



# USER GUIDE

## State Online Single Window Services

### Government of West Bengal

[[www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in)]

|                                     |                                  |
|-------------------------------------|----------------------------------|
| Name of the Services                | Mobile Tower approval - (WBEIDC) |
| Name of the Department/ Directorate | WBEIDC - IT & E WB               |
| RTPS Time Line                      | 30 days                          |

# HOW TO APPLY

- 1) First, user shall visit '[www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in)' Portal.
- 2) User then needs to click on "Apply online" button on the top right section of the homepage.
- 3) If he is already registered, he can use his login details and click on 'Log in' button. If not, he can click on "Create new" button to proceed and follow the mentioned instructions. Once done, user needs to check the declaration check box and then click 'Continue' button.
- 4) Fill in the user registration form and complete the process (Note: Password must have uppercase, lowercase, numeric and special character) . Once registered, user will be directed to his respective dashboard.
- 5) To apply for a service, user needs to click on the 'ALL SERVICES' button on the top header section.
- 6) User select the service(s) he requires from the service selection page (based on his Unit/ Establishment/ Firm) and click on 'Create CAF" button at the bottom right.
- 7) A unique CAF (Common Application Form) will be created for the user (or applicant) with a unique CAF ID displayed on his dashboard.
- 8) Applicant needs to click on 'Apply Online' button on the CAF to start his application.
- 9) The concerned Common Application Form will open with fields that requires information of the applicant. Applicant needs to fill the CAF carefully with necessary details.
- 10) After filling the form, applicant needs to click on 'Save and Continue' and will be directed to the document upload page (if required for the service chosen).
- 11) Applicant needs to upload necessary documents and then click on 'Save & Continue' to go to the application preview page.
- 12) Applicant can review all the details he has filled and once done, he can check the declaration checkbox and click 'Submit' to finish his application.
- 13) Once the application is successfully submitted, applicant will have to follow the concerned dashboard accordingly. Applicant is required to ensure the department processes on his application by clicking on the 'Update status' button to view the action taken by department/ needs to be taken further by applicant (if necessary).
- 14) After successfully submitting the application, the applicant should follow the relevant dashboard. If any action is required on their part, they need to click the **Click to proceed** button. If the action is required by the Department, the applicant must wait and check the application status by clicking the **Update status** button to see the Department's actions or any further steps needed from the applicant.

# APPLICATION STATUS DETAILS

| SL.NO. | STATUS  | RESPONSIBILITY |
|--------|---|----------------|
| 1      | Basic Details saved<br><b>Description:</b> CAF data saved at Silpasathi end   | Initiated      |
| 2      | Fees Pending<br><b>Description:</b> Department allows applicant to proceed with the payment and same is sent to the applicant which he can do through his dashboard | Applicant      |
| 3      | Fees Paid<br><b>Description:</b> Payment is succesfully done  | Department     |
| 4      | In-progress<br><b>Description:</b> Application is in progress   | Department     |
| 5      | Query Raised By Field Unit (If required)<br><b>Description:</b> Query Raised By Field Unit(If required)   | Department     |
| 6      | Applicant Compliance Awaited(If required)<br><b>Description:</b> Applicant compliance awaited(If required)  | Department     |
| 7      | Under Evaluation(If required)<br><b>Description:</b> Application is in under evaluation by the Department   | Department     |
| 8      | NOC Issued<br><b>Description:</b> Applicant then download the NOC from the Silpasathi portal  | Applicant      |

## SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

| SL.NO. | NAME OF THE DOCUMENTS  | FILE TYPE | ALLOWED MAXIMUM FILE SIZE |
|--------|--|-----------|---------------------------|
| 1      | Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating | pdf       | 200 KB                    |
| 2      | Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant.  | pdf       | 200 KB                    |
| 3      | Any Other Documents  | pdf       | 200 KB                    |
| 4      | Applicant / Licensee's License / Registration Certificate granted by Central Govt.   | pdf       | 200 KB                    |
| 5      | For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable)   | pdf       | 200 KB                    |
| 6      | Location Map from any publicly available source (Scale 1:1000) showing the site with it's Latitude & Longitude   | pdf       | 200 KB                    |
| 7      | NOC given by the Land / Building Owner   | pdf       | 200 KB                    |
| 8      | SACFA Clearance Certificate / SACFA application for the said location submitted to WPC wing of DoT with Registration Number as WPC acknowledgement   | pdf       | 200 KB                    |
| 9      | Signed Deed with Land / Building Owner   | pdf       | 200 KB                    |
| 10     | Signed NOC issued by the Fire & Emergency Department (in case of high rise buildings where fire clearance is mandatory)  | pdf       | 200 KB                    |
| 11     | Signed project report with details of installation of all items / machineries / fitting with description of all dimensions / length / height / wt. / vol. technical specification with technical vetting from competent authority  | pdf       | 200 KB                    |
| 12     | Structural Stability Certificate   | pdf       | 200 KB                    |
| 13     | The detailed technical design and drawing of tower / post or other above ground infrastructure including the specification of foundation   | pdf       | 200 KB                    |

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|--------|--|-----------|---------------------------|
| 14     | Underwriting to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the applicant shall take special precaution for fire safety, lightning and he shall be solely responsible for any civil or criminal case arising there from) [Should be given in company letterhead with seal and signature] | pdf       | 200 KB                    |

**\*\*\*For any critical issues or difficulties faced while submitting application please call to our QUICK RESPONSE TEAM at [03322622004](tel:03322622004) in between 10am to 5pm on Monday to Friday (Except Holidays) OR kindly drop a mail at [qrt.silpasathiwb@gmail.com](mailto:qrt.silpasathiwb@gmail.com)**

**Silpa Sathi Single Window Cell - [Helpline no. \(Toll free\) 1800-345-5562](tel:18003455562)**