



USER GUIDE

State Online Single Window Services

Government of West Bengal

[www.silpasathi.wb.gov.in]

Name of the Services	Fire Safety Certificate
Name of the Department/ Directorate	Fire and Emergency Services
RTPS Time Line	30 days (15 days in KMC area)

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	Applied Description: CAF successfully submitted and sent for further proceedings	Department
2	pending Description: CAF successfully submitted and sent for further proceedings	Department
3	Application is Pending Under HA/FI/DFO/DD/Director Description: Application is Pending Under HA/FI/DFO/DD/Director/DG	Department
4	Forwarded Description: Application succesfully sent to the Department	Department
5	Send Back To Applicant Description: Send Back To Applicant	Applicant
6	Accept for offline inspection Description: Accept for offline inspection	Department
7	offline Inspetion date send to fire department Description: offline Inspetion date send to fire department	Department
8	Application Rejected Description: This application has been reviewed and the application has been rejected. As a result, this application is considered closed and will not be continued further in the process.	Applicant
9	Forwarded for Seeking Clarification Description: Application is forwarded for seeking internal clarifications	Department
10	Waiting for Physical Documents Description: waiting for Physical Documents	Applicant
11	Forwarded to DFO Description: Application is sent back to DFO	Department
12	Preparing Physical File Description:	Department

SL.NO.	STATUS	RESPONSIBILITY
13	Send for Conducting TEC Meeting Description:	Department
14	Upload Report Description: <i>upload report</i>	Department
15	Send Back to Deputy Director Description:	Department
16	Forwarded for Rejection Description: <i>Application is forwarded for rejection</i>	Department
17	Physical Documents Received Description: <i>Applicant sends the hard copy of documents to the Department</i>	Department
18	Send Back to Immediate Previous Actor Description: <i>Application is Send Back to Immediate Previous Actor</i>	Department
19	Send Back to DFO Description: <i>Application is Send Back to DFO</i>	Department
20	Send Back to Inspector Description: <i>Application is Send Back to Inspector</i>	Department
21	Approved Description: <i>Applicant then download the approved certificate/license from the Silpasathi portal</i>	Applicant
22	Certificate generated Description: <i>Certificate generated</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 (Aadhaar / Passport / Voter ID)	pdf	200 KB
2	Area Statement	pdf	200 KB
3	Building Completion Certificate	pdf	200 KB
4	Building Plan Sanctioned by Competent Authority	pdf	200 KB
5	Copy of the Last FSR / RFSR issued by the Department	pdf	200 KB
6	Electrical Wiring/Installation Report by Competent Authority	pdf	200 KB
7	Floor Plan(1:100)	pdf	2048 KB
8	Key Location Plan(1:4000)	pdf	2048 KB
9	Legal Ownership Document / Registered Deed	pdf	30720 KB
10	Master Plan Drawing	pdf	200 KB
11	Other Supporting Documents	pdf	1024 KB
12	PAN Card of the Applicant	pdf	200 KB
13	Proof of Power of Attorney	pdf	200 KB
14	Roof Plan(1:100)	pdf	2048 KB
15	Section Elevation Plan	pdf	2048 KB
16	Site Plan(1:600)	pdf	5120 KB
17	Structured Drawings	pdf	2048 KB
18	Supporting Document for Conduction of Evacuation Drill	pdf	200 KB
19	Supporting Document for Conduction of Fire Drill *	pdf	200 KB
20	Typical Building Plan	pdf	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)