



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	License for Selling of Green Fire Cracker
Name of the Department/ Directorate	District Administration
RTPS Time Line	

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 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	<p>Application Submitted</p> <p>Description: Application successfully submitted and verification is under process. Once done the application will be sent back to the applicant for rectification or forward to SDO for further process. (আবেদন সকলভাবে জমা দেওয়া হয়েছে এবং যাচাইকরণ প্রক্রিয়াধীন। একবার যাচাই করা হবে গেলে আবেদনটি সংশোধনের জন্য আবেদনকারীর কাছে ফেরত পাঠানো হবে বা পরবর্তী প্রক্রিয়ার জন্য SDO-এর কাছে পাঠানো হবে।)</p>	Department
2	<p>Back for Correction(if required)</p> <p>Description: Currently this application is sent back to applicant for rectification. Applicant can modify and resubmit the application as per remark For further process. (বর্তমানে এই আবেদনটি সংশোধনের জন্য আবেদনকারীর কাছে ফেরত পাঠানো হয়েছে। আবেদনকারী পরবর্তী প্রক্রিয়ার জন্য মন্তব্য অনুযায়ী আবেদন সংশোধন এবং পুনরায় জমা দিতে পারেন।)</p>	Applicant
3	<p>DM Forwarded to SDO</p> <p>Description: Currently, the DM has forwarded the application to the concerned SDO for scheduling the inspection. After the inspection is completed, the application will be recommended to the DM for approval or rejection.</p>	Department
4	<p>Back to DM For Review</p> <p>Description: Currently, this application may require corrections from the applicant. Therefore, the Sub-Divisional Officer (SDO) has returned it to the District Magistrate (DM) for further review and necessary action.</p>	Department
5	<p>SDO Forwarded For Inspection</p> <p>Description: The Sub-Divisional Officer (SDO) has forwarded the application to the concerned official for conducting the inspection. Upon completion, the inspection particulars will be submitted.</p>	Department
6	<p>Inspection In Process</p> <p>Description: The application has been forwarded by the Sub-Divisional Officer (SDO) to the respective inspector for inspection. After the inspection is completed and the details are submitted, further processing will continue.</p>	Department
7	<p>Inspection Completed</p> <p>Description: All inspection particulars, along with the recommendation, have been forwarded by the Sub-Divisional Officer (SDO) to the District Magistrate (DM) for further processing. The District Magistrate may either approve the application for payment or reject it based on the review.</p>	Department
8	<p>Accept for Fees Payment</p> <p>Description: All inspection particulars and the SDO's recommendation have been reviewed by the District Magistrate (DM), and the application has been approved for payment. The applicant can now proceed to make the payment for further processing.</p>	Applicant
9	<p>Fees Paid</p> <p>Description: Payment has been successfully completed, and the license is currently being generated.</p>	Department

SL.NO.	STATUS	RESPONSIBILITY
10	License(LE-5) Issued Description: <i>All processes have been completed, and the License (LE-5) has been successfully generated.</i>	Applicant

SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Identity Proof(Aadhaar Card/Voter ID Card/Driving Licence)	pdf	200 KB
2	Photograph of licensee or occupier with signature (3.5 cm x 4.5 cm)	jpg, jpeg	70 KB
3	Proof of Occupancy (Parcha/ Leese Deed/ Sale Deed/ Rent Deed/ Allotment Letter)	pdf	200 KB
4	Shop Layout (Plan & Elevation) duly approved by local Self Govt.	pdf	512 KB
5	Trade License	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**

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