



# **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	License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970
Name of the Department/ Directorate	Labour Commissionerate

# 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> Application successfully submitted and verification is under process. Once done the application will be sent back for rectification/ accepted for payment	Initiated
2	Back for Correction(if required) <b>Description:</b> Application is sent back for rectification. Kindly modify disapproved fields and re-submit the application	Applicant
3	Accept for Fees Payment <b>Description:</b> Application is verified and approved by Registering Authority and directed to pay fees. After successful payment download FORM-IV from the dashboard and upload it after signing the downloaded FORM-IV.	Applicant
4	Fees Paid/Form -IV Upload Pending <b>Description:</b> After successful payment, applicant needs to download FORM-IV from the dashboard and upload it after signing the downloaded FORM-IV	Applicant
5	Final Submit <b>Description:</b> Application proceeded for final submission	Department
6	Form -IV Re-Upload(if required) <b>Description:</b> Application is sent back for FORM-IV rectification. Kindly modify and re-submit the application.	Applicant
7	Issued <b>Description:</b> Certificate(Form-VI) is issued by the Registering Authority. Applicant can download it from the dashboard.	Applicant

## SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Address proof Certificate/Trade Licence	pdf	200KB
2	Any other licenses/registrations taken/applied to run the establishment	pdf	200KB
3	Articles of Association and Memorandum of Association/Partnership Deed	pdf	200KB
4	Form V	pdf	200KB
5	Work Order	pdf	1024KB

**\*\*\*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:1800-345-5562)**