



# 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	Building Plan approval (WBEIDC)
Name of the Department/ Directorate	WBEIDC - IT & E WB
RTPS Time Line	15 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	Applicant Pending <b>Description:</b> Action pending at applicant's end	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	Fees Pending <b>Description:</b> 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 done pending for Signatory Authority <b>Description:</b> Payment successfully done. Application pending at the end of the signatory authority	Department
6	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	Any other relevant document	pdf,png,jpeg,jpg	1024 KB
2	Copy of application made to WBSEDCL/ CESC/ any other Power Supply and Distribution Companyb	pdf,png,jpeg,jpg	1024 KB
3	Copy of Deed and Deed plan/Agreement to lease	pdf,png,jpeg,jpg	5120 KB
4	Current paid up Municipal / Panchayat Tax receipt or Current paid up tax receipt applicable for the specified area	pdf,png,jpeg,jpg	150 KB
5	Detailed Architectural drawing(s) (in “.dwg” format) as per provision of WBMBR, 2007 (as amended) with specifications of the work. Only 1 dwg input file in 1 application	dwg	10240 KB
6	Detailed calculation of structural design as per provision in these rules self or by structural engineer attested	pdf,png,jpeg,jpg	10240 KB
7	Detailed calculation of structural design as per provision in these rules self or by structural engineer attested	STD,ETAB	10240 KB
8	Detailed Structural drawings	pdf	10240 KB
9	EIA Report as may be applicable	pdf,png,jpeg,jp	1024 KB
10	FAR calculation sheet including Built-up area and construction area statement of the proposed industrial/commercial buildings, etc. certified by the applicant and concerned Architect	pdf,png,jpeg,jpg	1024 KB
11	Geo technical Investigation report	pdf,png,jpeg,jpg	10240 KB
12	Indemnity Bond (along the lines of Form L of WB Municipal (Building) rules,2007)	pdf,png,jpeg,jpg	1024 KB
13	MSME Certificate	pdf,png,jpeg,jpg	1024 KB
14	Sanctioned plan in case of any existing structure for extension and renovation	pdf,png,jpeg,jpg	1024 KB
15	Structural drawing (.dwg format)	dwg	1024 KB
16	Submission of duly filled Form B in all aspects	pdf,png,jpeg,jpg	1024 KB

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
17	Upload signed, stamped FAR calculation sheet on the letter head of consultant (Maximum file size should be 1MB, allowed file types: .pdf)	pdf	1024 KB
18	Utility Plan: Drainage Plan showing proposed layout for drainage of both storm and treated Septic Sewer along with water requirements computations and setting up other treatment plants(if any)	pdf	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)**