



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Occupancy Certificate (WBEIDC)
Name of the Department/ Directorate	WBEIDC - IT & E WB
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	Applicant Pending Description: Action pending at applicant's end	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 from the electric supply undertaking regarding provision to its satisfaction, of transformer, sub-station, ancillary power supply as required	pdf,jpeg,jpg	1024 KB
2	Building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, (clearly stating the occupancy and use-group for which the building or the work has been sanctioned)	pdf	10240 KB
3	Building plans marked as 'Completion Plans' signed by the applicant and the Architect/Licensed Building Surveyor, (clearly stating the occupancy and use-group for which the building or the work has been sanctioned)	pdf	10240 KB
4	Certificate from the Technical persons employed as per rule 15 that inside house drainage and water supply network have been completed to the satisfaction of the Municipal Authority	pdf,png,jpeg,jpg	1024 KB
5	Fire safety certificate, if applicable under the West Bengal Fire Services Act, 1950 (West Ben. Act XVIII of 1950) and the rules made there under	pdf,jpeg,jpg	1024 KB
6	Form-G	pdf	5120 KB
7	Other certificates (mention the nature of other certificates)	pdf,png,jpeg,jpg	10240 KB
8	Structural stability certificate duly signed by the Architect or Licensed Building Surveyor and/or registered Structural Engineer	pdf,png,jpeg,jpg	2048 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)