



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

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| 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 | Application Submitted Description: Application successfully submitted | Department |
| 5 | Payment Pending Description: Application Payment Initiated | Applicant |
| 6 | Fees Paid Description: Application Payment Completed | Department |
| 7 | Sent to Board Description: This application has been sent to Board for approval. | |
| 8 | Forwarded for Cabinet Approval Description: Dept forwards the application to the higher authority | Department |
| 9 | Waiting for Cabinet Approval Description: Waiting for Cabinet Approval | |
| 10 | Approved / Reject Description: Application approved or rejected by Cabinet | Department |
| 11 | Lease Payment Initiated Description: Lease Payment Initiated | Applicant |
| 12 | Lease Payment Completed Description: Lease Payment Completed | Department |

| SL.NO. | STATUS | RESPONSIBILITY |
|--------|---|----------------|
| 13 | 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)