



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Auto renewal of license under The Factories Act, 1948
Name of the Department/ Directorate	Directorate of Factories
RTPS Time Line	Real Time

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	Initiated Description: <i>The application data has been saved, and the documents have been uploaded or are awaiting upload. To have the calculated payable amount reflected on the dashboard, the applicant needs to carefully review the provided information and complete the submission.</i>	Initiated
2	Application Saved/Fees Pending Description: <i>The payable amount is now visible on the applicant dashboard. Applicants are required to pay this amount to proceed with the further process.</i>	Initiated
3	Fees Paid/CAF upload Pending Description: <i>The applicant has successfully completed the payment. They are now required to download the CAF, digitally sign it, and upload the signed CAF to complete the final submission process.</i>	Initiated
4	Application Submitted Description: <i>Application Submitted but Certificate not generated</i>	Initiated
5	Issued Description: <i>Once the applicant has successfully made the payment and uploaded the digitally signed CAF, the application will be automatically approved, and the renewed license can be downloaded from the Silpasathi portal.</i>	Applicant

SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board	pdf	200 KB
2	Authentication copy of Trade Licence	pdf	200 KB
3	Declaration,duly signed by the Occuiper , showing the date starting of manufacturing process (exact date)along with number of workers engaged there in on the date installed power, as applicable.	pdf	200 KB
4	E. S. I.	pdf	200 KB
5	Form No. 32	pdf	200 KB
6	Forwarding Letter	pdf	200 KB
7	Health and Safety Policy, in case a hazardous process.	pdf	200 KB
8	Memorandum and Article of Association (for Ltd. Co.)	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)