



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Occupancy Certificate (WBSIDC)
Name of the Department/ Directorate	WBSIDCL - MSME & T
RTPS Time Line	25 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	In-progress Description: Application is in progress	Department
5	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	A certificate pertaining to lift installation, if any	pdf,jpeg,jpg,png	1024 KB
2	A certificate pertaining to lift installation, if required;	pdf	1024 KB
3	An Indemnity Bond undertaking to indemnify the Sanctioning Authority against any risk, danger or damage to any person, whether an occupier or not.	pdf,jpeg,jpg,png	1024 KB
4	An undertaking that no person shall occupy or shall be allowed to occupancy any other portion of the building for which Occupancy Certificate has not been issued.	pdf,jpeg,jpg,png	1024 KB
5	An undertaking to ensure, in such a manner as the Sanctioning Authority may specify, Public safety.	pdf	1024 KB
6	Appendix -7	pdf,jpeg,jpg,png	1024 KB
7	Area Statement and parking statement for the portion which is proposed to be occupied (FAR Calculation sheet)	pdf,jpeg,jpg,png	1024 KB
8	Certificate from electric supply undertaking.	pdf	1024 KB
9	Certificate from WBSEDCL or CESC or any other Power Supply Authority;	pdf,jpeg,jpg,png	1024 KB
10	Completion Certificate for house wiring and all electrical installations from Electrical Engineering or Licensed Electrical Supervisor.	pdf	1024 KB
11	Completion Certificate for internal drainage, water supply, sewerage and plumbing works from Public Health Engineering/Plumber.	pdf,jpeg,jpg,png	1024 KB
12	Copy of Land Mutation and Conversion.	pdf	1024 KB
13	Fire Safety Certificate (FSC) in original scanned copy) issued under the West Bengal Fire Services Act,1950 from Department of West Bengal Fire & Emergency Services or the rules made there under;	pdf,jpeg,jpg,png	1024 KB
14	Form of Notice for Partial Completion.	pdf	1024 KB
15	Joint Inspection Report duly signed by concerned LBA / LBS, ESE and Applicant.	pdf,jpeg,jpg,png	1024 KB

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
16	Latest Colour Photographs of front side, rear setbacks, front and rear elevation of the constructed Structures shall be submitted.	pdf	1024 KB
17	NOC from WBPCB ('Consent to Operate' in original scanned copy).	pdf,jpeg,jpg,png	1024 KB
18	Original Scanned copy of 'Completion Plans' duly authenticated by concerned LBA / LBS; ESE & the Applicant.	pdf,jpeg,jpg,png	1024 KB
19	Other certificate (mention the nature of other certificates, if any	pdf,jpeg,jpg,png	1024 KB
20	Plinth Completion Certificate issued by this authority	pdf,jpeg,jpg,png	2048 KB
21	Property Tax Clearance.	pdf	1024 KB
22	Structural Stability Certificate duly authenticated concerned Empanelled Structural Engineer(ESE).	pdf,jpeg,jpg,png	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:18003455562)