



# USER GUIDE

## State Online Single Window Services

### Government of West Bengal

[[www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in)]

Name of the Services	Occupancy Certificate (WBIIDC)
Name of the Department/ Directorate	WBIIDC - IC & E
RTPS Time Line	25 days

# HOW TO APPLY

- 1) First, user shall visit '[www.silpasathi.wb.gov.in](http://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 <b>Description:</b> CAF data saved at Silpasathi end	Initiated
2	Initiated <b>Description:</b> CAF data saved at Silpasathi end and partially submitted	Initiated
3	Applicant completed assigned to Consultant <b>Description:</b> Application submission is completed and is assigned to a consultant successfully for further process	Initiated
4	In-progress <b>Description:</b> Application is in progress	Department
5	Signatory Authority approved <b>Description:</b> 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	Certificate of conformity to regulation and structural safety for the relevant buildings (depending upon type and height) in the relevant Form 10 or 11	pdf	10240 KB
2	Completion Certificate by an Architect / Engineer in respect of building (depending upon type and height) in the relevant Form10 or 12 of Building Regulation for Industrial Growth Centres and Parks of WBIIDC in West Bengal, 2016	pdf,png,jpeg,jpg	1024 KB
3	Completion Certificate up to Plinth Level of building shall be issued by the Competent Authority of the Corporation only after the applicant / lease holder submits a certificate from an Architect (who has supervised the construction of the building) that the building has been constructed in accordance with the provision of the Energy Conservation Building Regulations	pdf,jpeg,jpg	1024 KB
4	Completion drawings or 'As-Built' drawings in .dwg format	dwg	1024 KB
5	Drainage Plan showing proposed layout for drainage of both Storm and treated Septic Sewer along with water requirements computations duly authenticated by the concerned Divisional Engineer	pdf	1024 KB
6	Sanction letter for change of ownership (if Any)	pdf,png,jpeg,jpg	1024 KB
7	Self-certification duly authenticated by the concerned Divisional Engineer for front, side, rear open spaces and setbacks, front and rear elevation of the building along with photographs of essential areas like cut outs and shafts from the roof top	pdf,png,jpeg,jpg	1024 KB
8	Self-certification duly authenticated by the concerned Divisional Engineer shall be essential for issue of Completion Certificate or as specified by the Corporation from time to time	dwg	5120 KB
9	Up to date payment receipt clearing payment of user and other charges	pdf,jpeg,jpg	1024 KB
10	Water Supply Pipeline Network Layout & Water Storage Tanks for Fire & Essential Storage along with water requirements computations duly authenticated by the concerned Divisional 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](mailto:qrt.silpasathiwb@gmail.com)**

**Silpa Sathi Single Window Cell - [Helpline no. \(Toll free\) 1800-345-5562](tel:18003455562)**