr 24PARAGANAS NORTH kolkata Barasat kolkata 700123
Address Line 2	cdr
District	24PARAGANAS NORTH
Police Station	Barasat

Copyright © All Rights Reserved | Design & Developed by **NIC**

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

Other Local Authority

3. Contract Details of Establishment

Email	eodb321@gmail.com
Landline	
Mobile	9125478963
Qualification of the person responsible for operation if granted	56

4. Service Details

Categories of drugs to be sold	Biological
Particulars of storage accommodation for Schedules C and C(I) drugs in the premises	No
Actual floor space area (sqft)	69
Height from floor to ceiling (ft)	25
Trade Licence	Applied For Licence
Trade Licence No	
A brief statement on construction of the premises (whether Brick Built, Plastered and Floor Cemented Roofing and Ceiling)	test statement
Nature of Ceiling	RCC
Trade Licences / Trade Enlistment Certificate	No
Do you have any other Drug Licence?	No
Whether any other application has been rejected or convicted under D & A Act?	Yes
Premises Type	Owned by owner
Whether Refrigerator has been installed to stock for sale Drugs requiring Cold storage, if so, make Machine No. and capacity are to be mentioned. If so, Refrigerator is provided has a declaration excluding such Drugs been furnished?	No
Working Hour	25
Weekly Closing Day	2
Total Working days (in a week)	8

Copyright © All Rights Reserved

Design & Developed by **NIC**

Upload Identity Proof(PDF copy of Voter ID/PAN Card/Adhar Card/passport/Driving Licence)

Power of attorney(if any) in Non-judicial stamp paper as per proforma.

Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homeopathy).

Possession document of the premises. a)Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O.

In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company - copies of Memorandum and Articles of Association.In case of LLP (limited liability partnership firm) copy of Memorandum and Articles.

Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies

Sketch map of proposed premises with location and surroundings (CAD Mode)

Refrigerator related document of proposed premises

Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma)

Academic qualification testimonials of C.P.I.(in case of whole sale)

Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists

Voter ID/ PAN Card/Adhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable)

Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)

Experience Certificate of CPI(Competent Person incharge); as per rule

Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)

Drug Licence (Biological) [applicable for renewal only]

Drug Licence (Non Biological) [applicable for renewal only]

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

Submit

Copyright © All Rights Reserved

Design & Developed by **NIC**

Declaration Statement

Click to continue with the application process.

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.

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

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

← → ↻ <https://silpasathi.wb.gov.in/caf/submitted/4UhpVfU3UtdGVhZnUko4VWVwU1ZMQT09/OWt5MmVU52JydgIOWW0vd25tVkdZUT09>

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST

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

Current Status-CAF2024000382

Rate your experience on your CAF2024000382

★★★★★

5 star(s) - Excellent

Submit

NAME OF THE SERVICES	CURRENT STATUS	DATE
Change in Premises	Completed	
Basic Details saved	Pending	
Fees Paid	Pending	
CAF Submitted	Pending	
OwnerPhoto Signature Uploaded	Pending	
Upload supporting document	Pending	
Upload Form 19	Pending	
Application Submitted	Pending	
Rectification (if required)	Pending	
Re-Submitted (if required)	Pending	
Download Certificate	Pending	
Application Rejected	Pending	

Copyright © All Rights Reserved

Design & Developed by [NIC](#)

← → ↻ <https://silpasathi.wb.gov.in/caf/submitted/4UhpVfU3UtdGVhZnUko4VWVwU1ZMQT09/OWt5MmVU52JydgIOWW0vd25tVkdZUT09>

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

Current Status-CAF2024000382

Status updated.

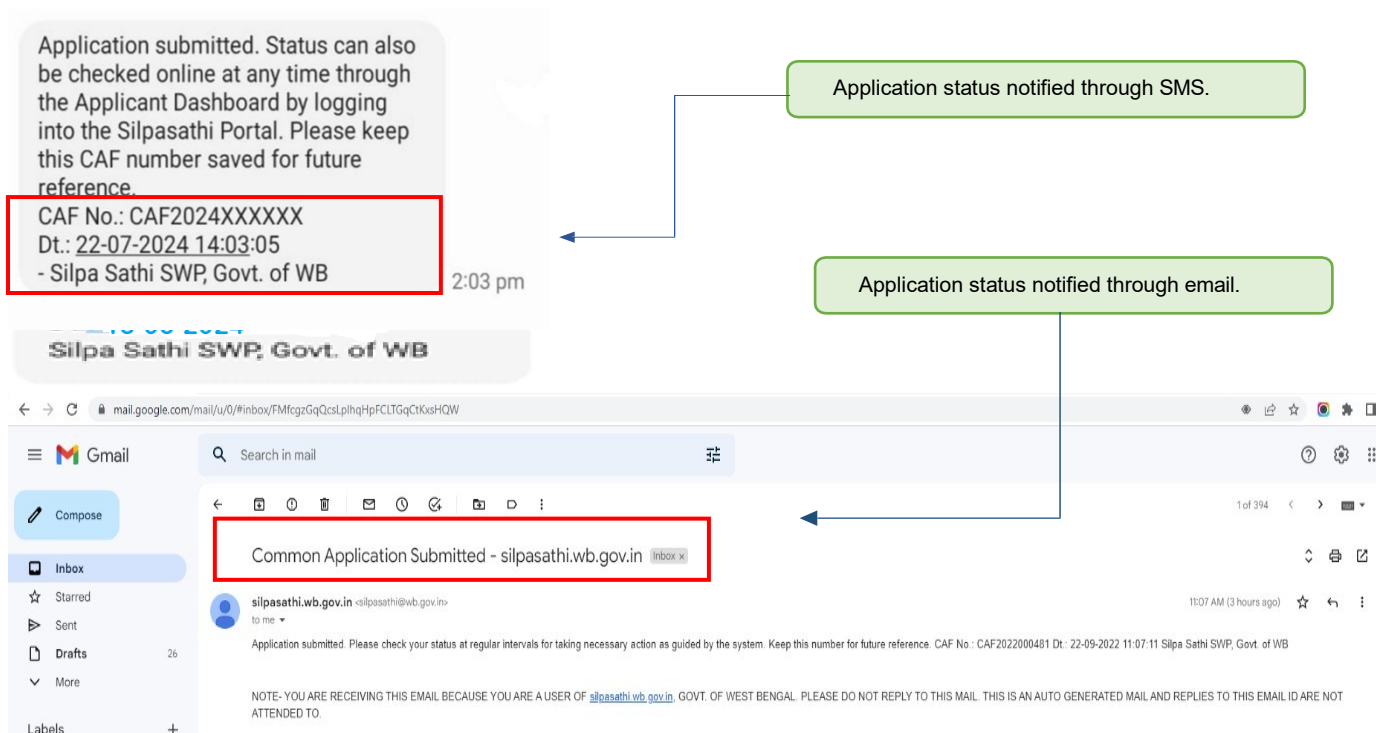
NAME OF THE SERVICES	CURRENT STATUS	DATE
Change in Premises	Completed	
Basic Details saved	Pending	
Fees Paid	Pending	
CAF Submitted	Pending	
OwnerPhoto Signature Uploaded	Pending	
Upload supporting document	Pending	
Upload Form 19	Pending	
Application Submitted	Pending	
Rectification (if required)	Pending	
Re-Submitted (if required)	Pending	
Download Certificate	Pending	
Application Rejected	Pending	

Copyright © All Rights Reserved

Design & Developed by [NIC](#)

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.



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 '[Click to Proceed](#)' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The screenshot shows the 'Applicant's Dashboard' with a navigation bar at the top. Below the navigation bar, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Under 'Your Selected Service(s)', a list of business reference IDs is shown. The service 'Change in Premises' is selected, and a progress bar indicates the steps: Basic Details saved, Fees Paid, CAF Submitted, Owner Photo Signature Uploaded, Upload supporting document, Upload Form 19, and Application Submitted. The 'Pay Now' button is highlighted in a red box, and a green box with the text 'For proceeding with payment' points to it.

The applicant can click on '[Confirm Payment](#)' option as illustrated in the screenshot.

The screenshot shows the 'Payments Details-CAF2024000382' page. It includes a 'Details of the depositor' section with fields for Dept. Payment Reference Number, CAF Number, Name, Email, and Mobile. A note states: '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.' Below this is a 'Service wise fees details' table with columns: SL. NO., NAME OF THE SERVICES, PURPOSE, HEAD OF ACCOUNT, and PAYABLE AMOUNT (RS.). The table shows a fee for 'Change in Premises' of 1500. A green box with the text 'Click to make payment.' points to the 'Confirm Payment' button.

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT (RS.)
1	Change in Premises	Change in Premises Post Licence Fees	0210-01-107-001-13	1500
Total				1500

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

The fees details and other necessary application details as displayed.

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

Payment

Review and Confirmation | Payment Mode and Bank Selection | Transaction Details

You must complete this step in 4 minutes 58 seconds.

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.	Email	Address1
Test User	9999999999	test6@gmail.com	Kolkata

1. Health & Family Welfare → Miscellaneous Service-Other Payment Receipt ₹1500

Department Details

Organization Type	Organization Name	Service Name	User Type
Government	Health & Family Welfare	Miscellaneous Service-Other Payment Receipt	Citizen
Ref. No.	Identification No.	Period From	Period To
CAF2024000382	03330220241725947917	09/09/2024	09/09/2024
Remarks	On Behalf Of	In Favour Of	
Payment for -Change in Premises	H and FW	H and FW	

Service and Tax Details

Subservice Name	HoA Description	Head of Account	Amount
DRUG	Receipt Under Drugs Act	0210-01-107-001-13	1500

TOTAL ₹1500

Rupees One Thousand Five Hundred only

☐ Verified and checked

NEXT

You must complete this step in 4 minutes 35 seconds.

Payable amount displayed.

Footer:

- Go to GRIPS 1.0
- List of Integrated Departments
- Officers, e-Gov Group
- Authorized Banks- Counter Payment
- About Us
- Search Head of Account
- Module-wise Email Address
- Authorized Banks- Debit Card
- Circulars & Notifications
- Verify HoA
- Authorized Bank Nodal Officers
- SBIePay Banks- Net Banking
- Contact Us
- Frequently Used HOAs
- Authorized Banks- Net Banking
- SBIePay Banks- Corporate

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

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

GRIPS 2.0

Payment

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

You must complete this step in 4 minutes 51 seconds.

Payment Mode *
SBI Epay

Pay Through *
Payment Gateway/Bank

BACK NEXT

Select payment mode.

Review and Confirmation

Payment Mode and Bank Selection

Transaction Details

You must complete this step in 4 minutes 59 seconds.

Success

Your transaction has been processed.
Please note the following details for future reference:

GRIPS Payment ID: 100920245023344345

Government Reference Number (GRN) for individual payments within transaction:

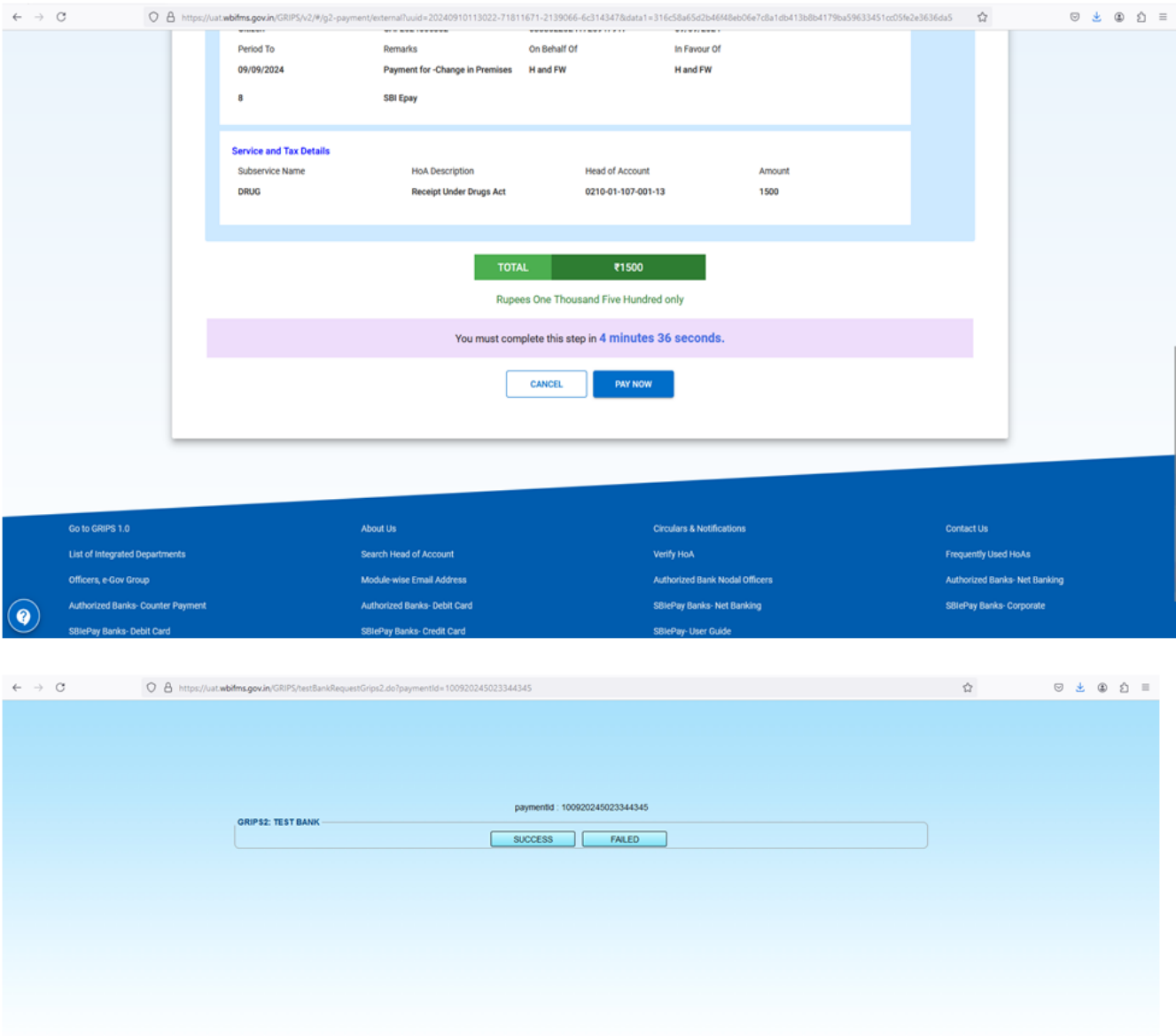
1. 19202425553443468

You can dismiss this dialog and review these details before paying. Registered users will also find these details in their transaction history upon login.

OK

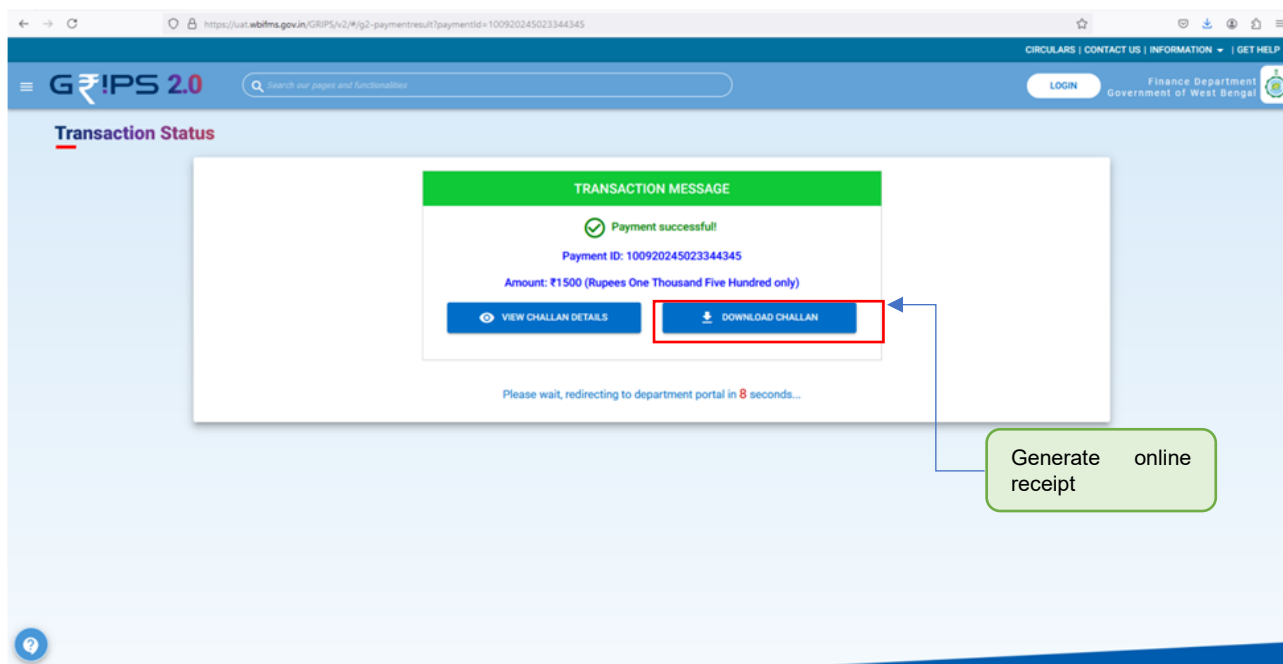
GRN	Organization Type	Organization Name	Service Name
19202425553443468	Government	Health & Family Welfare	Miscellaneous Service-Other Payment Receipt
User Type	Ref. No.	Identification No.	Period From
Citizen	CAF2024000382	03330220241725947917	09/09/2024
Period To	Remarks	On Behalf Of	In Favour Of
09/09/2024	Payment for -Change in Premises	H and FW	H and FW
8	SBI Epay		

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



The applicant can view the online receipt as generated. He can also print the same for reference.

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



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

**Govt. of West Bengal
Health & Family Welfare
GRIPS eChallan**

19202425553443468

GRN Details			
GRN:	19202425553443468	Payment Mode:	SBI Epay
GRN Date:	10/09/2024 11:32:05	Bank/Gateway:	SBIePay Payment Gateway
BRN :	BRN1725948196105	BRN Date:	10/09/2024 11:33:16
Gateway Ref ID:		Method:	
GRIPS Payment ID:	100920245023344345	Payment Init. Date:	10/09/2024 11:32:05
Payment Status:	Successful	Payment Ref. No:	03330220241725947917 [Id Number]

Depositor Details	
Depositor's Name:	Test User
Address:	Kolkata
Mobile:	9999999999
E-Mail:	test6@gmail.com
Depositor Status:	Citizen
Period From (dd/mm/yyyy):	09/09/2024
Period To (dd/mm/yyyy):	09/09/2024
Payment Ref ID:	03330220241725947917
Dept Ref ID/DRN:	CAF2024000382

Payment Details				
Sl. No.	Payment Ref No	Head of A/C Description	Head of A/C	Amount (₹)

The applicant can now view his application status in the SilpaSathi page.

Status Dashboard

https://silpasathi.wb.gov.in/caf/submitted/aUhpVFU3UTdGVhZNUko4VvVwU12MQT09/OWtSMmVUS2JydgIOWW0v2S1VkdZUT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD*
TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Current Status-CAF2024000382

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Change in Premises	Basic Details saved	Completed	
	Fees Paid	Completed	
	CAF Submitted	Pending	
	Owner Photo Signature Uploaded	Pending	
	Upload supporting document	Pending	
	Upload Form 19	Pending	
	Application Submitted	Pending	
	Rectification (if required)	Pending	
	Re-Submitted (if required)	Pending	
	Download Certificate	Pending	

Latest Status of application as updated.

Copyright © All Rights Reserved

Design & Developed by 2024-25

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

3. Track Status of Application

Applicant’s Dashboard

Click on ‘Check status’ to view the latest status of the application.

silpasathi.wb.gov.in/dashboard

Managed bookmarks

D. KX | Knowledge Exc...

This may contain: a...

All Bookmarks

Silpasathi | State Single Window Portal for Industries

3

Welcome Onboard
SABRINA VICTORIA SPELLMAN

DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

MY APPLICATION

PROCEDURE COMPREHENSIVE LIST

QUERY / GRIEVANCE

USER MANUAL

05-12-2024 10:30PM onwards till 10-12-2024 12:00AM | The e-service for obtaining Land Conversion Certificate is currently unavailable due to server migration and maintenance | For any technical query, kindly drop a mail at qrt.silpasathiwb@gmail.com

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Sector Specific License

Query / Grievance Submission / Tracking

Your Profile

Your Selected Service(s)

Approved or Rejected applications are listed under the 'MY APPLICATION' menu at the top of this page...
(Please click on to Update Status button every time at log in to get your updated status and Actionables)
* Note: The applications not submitted post 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2024000382

Update Status

SL NO.	SERVICE	ACTION
1	<div>Change in Premises (WBRTPS Timeline: 90 days)</div> <div>Basic Details saved Fees Paid CAF Submitted Owner Photo Signature Uploaded Upload supporting document Upload Form 19 Application Submitted Rectification (if required) Re-Submitted (if required) Download Certificate</div>	<div></div>

Copyright © All Rights Reserved

Design & Developed by

Status Dashboard

https://silpasathi.wb.gov.in/caf/submitted/silpaPVFU3UTdGVhZNUko4VWVwU1ZMQT09/CWYSMmVUS2JydGIdWVd2S1VkdZUT09

Ease of Doing Business | Single Window Services for Business

1

Welcome Onboard*
TEST USER

DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

PROCEDURE COMPREHENSIVE LIST

QUERY/GRIEVANCES

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

Current Status-CAF2024000382

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Change in Premises	Basic Details saved	Completed	
	Fees Paid	Completed	
	CAF Submitted	Pending	
	Owner Photo Signature Uploaded	Pending	
	Upload supporting document	Pending	
	Upload Form 19	Pending	
	Application Submitted	Pending	
	Rectification (if required)	Pending	
	Re-Submitted (if required)	Pending	
Download Certificate	Pending		

Application status updated.

Copyright © All Rights Reserved

Design & Developed by

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

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

The screenshot shows the SilpaSathi dashboard for the 'Change in Premises' service. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. A yellow banner at the top provides information about service availability and server migration. The main content area features six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific License, Query / Grievance Submission / Tracking, and Your Profile. Below these tiles, the 'Your Selected Service(s)' section displays the application status for 'Change in Premises' (WBRTPS Timeline: 90 days). The status bar shows a progress of 100% for 'Basic Details saved', 'Fees Paid', and 'CAF Submitted'. The 'ACTION' column shows a red 'Update Status' button. The bottom of the dashboard includes a copyright notice and a design credit to NIK.

Silpasathi | State Single Window Portal for Industries

WELCOME ONBOARD
SABRINA VICTORIA SPELLMAN

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

ice is currently available from Silpasathi Portal | Professional Tax enrollment service will be temporarily under maintenance from 05-12-2024 10.30PM onwards till 10-12-2024 12.00AM | The e-service for obtaining **Land Conversion Certificate** is currently unavailable due to server migration a

Add Establishment | **System Guided Assistance Through Wizard** | **Self Assisted Service** | **Sector Specific License** | **Query / Grievance Submission / Tracking** | **Your Profile**

Your Selected Service(s)

Approved or Rejected applications are listed under the 'MY APPLICATION' menu at the top of this page...
(Please click on to **Update Status** button every time at log in to get your updated status and Actionables)
* Note : The applications not submitted post 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2024000382 **Update Status**

SL NO.	SERVICE	ACTION
1	Change in Premises (WBRTPS Timeline: 90 days) 100% Basic Details saved 100% Fees Paid 100% CAF Submitted Re-Submitted (if required) Download Certificate	

Copyright © All Rights Reserved | Design & Developed by NIK

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

The CAF is submitted after successful payment of fees.

The screenshot shows the SilpaSathi dashboard for the 'Change in Premises' service. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. A yellow banner at the top provides information about service availability and server migration. The main content area features six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific License, Query / Grievance Submission / Tracking, and Your Profile. Below these tiles, the 'Your Selected Service(s)' section displays the application status for 'Change in Premises' (WBRTPS Timeline: 90 days). The status bar shows a progress of 100% for 'Basic Details saved', 'Fees Paid', and 'CAF Submitted'. The 'ACTION' column shows a red 'Update Status' button. The bottom of the dashboard includes a copyright notice and a design credit to NIK.

Silpasathi | State Single Window Portal for Industries

WELCOME ONBOARD
SABRINA VICTORIA SPELLMAN

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

12-2024 10.30PM onwards till 10-12-2024 12.00AM | The e-service for obtaining **Land Conversion Certificate** is currently unavailable due to server migration and maintenance | For any technical query, kindly drop a mail at qrt.silpasathwb@gmail.com

Add Establishment | **System Guided Assistance Through Wizard** | **Self Assisted Service** | **Sector Specific License** | **Query / Grievance Submission / Tracking** | **Your Profile**

Your Selected Service(s)

Approved or Rejected applications are listed under the 'MY APPLICATION' menu at the top of this page...
(Please click on to **Update Status** button every time at log in to get your updated status and Actionables)
* Note : The applications not submitted post 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2024000382 **Update Status**

SL NO.	SERVICE	ACTION
1	Change in Premises (WBRTPS Timeline: 90 days) 100% Basic Details saved 100% Fees Paid 100% CAF Submitted Re-Submitted (if required) Download Certificate	

https://silpasathi.wb.gov.in/add-service | Design & Developed by NIK

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

Upload Application Form | Ease of Doing Business | Single Window Services for Business

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

Upload Application Form

[Click here to Download Application Form](#)

Upload Form-VII :- *

No file selected.

NOTE :- Form-VII should be download and duly sign by Contractor and uploaded for successful submission of the Application.

[<< Back](#) [UPLOAD](#)

FORM V
(Prescribed under Rule 21(1) of the West Bengal Contract Labour Act, 1946)

Application for Renewal of License

1.Name & Address of the Contractor:	testcontractor3 test address, kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi, PIN- 740011
2.Number and Date of the License	DHR05/CLL/000072 dated on 11/10/2022
3.Date of expiry of the previous license	
(i)Maximum no.of contract labour employed by the contractor on any day	200
(ii)Rate of paid to each category(unskilled, semi-skilled,skilled,highly-skilled etc.) of contract labour	
Rate of paid to each unskilled category	1
Rate of paid to each semi-skilled category	2
Rate of paid to each skilled category	3
Rate of paid to each highly-skilled category	4
(iii)Daily hours of work and spread over	Daily hour(s) 5 hr(s) and spread over 6 hr(s)
(iv)Whether weekly holiday observed and on which day	day(s)()
(v)Whether weekly holiday so observed was paid holiday	
(vi)Whether leave (with wages) allowed (specify Casual leave,Earned leave, and Medical leave etc.)	
Annual leave	3
Casual leave	4
Sick leave	3
Maternity leave	5
Other leave	6
(vii)Special benefits provided, if any	

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

Upload Application Form | Ease of Doing Business | Single Window Services for Business

←

→

↻

silpasathi.wb.gov.in/upload-application-form/12/bUESVEIaR1ZxW9UvKvNXRm9KM0R4Zz09/azRXb2hFy9iNDZ0eFRnR0U0UkFaZz09

🔔

🌟

🔖

🔍

🏠

👤

Welcome Onboard*
TEST USER

DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

PROCEDURE COMPREHENSIVE LIST

QUERY/GRIEVANCES

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

Upload Application Form

Click here to Download Application(Form-I)

Upload Form-I :- *

Choose File

 No file chosen

NOTE :- Form-I should be download and duly sign by Employer and uploaded for successful submission of the Application.

<< Back

UPLOAD

← → ↻ https://silpasathi.wb.gov.in/caf/submitted/aUhpVFU3UtdGvZNIUke4VvWwU1ZMQT09/CWtSMmVUS2JydGI0Ww0vd2SivkdZUT09

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 helodesk.silpasathi@gmail.com

Current Status-CAF2024000382

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Change in Premises	Basic Details saved	Completed	
	Fees Paid	Completed	29/11/2024
	CAF Submitted	Completed	29/11/2024
	Owner Photo Signature Uploaded	Completed	29/11/2024
	Upload supporting document	Completed	29/11/2024
	Upload Form 19	Completed	29/11/2024
	Application Submitted	Completed	
	Rectification (if required)	Pending	
	Re-Submitted (if required)	Pending	
	Download Certificate	Pending	

NIC

26

Change in Premises (H&FW)

Silpasathi | State Single Window Portal for Industries
Welcome Onboard SABINA VICTORIA SPELLMAN

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

Professional Tax enrollment service will be temporarily under maintenance from 05-12-2024 10:30PM onwards till 10-12-2024 12:00AM | The e-service for obtaining Land Conversion Certificate is currently unavailable due to server migration and maintenance | For any technical query

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Sector Specific License

Query / Grievance Submission / Tracking

Your Profile

Your Selected Service(s)

Approved or Rejected applications are listed under the "MY APPLICATION" menu at the top of this page...
(Please click on to Update 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.

SL NO.	SERVICE	ACTION
1	Change in Premises (<i>WBKTPS Timeline: 90 days</i>) <div style="display: flex; gap: 10px; margin-top: 5px;"> Basic Details saved Fees Paid CAF Submitted Owner Photo Signature Uploaded Upload supporting document Upload Form 19 Application Submitted Rectification (if required) </div> <div style="display: flex; gap: 10px; margin-top: 5px;"> Re-Submitted (if required) Download Certificate </div>	

Copyright © All Rights Reserved
Design & Developed by NIC

Ease of Doing Business | Single Window Services for Business
Welcome Onboard TEST USER

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

Current Status-CAF2024000382

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Change in Premises	Basic Details saved	Completed	
	Fees Paid	Completed	28/09/2024
	CAF Submitted	Completed	28/09/2024
	Owner Photo Signature Uploaded	Completed	28/09/2024
	Upload supporting document	Completed	28/09/2024
	Upload Form 19	Completed	28/09/2024
	Application Submitted	Completed	
	Rectification (if required)	Completed	04/10/2024
	Re-Submitted (if required)	Completed	04/10/2024
	Download Certificate	Completed	22/11/2024

Copyright © All Rights Reserved
Design & Developed by NIC

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

4. Online Download of final approval certificate

The applicant can now click on '**Download Certificate**' to download the final certificate.

Applicant's Dashboard

The screenshot shows the SilpaSathi dashboard for a user named SABRINA VICTORIA SPELLMAN. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. A banner at the top provides contact information for the Quick Response Team and a link to the e-Service for Trade License Certificate. The main area features six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific License, Query / Grievance Submission / Tracking, and Your Profile. Below these, the 'Your Selected Service(s)' section displays a progress bar for the application 'Change in Premises (WBRTPS Timeline: 90 days)'. The progress bar shows steps from Basic Details saved to Application Submitted. The 'Download Certificate' button is highlighted with a red box and a green callout box with the text 'Click on '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 certificate as downloaded has been illustrated in the screenshot below:

The screenshot shows the 'Application Form View Details' page for application CAF2024790557. The page displays the current status as 'Download Certificate'. A table lists the parameters and inputs for the application. The 'Download Certificate' button is highlighted with a red box and a green callout box with the text 'Click on the icon and Download certificate.'

PARAMETERS	INPUTS
1. Legacy Form Details	
Legacy Form ID	821496
2. Download Certificate	
Download Certificate	Download Certificate
3. Application Details	
Application Type	Change in Premises
Type of Firm	Retail
Name of Firm	HI TECH MEDICOS
Nature of Firm	Proprietorship
4. Firm Address	
Building No/ Holding No/Daag No	104
Street Name	A.K. MUKHERJEE ROAD
Address Line 1	GROUND FLOOR, WARD NO.16 (BARANAGAR SG HOSPITAL)
Address Line 2	
District	North Kolkata

Change in Premises (H&FW)

The Final Certificate gets downloaded (Screenshot)



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

5. Third Party verification details

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

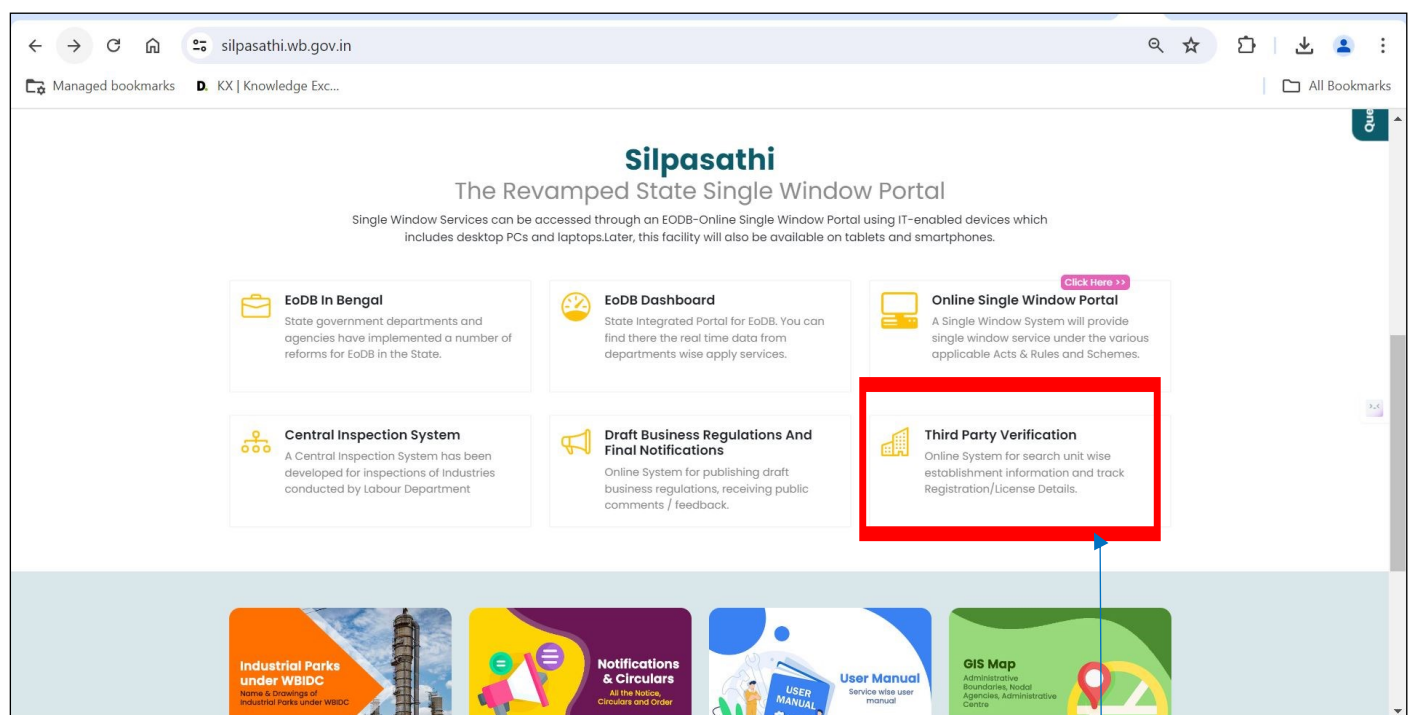
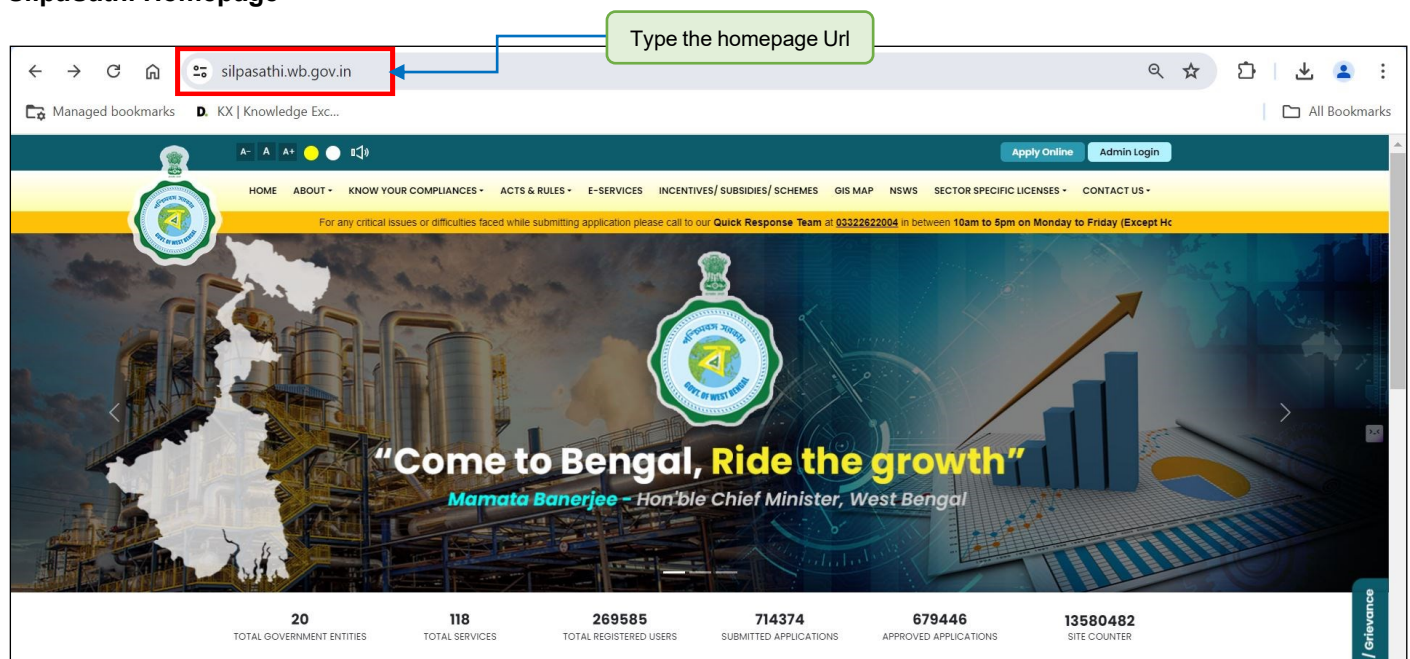
Third party verification process

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

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

(Screenshots below):

SilpaSathi Homepage



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

Applicant selects the service and then enter the Certificate/ Approval or CAF 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 Service : *
Allotment of land in Industrial Area (WBIDC) - ▾

Search Using *
☒ Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)
☐ Approval Certificate Number

Enter CAF No. *
Enter CAF No.

SI No.	Service Name	Department Name	Action
1	Authorization under Bio-Medical Waste Management Rules, 2016	WBPCB	<input type="button" value="Click Here >>"/>
2	Authorization under The E-waste Management Rules, 2016	WBPCB	<input type="button" value="Click Here >>"/>

NEED HELP? ASK NICCI

Query / Grievance

Enter details.

The third party can view the details as illustrated below:

Third Party Verification

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

Select Service : *
Change in Premises - (Health & Family Welf) ▾

Search Using *
☐ Silpasathi Common Application Form (CAF) Number (CAFXXXXXXXXXX)
☒ Approval Certificate Number

Enter Approved Certificate No. *
CAF2024794452

Parameter	Output
Approval Certificate number	- Not available -
Application number	CAF2023766734
Legacy Portal Reference number	4564692
Service Name	Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981) & Water (Prevention and Control of Pollution) Act, 1974
Name of Enterprise to whom issued	INOVA DIAGNOSTIC & POLYCLINIC
Address of enterprise to whom issued	NABWABHAT, BURDWAN , DIST: PURBABADRHAMAN, PIN-713104
Status	- APPROVED -
Date of Approval	08-02-2025
Valid till (date)	- Date not available -

NEED HELP? ASK NICCI

Query / Grievance