



# **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	Revision of Fire Safety Recommendation
Name of the Department/ Directorate	Fire and Emergency Services

# 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	Applied <b>Description:</b> CAF successfully submitted and sent for further proceedings	Department
2	Pending <b>Description:</b> CAF successfully submitted and sent for further proceedings	Department
3	Application is Pending Under HA/FI/DFO/DD/Director/DG <b>Description:</b> Application is Pending Under HA/FI/DFO/DD/Director/DG	Department
4	Forwarded <b>Description:</b>	Department
5	Send back to Applicant <b>Description:</b> Send back to Applicant	Applicant
6	Accept for offline inspection <b>Description:</b> Accept for offline inspection	Applicant
7	offline Inspetion date send to fire department <b>Description:</b> offline Inspetion date send to fire department	Applicant
8	Accept for Fees Payment <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
9	Fees Paid <b>Description:</b> Payment is succesfully done	Department
10	Send Back to Deputy Director <b>Description:</b> Application is Send Back to Deputy Director	Department
11	Sent Back to applicant for appropriate payment <b>Description:</b>	Applicant
12	Physical Documents Received <b>Description:</b> Physical Documents is received	Department
13	Updating the Status <b>Description:</b> Deparment needs to update the application status	Department

SL.NO.	STATUS	RESPONSIBILITY
14	Physical Documents Received <b>Description:</b> <i>Applicant sends the hard copy of documents to the Department</i>	Department
15	Send for Conducting TEC Meeting <b>Description:</b> <i>Application is Send for Conducting TEC Meeting</i>	Department
16	Forwarded for Rejection <b>Description:</b> <i>Application is Forwarded for Rejection</i>	Department
17	Application Rejected <b>Description:</b> <i>Application Rejected</i>	Applicant
18	Waiting for Physical Documents <b>Description:</b>	Applicant
19	Send Back to DFO <b>Description:</b>	Department
20	Send Back to Immediate Previous Actor <b>Description:</b> <i>Application is Send Back to Immediate Previous Actor</i>	Department
21	Send Back to Inspector <b>Description:</b> <i>Application is Send Back to Immediate inspector</i>	Department
22	Forwarded for Seeking Clarification <b>Description:</b> <i>Application is Forwarded for Seeking Clarification</i>	Department
23	Approved <b>Description:</b> <i>Applicant then download the approved certificate/license from the Silpasathi portal</i>	Applicant

## SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Applicants Proof of Identity	pdf	200KB
2	Area Statement	pdf	200KB
3	Basement Plan(1:100)	pdf	2048KB
4	Building Completion Certificate	pdf	200KB
5	Copy of the Last FSR / RFSR issued by the Department	pdf	200KB
6	F.A.R. calculation showing Calculation of Parking Area	pdf	200KB
7	F.A.R. calculation showing Details of Area	pdf	200KB
8	Floor Plan(1:100)	pdf	2048KB
9	Key Location Plan(1:4000)	pdf	2048KB
10	Legal Ownership Document / Registered Deed	pdf	2048KB
11	Master Plan Drawing	pdf	2048KB
12	Other Supporting Documents	pdf	200KB
13	Pan Card	pdf	200KB
14	Proof of Power of Attorney	pdf	200KB
15	Roof Plan(1:100)	pdf	2048KB
16	Section Elevation Plan	pdf	2048KB
17	Site Plan(1:600)	pdf, dwg	2048KB
18	Structured Drawings	pdf	2048KB
19	Typical Building Plan	pdf	2048KB

**\*\*\*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)**