



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Building Plan approval (WBSIDC)
Name of the Department/ Directorate	WBSIDCL - MSME & T
RTPS Time Line	15 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	Initiated Description: CAF data saved at Silpasathi end and partially submitted	Initiated
3	Applicant completed assigned to Consultant Description: Application submission is completed and is assigned to a consultant successfully for further process	Initiated
4	Payment 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
5	Payment Completed Description: Payment succesfully done. Application pending at the end of the signatory authoruity	Department
6	Signatory Authority approved Description: Application approved by signatory authority	Applicant

SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Assessment Book Copy	pdf	1024 KB
2	Clearance from WBPCB {Consent to Establish (CTE), original scanned copy}	pdf,png,jpeg,jpg	1024 KB
3	Copy of Deed (original scanned copy)	pdf,png,jpeg,jpg	5000 KB
4	Copy of Deed Plan	pdf,png,jpeg,jpg	500 KB
5	Current Paid up Tax receipt / Tax Clearance Certificate issued by competent authority (original scanned copy)	pdf,png,jpeg,jpg	5000 KB
6	Detailed Architectural drawing(s) (in “.dwg” format) as per provision of WBMBR, 2007 (as amended) with specifications of the work.	pdf	10000 KB
7	Detailed calculation of structural design as per provision in these rules self or by structural engineer attested	pdf	1000 KB
8	Detailed Structural drawings (in AutoCad software) including a copy of structural calculation sheet (Please refer Rule 53 or Rule 155 of West Bengal Municipal (Building) Rules 2007)	pdf	1000 KB
9	Fire Safety Recommendation(FSR) along with drawing duly authenticated by WBF&ES(original scanned copy)	pdf,png,jpeg,jpg	1024 KB
10	General undertaking	pdf	1024 KB
11	Geo-technical investigation soil report	pdf	1024 KB
12	House Sewer pipe/drain layout drawing	pdf	1024 KB
13	Indemnity Bond (Notarized original scanned copy)	pdf,png,jpeg,jpg	2048 KB
14	Possession Certificate(original scanned copy)	pdf,png,jpeg,jpg	1024 KB
15	Registered power of attorney (if applicable, notarized original scanned copy)	pdf	10000 KB
16	Sanctioned plan in case of any existing structure for extension and renovation	pdf,png,jpeg,jpg	1024 KB

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
17	Self- declaration as to existence of existing structure of the plot (if any) (notarized original scanned copy)	pdf	1000 KB
18	Self-Declaration as to existence of structure, if any, of the plot	pdf	1024 KB
19	Self- declaration in respect of Boundary Demarcation (Notarized original scanned copy)	pdf,png,jpeg,jpg	2048 KB
20	Structural stability Certificate duly signed by concerned Empanelled Structural Engineer	pdf,png,jpeg,jpg	1024 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)