



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Allotment of land in Industrial Area (WBIDC)
Name of the Department/ Directorate	WBIDC - IC & E
RTPS Time Line	45 days

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	Basic details saved Description: CAF data saved at Silpasathi end	Initiated
2	CAF initiated (Application Submission Pending) Description: CAF data saved at Silpasathi end and partially submitted	Initiated
3	Application Under Review Description: Application under review	Initiated
4	Query raised Description: Application reverted back to applicant with a query	Initiated
5	Complete Application Submitted Description: Application succesfully submitted	Department
6	Payment of Application money pending Description: Application Payment Initiated	Applicant
7	Fees Paid Description: Application Payment Completed	Department
8	Sent to Board Description: This application has been sent to Board for approval.	
9	Forwarded for Cabinet Approval Description: Dept forwards the application to the higher authority	Department
10	Waiting for Cabinet Approval Description: Waiting for Cabinet Approval	
11	Approved / Reject Description: Application approved or rejected by Cabinet	Department
12	Payment Requested Description: Lease Payment Initiated	Applicant

SL.NO.	STATUS	RESPONSIBILITY
13	Payment Completed and Possession Certificate Delivered Description: <i>Possession Certificate Delivered</i>	Applicant

SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/law, as applicable.	pdf	200 KB
2	Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years	pdf	200 KB
3	Certificate of Incorporation	pdf	200 KB
4	Copy of MOA and AOA	pdf	200 KB
5	Copy of PAN	pdf	200 KB
6	Details of the proposed Project	pdf	200 KB
7	GST Certificate	pdf	200 KB
8	Identify Proof(e.g. PAN) and Address proof(e.g. Voter Id/ Adhaar/Passport/Driving License/Electricity Bill etc.) of promoters/directors/partners/proprietor etc. (to be annexed in DPR).	pdf	200 KB
9	IEC (if any)	pdf	200 KB
10	INC-20A along with paid challan copy (if applicable)	pdf	200 KB
11	IT Return	pdf	200 KB
12	Net Worth Statement for all Directors	pdf	200 KB
13	Project Feasibility Report	pdf	200 KB
14	Requirement and justification of land	pdf	200 KB
15	Signature	pdf	200 KB
16	Trade License	pdf	200 KB

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
17	Udyam registration certificate/UAM (if any)	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:18003455562)