USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Renewal for Mobile Tower approval - (WBEIDC)
Name of the Department/ Directorate	WBEIDC - IT & E WB

HOW TO APPLY

1) First, user shall visit '**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 menioned 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 **Description:** *CAF data saved at Silpasathi end*	Initiated
2	Application Saved/Fees Pending **Description:** *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 **Description:** *Payment is succesfully done*	Department
4	In-progress **Description:** *Application in under process*	Department
5	Query Raised By Field Unit(If required) **Description:** *Query Raised By Field Unit(If required)*	Department
6	Applicant Compliance Awaited(If required) **Description:** *Applicant compliance awaited(If required)*	Department
7	Under Evaluation(If required) **Description:** *Application is in under evaluation by the Department*	Department
8	Application Rejected **Description:** *Based on the application details and information, the application can be rejected and the same will be forwarded to the applicant*	Department
9	NOC Issued **Description:** *Applicant then download the NOC from the Silpasathi portal*	Department

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 stars radiating	pdf	200KB
2	Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant.	pdf	200KB
3	Any Other Documents (Old NOC)	pdf	200KB
4	Applicant / Licensee's License / Registration Certificate granted by Central Govt.	pdf	200KB
5	For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable)	pdf	200KB
6	Location Map from any publicly available source (Scale 1:1000) showing the site with it's Latitude & Longitude	pdf	200KB
7	NOC given by the Land / Building Owner	pdf	200KB
8	SACFA Clearance Certificate / SACFA application for the said location submitted to WPC wing of DoT with Registration Number as WPC acknowledgement	pdf	200KB
9	Signed Deed with Land / Building Owner	pdf	200KB
10	Signed NOC issued by the Fire & Emergency Department (in case of high rise buildings where fire clearance is mandatory)	pdf	200KB
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	200KB
12	Structural Stability Certificate	pdf	200KB
13	The detailed technical design and drawing of tower / post or other above ground infrastructure including the specification of foundation	pdf	200KB
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 givin in company letterhead with seal and signature]	pdf	200KB

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

Silpa Sathi Single Window Cell - <u>Helpline no. (Toll free) 1800-345-5562</u>