



Labour Department:

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

User Manual

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948**” by **Labour Department, Govt. of West Bengal** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 by Labour Department is required to or obtaining official consent to establish, renovate, or start using a building as a production facility in India under The Factories Act, 1948, The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Authenticated Copy of Consent to Establish from WBPCB	CTE is a permit that allows the discharge of sewage or trade effluent into a stream, well, or sewer, or the emission of air pollutants into the atmosphere

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#	Documents Required	Detailed Description
2.	Authenticated Copy of Consent to operate from WBPCB	A Consent to Operate (CTO) permit is a legal document that allows a business to operate after meeting environmental standards
3.	Authenticated Copy of Purchase deed/ lease deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory	Conclusive proof of ownership, while a lease deed outlines the terms of your agreement
4.	Company PAN Card	The PAN card is a crucial document for maintaining compliance with tax regulations and is often used as a proof of identity and address.
5.	Declaration, duly signed by the occupier, stating whether any process or activity of the factory is a hazardous process as defined under Factories Act, 1948	Declaration, duly signed by the occupier
6.	Flow Chart of Manufacturing Process	Workflow for Manufacturing Process
7.	Forwarding Letter	Formal document
8.	Letter of Intimation	A Letter of Intimation is a formal notification
9.	Other documents	If required

Timeline (WBRTPS)

Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 has an WBRTPS timeline of 50 days till approval by the authorities.

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Instructions related to the application form

Sl. No.	Field Name	Instructions
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter Trader's Name
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street
5.	Post Office	Enter Post Office
6.	Pin	Enter Pin
7.	Mobile Number	Enter Mobile Number
8.	Email	Enter Email
9.	District	Enter District
10.	Police Station	Enter Police Station
11.	ILM Unit	Enter ILM Unit
12.	Types of Weights	Enter Types of Weights

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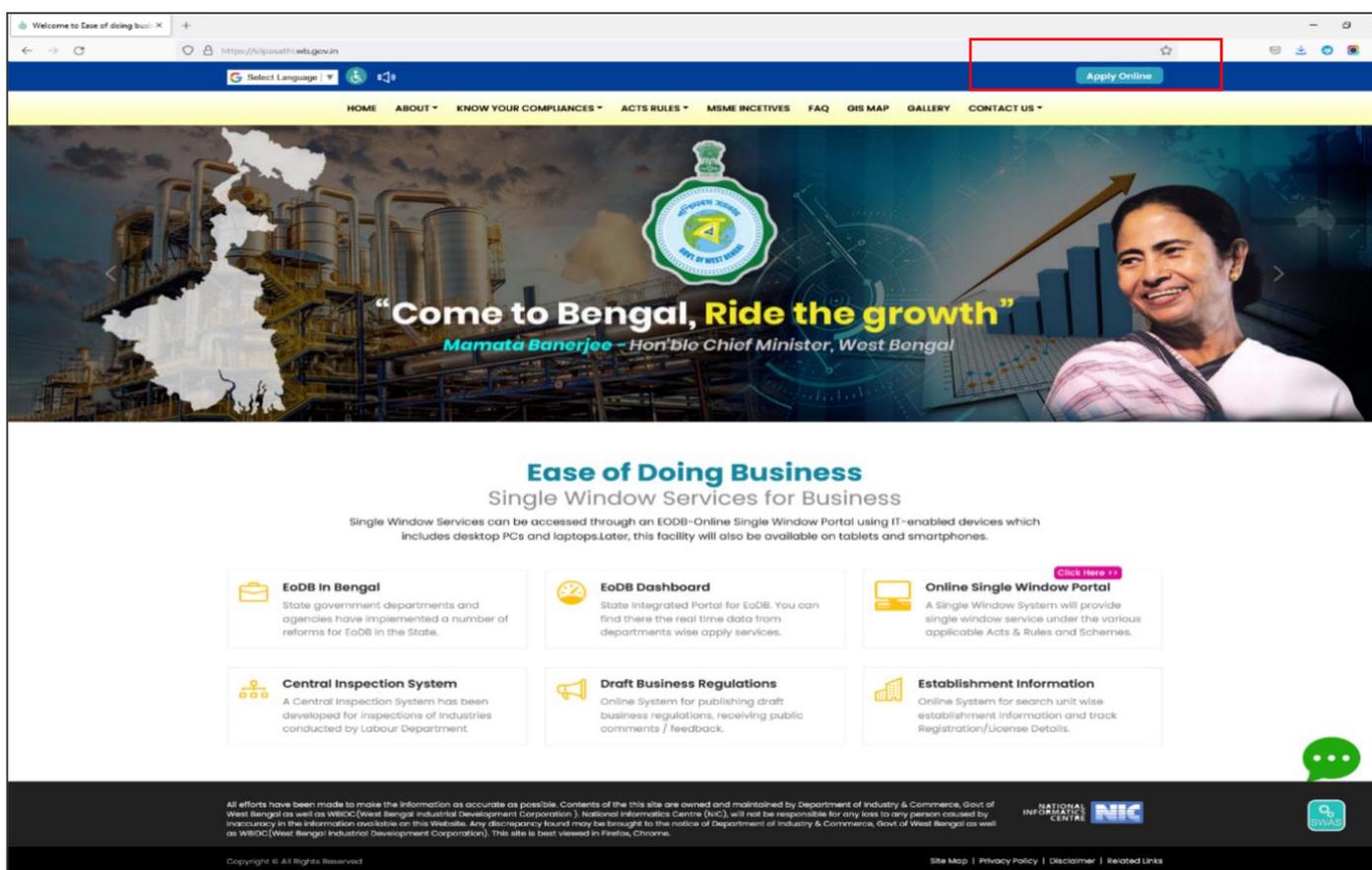
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

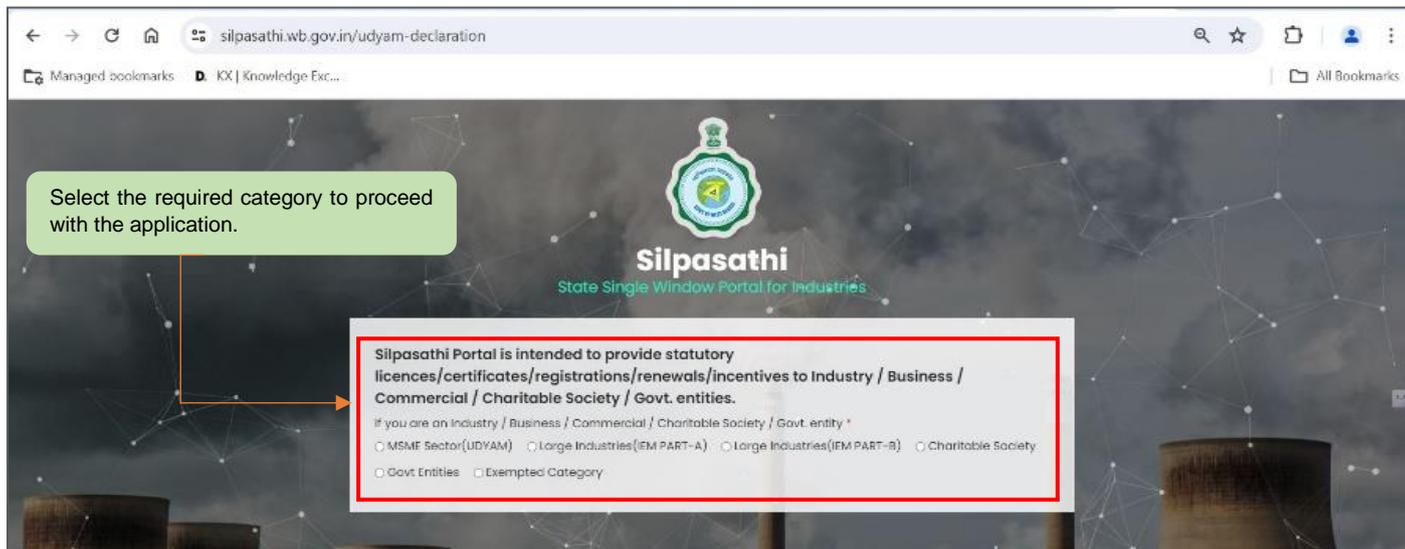


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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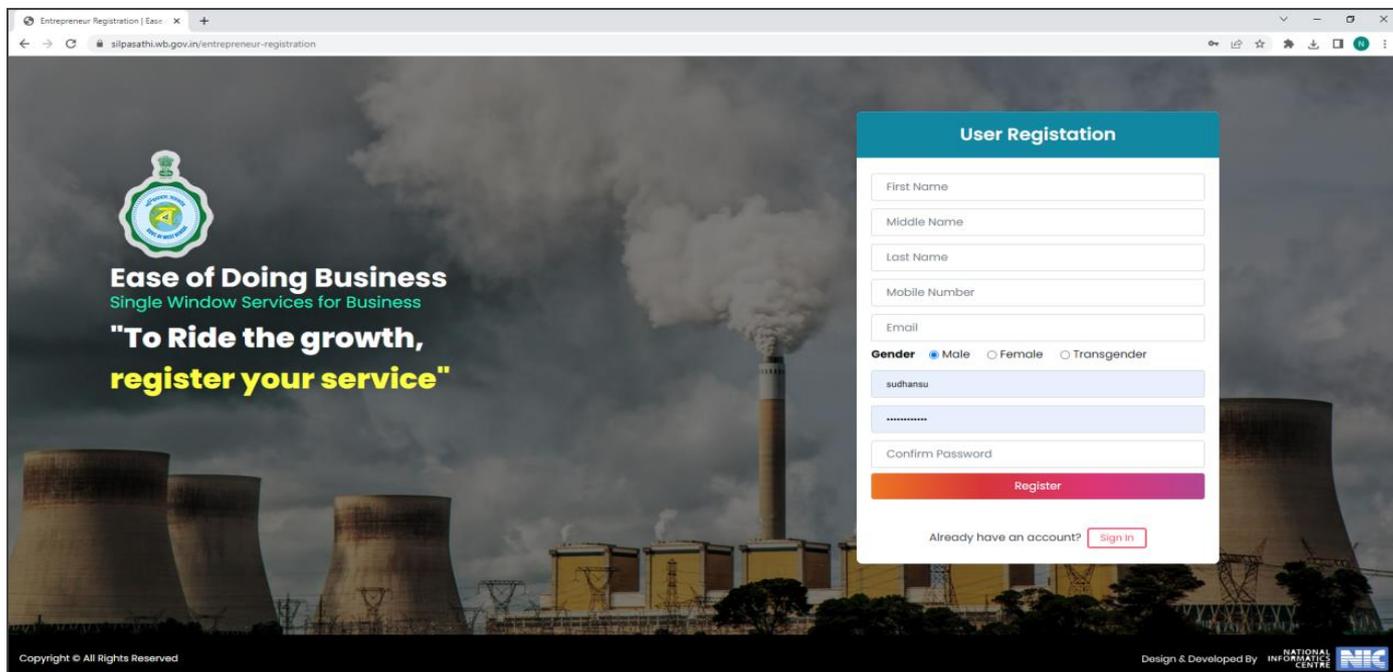
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid User ID, password and Captcha.

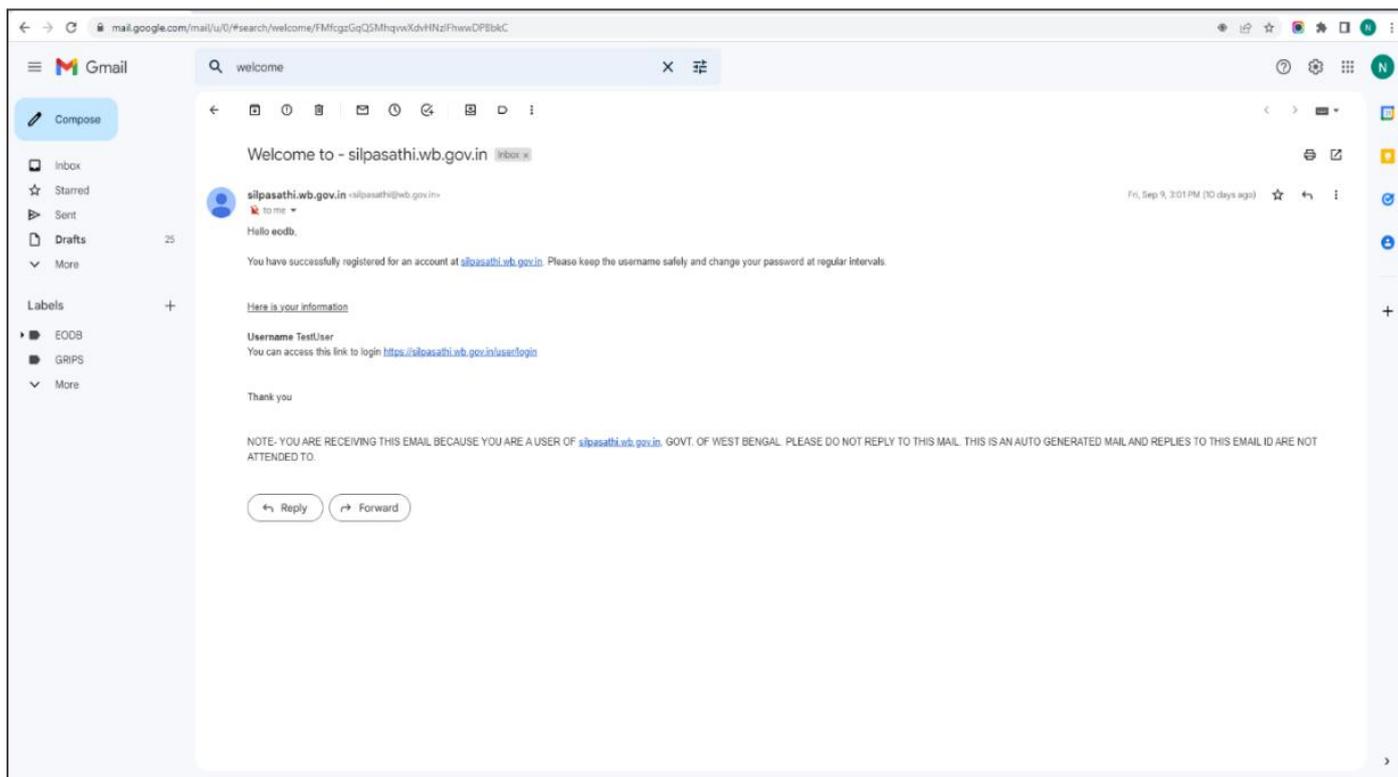


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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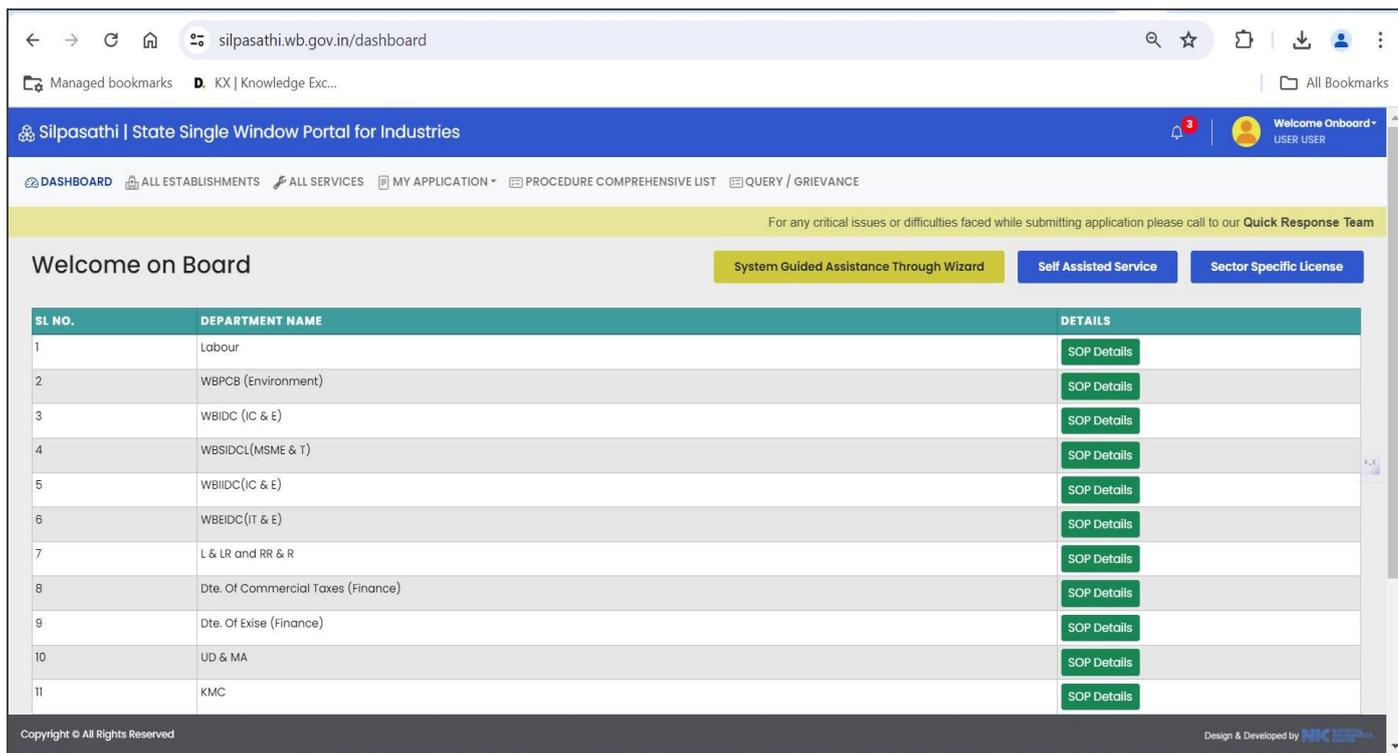
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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

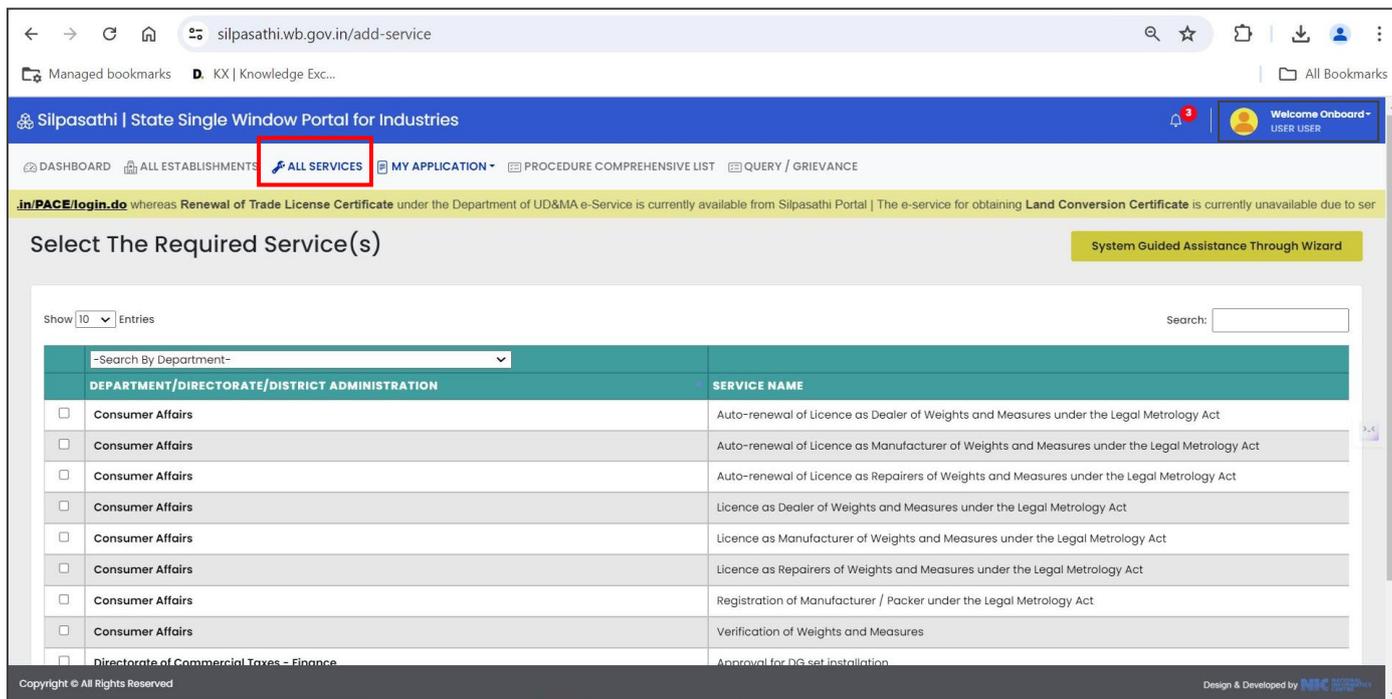


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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.

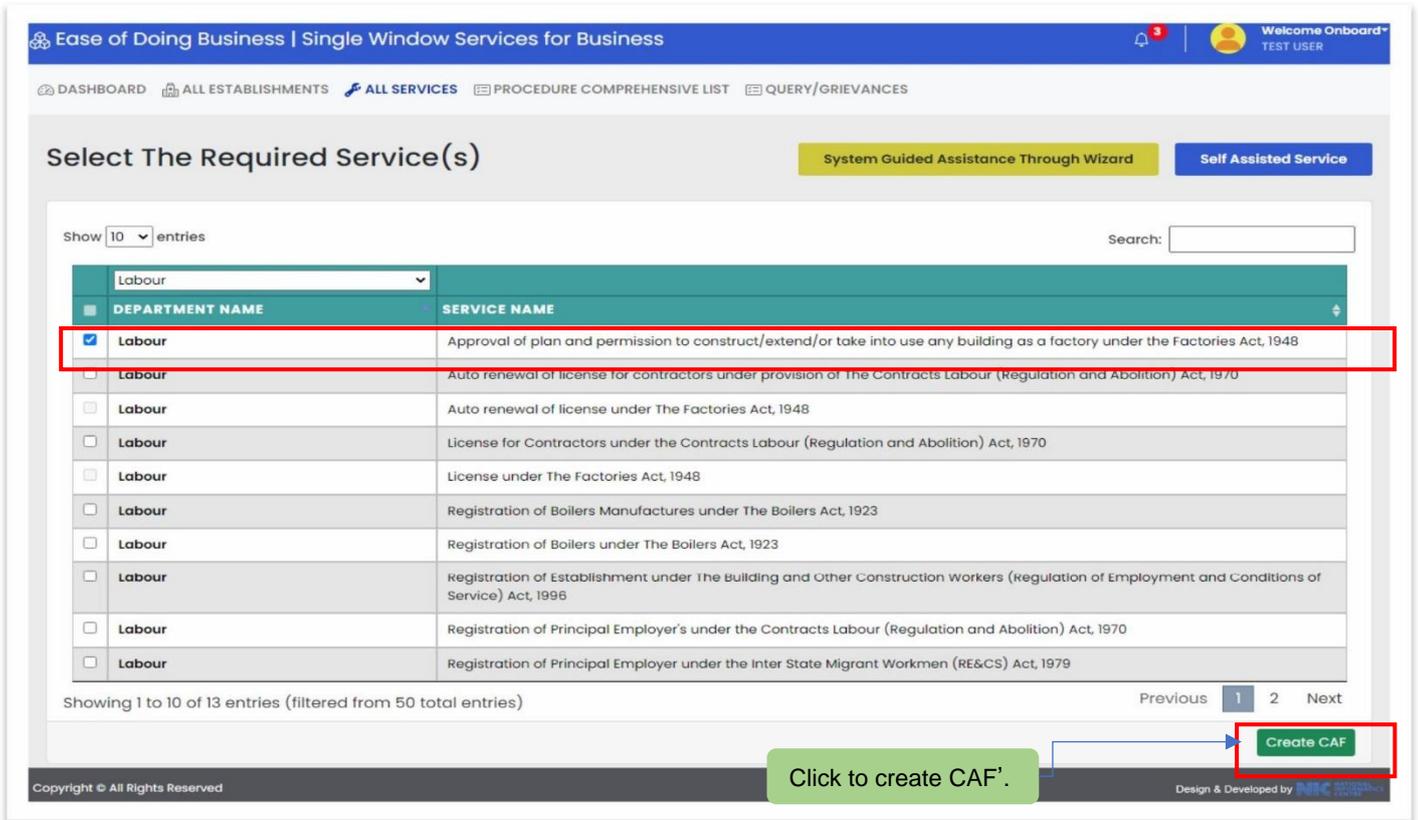


Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948**'

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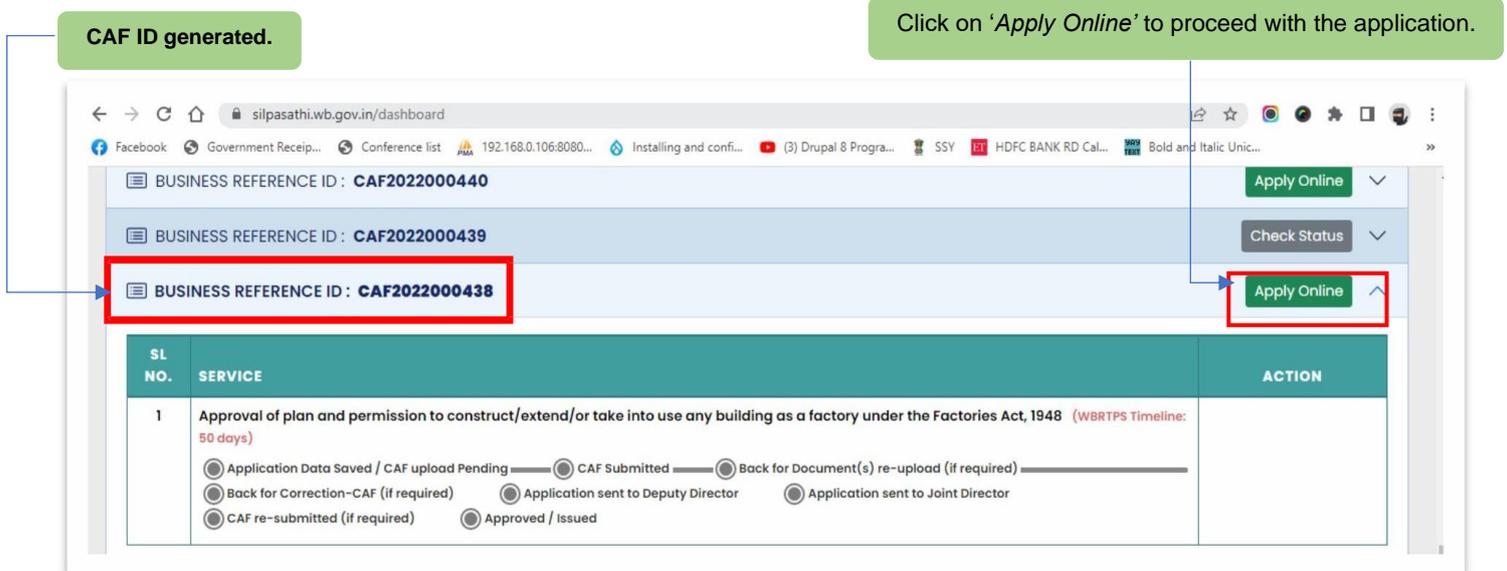
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After selecting the service **Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 – Labour Department**, the applicant has to click on '**Create CAF**'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard



After clicking on '**Apply Online**' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

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silpasathi.wb.gov.in/caf/application3/cFhpYjyVUw3NzdleHhKNURDenBjQT09/ajj5WIMv5mVSdWiwSiloV0dqVU9YQT09

Ease of Doing Business | Single Window Services for Business

3 | Welcome Onboard TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

General Information - CAF2022000438

Process Start 1 10%

Decision Making Section

Identify yourself as *
Owner

Does Your Factory Use Power (Electrical / Mechanical / Both) ? *
 Yes No

Your Factory is categorised under **Section 2m(ii)**
Workers likely to be employed including contractual workers or staff on any day should be 20 or more

No.S Of Workers (Permanent)

Men *	Women *	Adolescent Male *	Adolescent Female *	Children Male *	Children Female *
2	4	4	4	1	1

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silpasathi.wb.gov.in/caf/application3/cFhpYjyVUw3NzdleHhKNURDenBjQT09/ajj5WIMv5mVSdWiwSiloV0dqVU9YQT09

Ease of Doing Business | Single Window Services for Business

3 | Welcome Onboard TEST USER

Owner Both) ? *
 Yes No

Your Factory is categorised under **Section 2m(ii)**
Workers likely to be employed including contractual workers or staff on any day should be 20 or more

No.S Of Workers (Contractual)

Men *	Women *	Adolescent Male *	Adolescent Female *	Children Male *	Children Female *
3	4	4	2	0	0

Factory Information

Name of the factory * Sample Factory Name	Ownership Type * Public Ltd Company	Occupier Type Director	PAN of Business Establishment * ALWPG5809L (N.B:- Under the Income Tax Act, 1961)
--	--	---------------------------	---

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The screenshot displays the 'Location Of The Factory' section of the online application form. It contains several input fields and dropdown menus for providing factory details. The fields are organized into a grid-like structure with labels and asterisks indicating required information.

Name of the factory * Sample Factory Name	Ownership Type * Public Ltd Company	Occupier Type Director	PAN of Business Establishment * ALWP65809L <small>(N.B:- Under the Income Tax Act, 1961)</small>
GSTIN Number: * 33AADCS0472NIZ9	Udyog Aadhaar No * 125484587878 <small>12 digit number only</small>	Trade License No * 01/TL/DJ/2021	CIN No: * L01631KA2010PTC096843 <small>**Find CIN No.</small>
Factory Category: * Small	Previous Name of factory Previous Name Of Factory		

Location Of The Factory

Pincode * 700009	State * West Bengal	District * Kolkata	Sub-Division * Kolkata
Estate Type * Industrial Estate	Area Type * Corporation	Corporation * Kolkata	Ward * Ward-9
Police Station * Amherst Street	Post Office * Raja Ram Mohan Sarani S.O	Mouza Name	JL Number
Factory Zone * CA	Nearest Landmark	Telephone No.	

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The screenshot displays the 'Address' and 'Particular Of Plan To Be Installed' sections of the online application form. It includes fields for contact information, office address, and details about the plant to be installed.

Address * Narasingha Lane, Amherst Street, Kolkata	Mobile No. * 9878543210	Alternate Mobile No.
FAX No.	Email ID * Testuser7@Gmail.Com	

Address Of The Registered Office / Head Office

Same as Location of the factory

Communication Address

Same as Location of the factory Same as Registered office / Head office Others

Particular Of Plan To Be Installed

Plant To be Installed *
Sample Plant Name

Factory Identification According To WBPCB

Categories of wbpcb * Green	Reference number of approval of arrangements * 123	Date of approval of arrangements * 01-01-1992
---------------------------------------	--	---

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The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/caf/application3/cFhpYjyVUw3NzdlEhHKNURDenBjQT09/ajj5WIMvSmVSdWlwSiloV0dqVU9YQT09`. The page title is "(NB:- If any, made fo disposal of trade waste and effluents.)". The main heading is "Details Of Owner/Land Lord/Lessor Of The Premises Occupied As A Factory". Below the heading are two buttons: "Add Owners/land lord/lessor" and "Get Owners/land lord/lessor". The form is divided into two sections: "Details Of Occupier" and "Occupier Permanent Address".

Details Of Occupier

First Name *	Middle Name	Last Name *	Gender
Debdeep		Guha	Male
Date of birth *	Father's/Husband's name *	Telephone Number	Mobile Number *
26-01-1992	Sample Father Name		9876543210
Email id *	Fax No.		
Testuser6@Gmail.Com			

Occupier Permanent Address

Country *	Pincode *	State *	District *
INDIA	700009	West Bengal	Kolkata
Sub Division *	Area Type *	Corporation *	Ward *

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The screenshot shows the "Occupier Permanent Address" section of the form. It includes the following fields:

Country *	Pincode *	State *	District *
INDIA	700009	West Bengal	Kolkata
Sub Division *	Area Type *	Corporation *	Ward *
Kolkata	Corporation	Kolkata	Ward-9
Police Station *	Post Office *	Aadhaar	Enter Your Street Name / Road Name *
Amherst Street	Raja Ram Mohan Sarani S.O		Sample Street Name
Enter Your House No *	Address *		
Sample House Name	Sample Address Line		

Below the form, there is a checkbox labeled "(i). Same as Occupier Permanent Address" which is checked. At the bottom right, there is a "Save & Continue >>" button highlighted with a red box. At the bottom left, there is a "<< Back" button.

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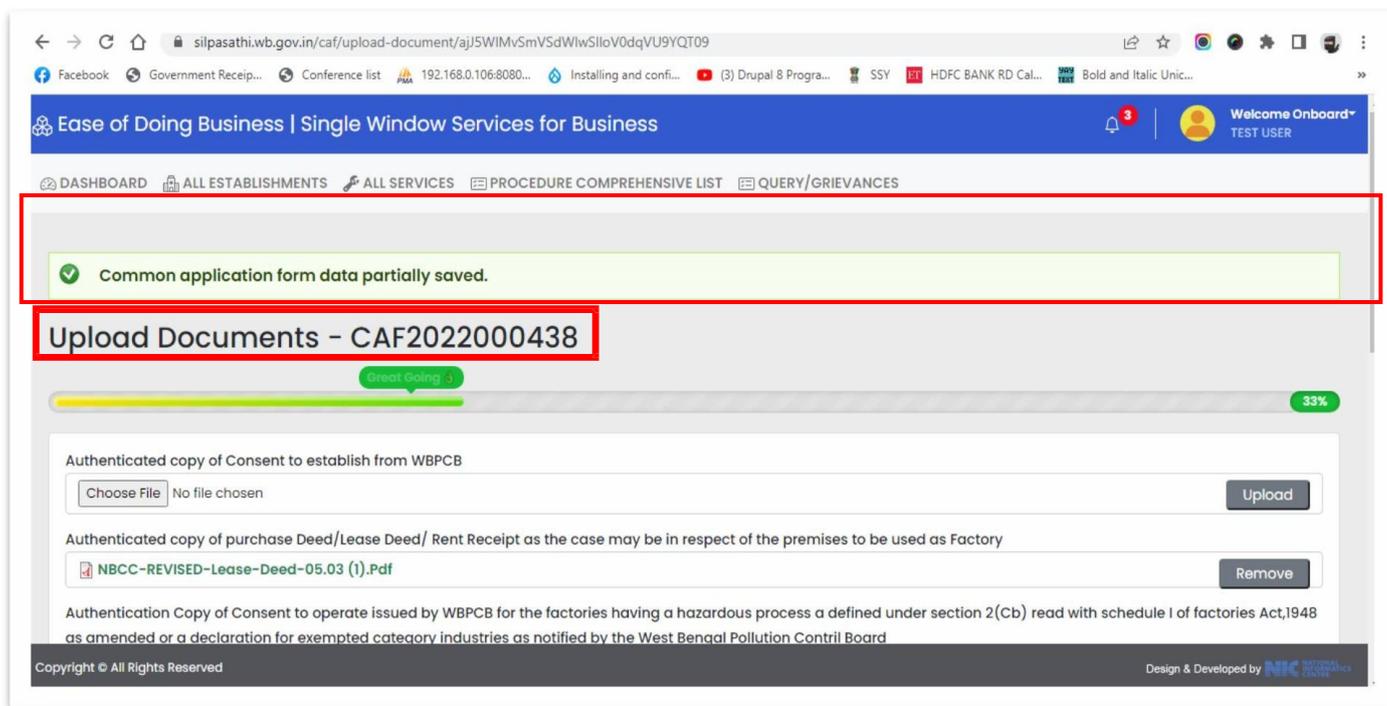
Upon completion of the application process along with document submission, the applicant clicks on the 'Submit' button for final submission of the application.

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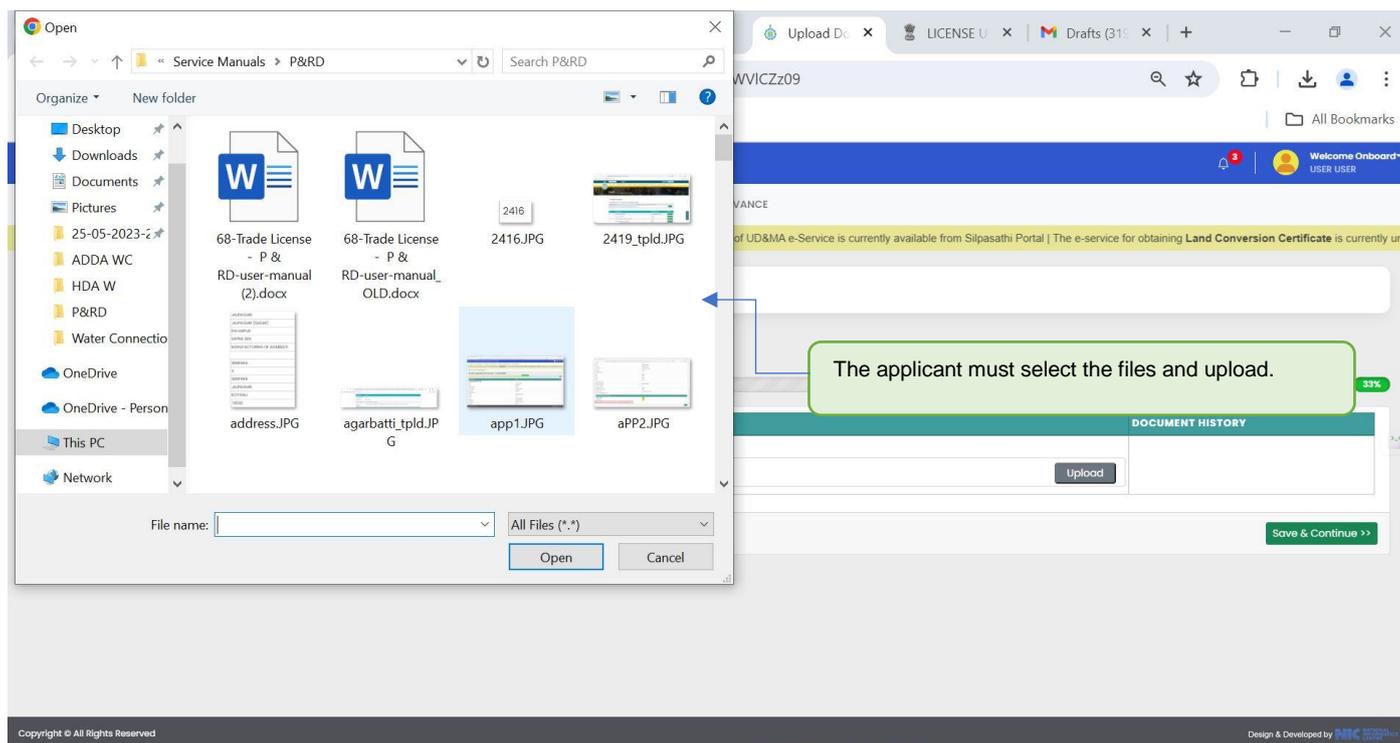
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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

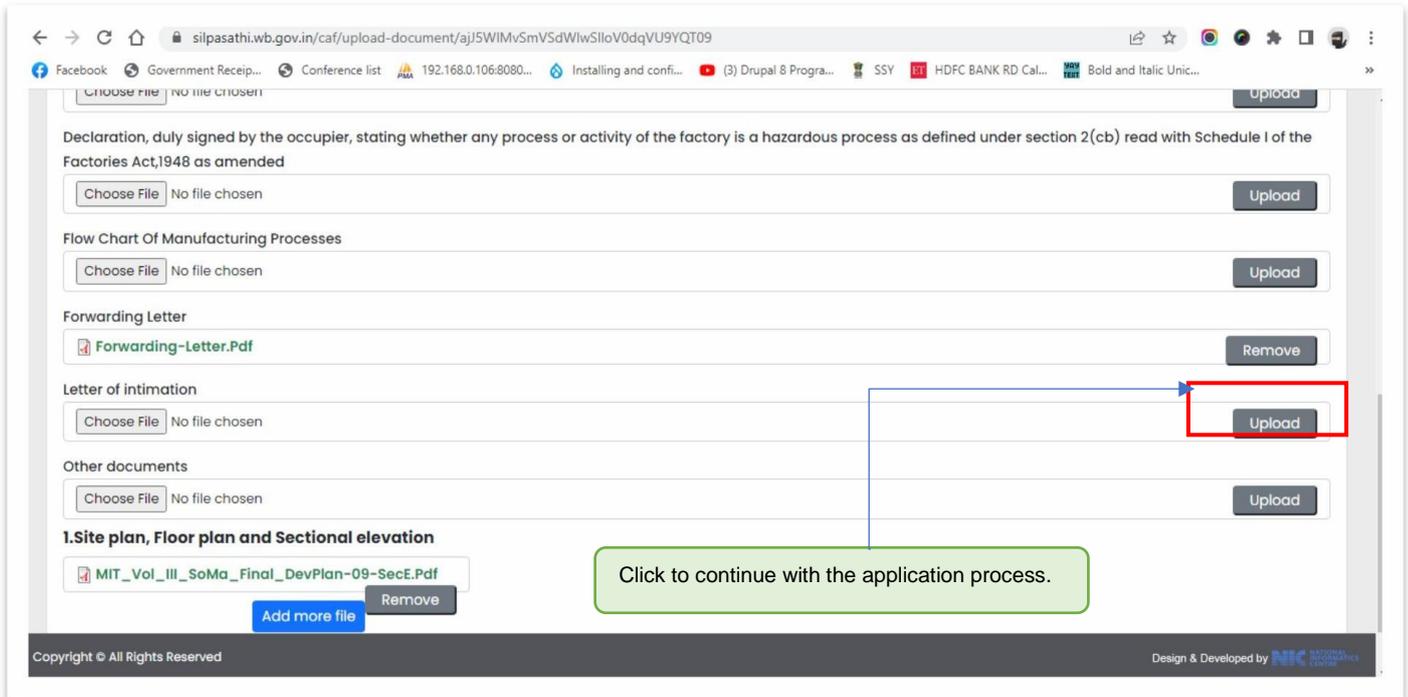


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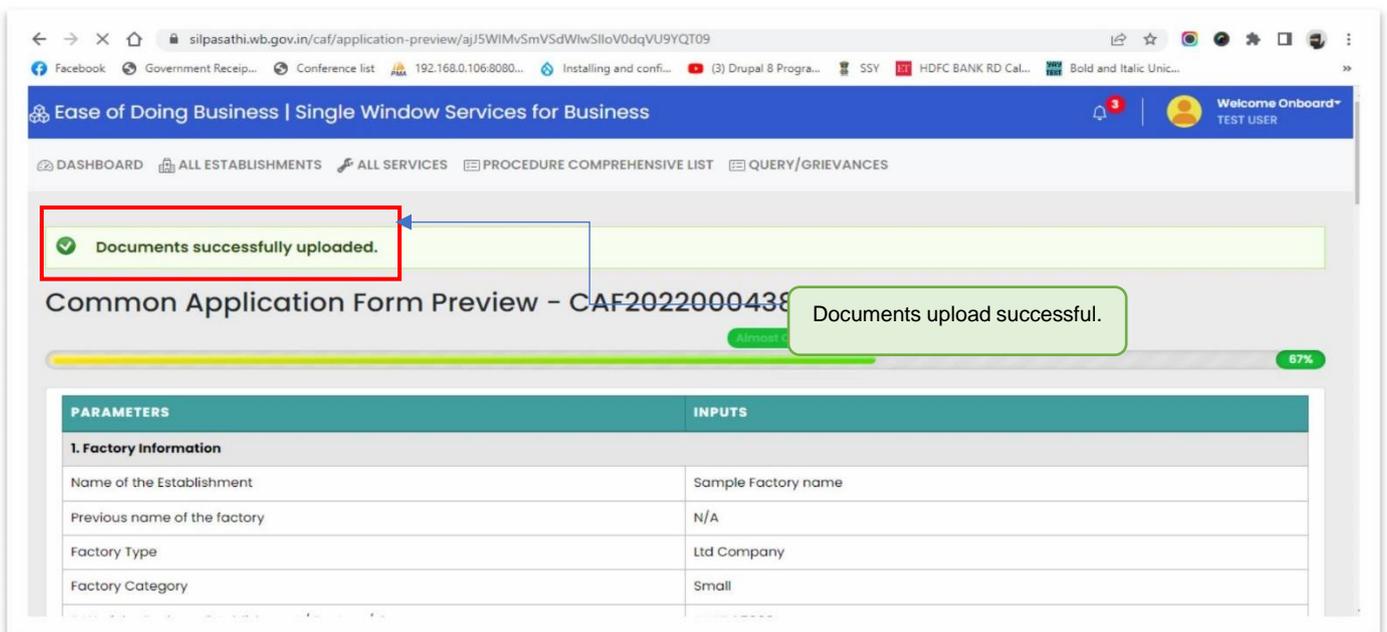
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The applicant is required to upload **both the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.



The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit**' button, as illustrated in the screenshots below.

Application Form



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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/caf/application-preview/ajj5WIMvSmVSdWlwSiloV0dqVU9YQT09. The page header includes "Ease of Doing Business | Single Window Services for Business" and a "Welcome Onboard TEST USER" notification. The main content is a form with the following fields:

Previous name of the factory	N/A
Factory Type	Ltd Company
Factory Category	Small
PAN of the Business Establishment / Factory / Company	ALWPG5809L
GSTIN Number	33AADCS0472NIZ9
Udyog Aadhaar No	125484587878
Trade License No	01/TL/DJ/2021
Energy Meter No	
CIN No	L01631KA2010PTC096843
2. Location of the factory	
Factory Zone	CA
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street , kolkata
Nearest Landmark	N/A

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The screenshot shows the same web browser window, displaying the continuation of the form. The fields are as follows:

Nearest Landmark	N/A
Estate Type	Industrial Estate
Telephone No.	N/A
Mobile No.	9876543210
Alternate Mobile No.	N/A
Fax No.	N/A
Email Id	testuser7@gmail.com
3. Address of the Registered office / Head office	
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street , kolkata
4. Communication Address	
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street , kolkata
5. Particular of Plan to be installed	
Plant To be Installed	Sample Plant Name
6. Factory Identification According to WBPCB	

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silpasathi.wb.gov.in/caf/application-preview/ajj5WIMv5mVSdWlwSiloV0dqVU9YQT09

Nearest Landmark	N/A
Estate Type	Industrial Estate
Telephone No.	N/A
Mobile No.	9876543210
Alternate Mobile No.	N/A
Fax No.	N/A
Email id	testuser7@gmail.com
3. Address of the Registered office / Head office	
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street, kolkata
4. Communication Address	
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street, kolkata
5. Particular of Plan to be installed	
Plant To be Installed	Sample Plant Name
6. Factory Identification According to WBPCB	

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silpasathi.wb.gov.in/caf/application-preview/ajj5WIMv5mVSdWlwSiloV0dqVU9YQT09

Date of approval of arrangements 01-01-1992

SL. NO.	NAME	COUNTRY	ADDRESS	STREET NAME	HOUSE NO.	POLICE STATION
1	Sample First name Sample Last name (Male)	INDIA	Ward-9, PS - Amherst street, Kolkata- 700009 Sample Address line	Sample Street name	Sample house name	--

8. Occupier Details	
Name	Debdeep Guha
Name of Father/Husband	Sample Father name
Gender	Male
Age	30
Telephone Number	N/A
Mobile Number	9876543210
Email id	testuser6@gmail.com

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Factories Act,1948 as amended

Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board	View
Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board	View
Authenticated copy of Consent to establish from WBPCB	View
Forwarding Letter	View
Forwarding Letter	View
Other documents	View
Letter of intimation	View

I hereby declare that the particulars given above are true to the best of my knowledge and belief *

Submit

Declaration statement

Click on submit for submission of application.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Current Status-CAF2022000438

NAME OF THE SERVICES	CURRENT STATUS	DATE
Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	Application Data Saved / CAF upload Pending	Completed
	CAF Submitted	Pending
	Back for Document(s) re-upload (if required)	Pending
	Back for Correction-CAF (if required)	Pending
	Application sent to Deputy Director	Pending
	Application sent to Joint Director	Pending
	CAF re-submitted (if required)	Pending
	Approved / Issued	Pending

Application status updated.

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The applicant is now required to upload CAF with DSC

BUSINESS REFERENCE ID : CAF2022000440 Apply Online

BUSINESS REFERENCE ID : CAF2022000439 Check Status

BUSINESS REFERENCE ID : CAF2022000438 Click to upload CAF with DSC Check Status

SL NO.	SERVICE	ACTION
1	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 (WBRTPS Timeline: 50 days) Application Data Saved / CAF upload Pending CAF Submitted Back for Document(s) re-upload (if required) Back for Correction-CAF (if required) Application sent to Deputy Director Application sent to Joint Director CAF re-submitted (if required) Approved / Issued	Upload CAF with DSC

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

CAF Upload - CAF2022000438

Download CAF

Upload Common Application Form with DSC *

Choose File DSC-dg-co...062022 (2).pdf

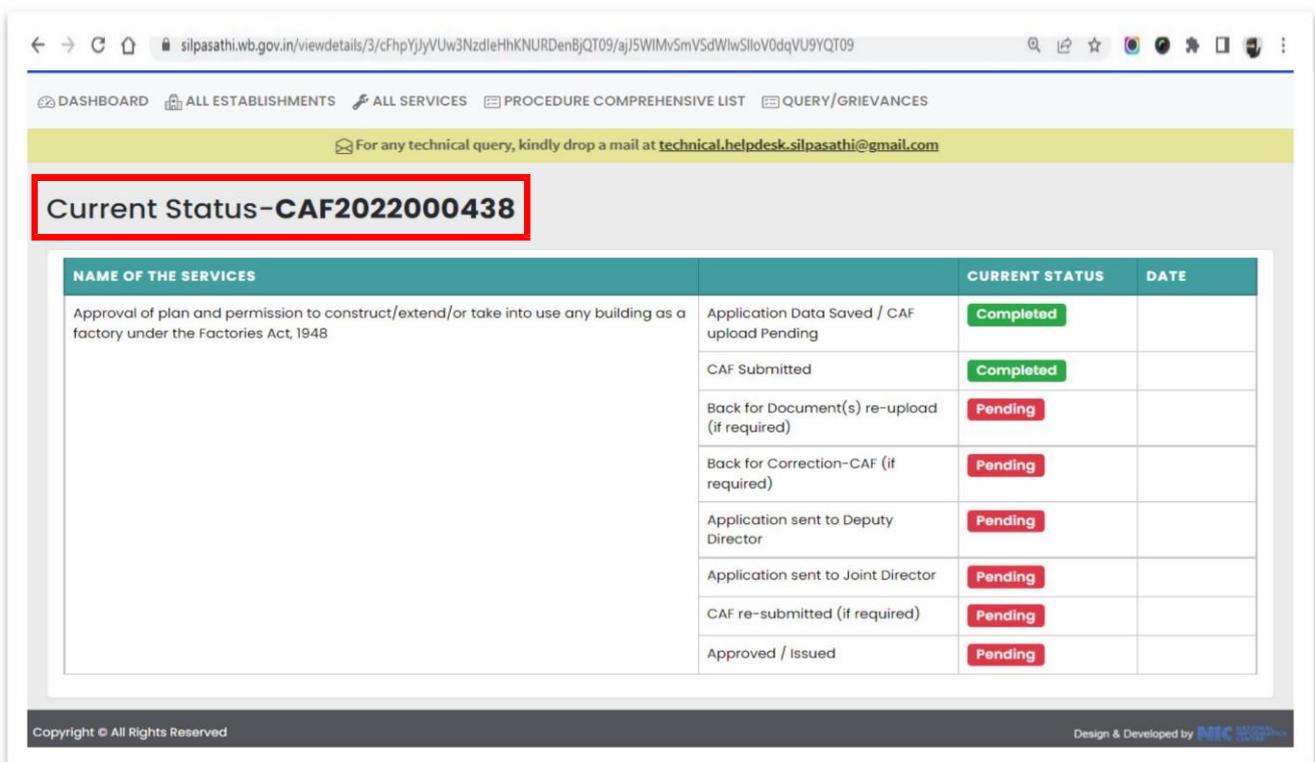
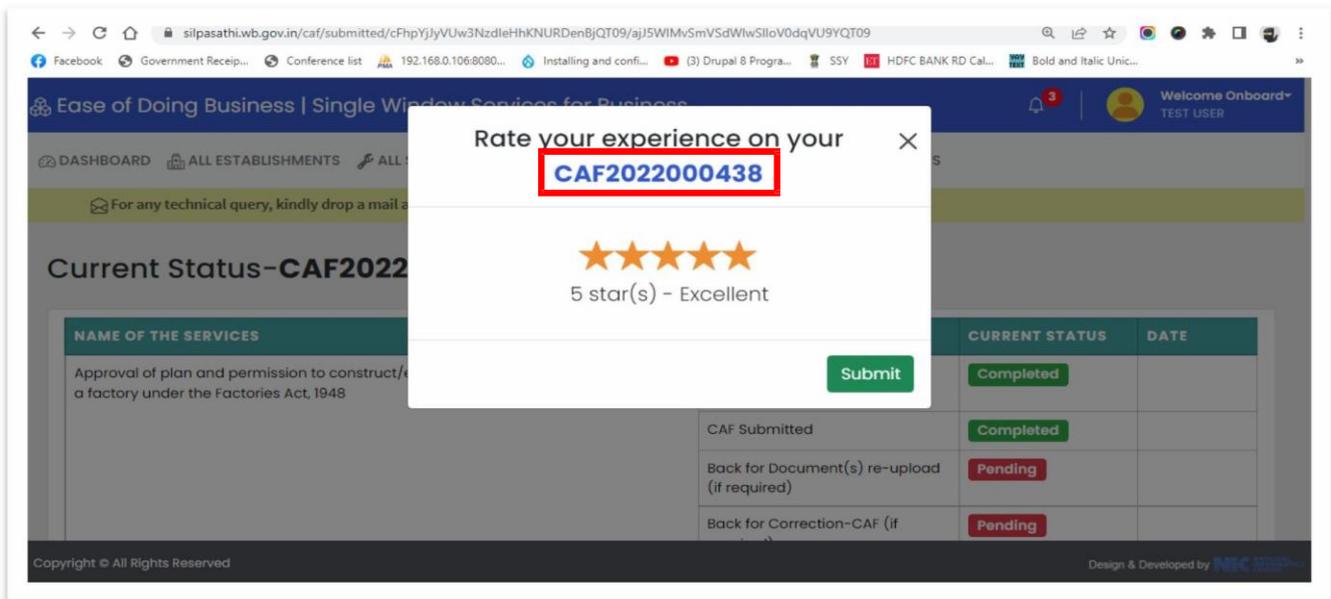
<< Back Save & Continue >>

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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

The image illustrates the notification process for application status. It is divided into three main sections:

- SMS Notification:** A screenshot of an SMS from 'VM-WBGOVT' with the text: "Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference. CAF No.: CAF2024XXXXXX Dt.: 22-07-2024 14:03:05 - Silpa Sathi SWP, Govt. of WB". A callout box points to this message with the text "Application status notified through SMS."
- Email Notification:** A screenshot of a Gmail inbox showing an email from 'silpasathi.wb.gov.in' with the subject "Common Application Submitted - silpasathi.wb.gov.in". A callout box points to this email with the text "Application status notified through email."
- Web Dashboard:** A screenshot of the 'silpasathi.wb.gov.in/dashboard' showing a "BUSINESS REFERENCE ID : CAF2022000438" highlighted in a red box. Below this is a table with one row for the application.

SL NO.	SERVICE	ACTION
1	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 (WBRTPS Timeline: 50 days) Application Data Saved / CAF upload Pending <input checked="" type="checkbox"/> CAF Submitted <input checked="" type="checkbox"/> Back for Document(s) re-upload (if required) <input type="checkbox"/> Back for Correction-CAF (if required) <input type="checkbox"/> Application sent to Deputy Director <input type="checkbox"/> Application sent to Joint Director <input type="checkbox"/> CAF re-submitted (if required) <input type="checkbox"/> Approved / issued <input type="checkbox"/>	View Details

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Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Application Form View Details - CAF2022000438

PARAMETERS	INPUTS
DOWNLOAD ACKNOWLEDGEMENT	Download
CAF (Common Application Form)	Download
1. Factory Information	
Name of the Establishment	Sample Factory name

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Application Form View Details - CAF2022000438

Udyog Aadhaar No	125484587878
Trade License No	01/TL/DJ/2021
Energy Meter No	
CIN No	L01631KA2010PTC096843
2. Location of the factory	
Factory Zone	CA
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street, kolkata
Nearest Landmark	N/A
Estate Type	Industrial Estate
Telephone No.	N/A
Mobile No.	9876543210
Alternate Mobile No.	N/A

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silpasathi.wb.gov.in/viewdetails/3/cFhpYjyVUw3NzdleHhKNURDenBjQT09/ajJ5WIMvSmVSdWlwSiloV0dqVU9YQT09

3. Address of the Registered office / Head office	
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street , kolkata
4. Communication Address	
Address	Ward-9, PS - Amherst street, Kolkata- 700009, Narasingha Lane, Amherst street , kolkata
5. Particular of Plan to be installed	
Plant To be Installed	Sample Plant Name
6. Factory Identification According to WBPCB	
Categories of wbpcb	Green
Reference number of approval of arrangements	123
Date of approval of arrangements	01-01-1992
7. Details of the Owner / Land Lord / Lessor of the premises	

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silpasathi.wb.gov.in/viewdetails/3/cFhpYjyVUw3NzdleHhKNURDenBjQT09/ajJ5WIMvSmVSdWlwSiloV0dqVU9YQT09

SL. NO.	NAME	COUNTRY	ADDRESS	STREET NAME	HOUSE NO.	POLICE STATION
1	Sample First name Sample Last name (Male)	INDIA	Ward-9, PS - Amherst street, Kolkata- 700009 Sample Address line	Sample Street name	Sample house name	--

8. Occupier Details

Name	Debdeep Guha
Name of Father/Husband	Sample Father name
Gender	Male
Age	30
Telephone Number	N/A
Mobile Number	9876543210
Email id	testuser6@gmail.com

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PERMANENT						CONTACTUAL					
Men	Women	Adolescents Male	Adolescent Female	Children Male	Children Female	Men	Women	Adolescents Male	Adolescent Female	Children Male	Children Female
2	4	4	4	1	1	3	4	4	2	0	0

UPLOADED SUPPORTING DOCUMENTS	
Flow Chart Of Manufacturing Processes	View
Site plan, Floor plan and Sectional elevation	View
Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board	View
Authentication copy of Trade License	View
Declaration, duly signed by the occupier, stating whether any process or activity	View

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Letter of intimation	View
Site plan, Floor plan and Sectional elevation	View
Authentication Copy of Consent to operate issued by WBPCB for the factories having a hazardous process a defined under section 2(Cb) read with schedule I of factories Act,1948 as amended or a declaration for exempted category industries as notified by the West Bengal Pollution Contril Board	View
Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory	View
Forwarding Letter	View
Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory	View
Company PAN Card (Pvt. Ltd. Co. / Ltd., Partnership Co.) or Pan Card of Proprietor/Owner	View
Other documents	View

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Once the CAF is successfully submitted, the concerned application will be sent for inspection and subsequently after Approval by the authority, the applicant will receive in the online system the Registration certificate & License approved by the Department.

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Current Status-CAF2022000438

NAME OF THE SERVICES		CURRENT STATUS	DATE
Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948	Application Data Saved / CAF upload Pending	Completed	
	CAF Submitted	Completed	
	Back for Document(s) re-upload (if required)	Completed	
	Back for Correction-CAF (if required)	Completed	
	Application sent to Deputy Director	Completed	
	Application sent to Joint Director	Completed	
	CAF re-submitted (if required)	Completed	
	Approved / Issued	Completed	

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2. Online Payment of Fees

No payment of fees is required.

3. Track Status of Application

The applicant has to click on 'Check Status' to view the latest status of the application.

Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.

BUSINESS REFERENCE ID: CAF2022000438 | **Check Status**

SL NO.	SERVICE	ACTION
1	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948 (WBRTPS Timeline: 50 days) Application Data Saved / CAF upload Pending — CAF Submitted — Back for Document(s) re-upload (if required) — Back for Correction-CAF (if required) — Application sent to Deputy Director — Application sent to Joint Director CAF re-submitted (if required) — Approved / Issued	Download Certificate

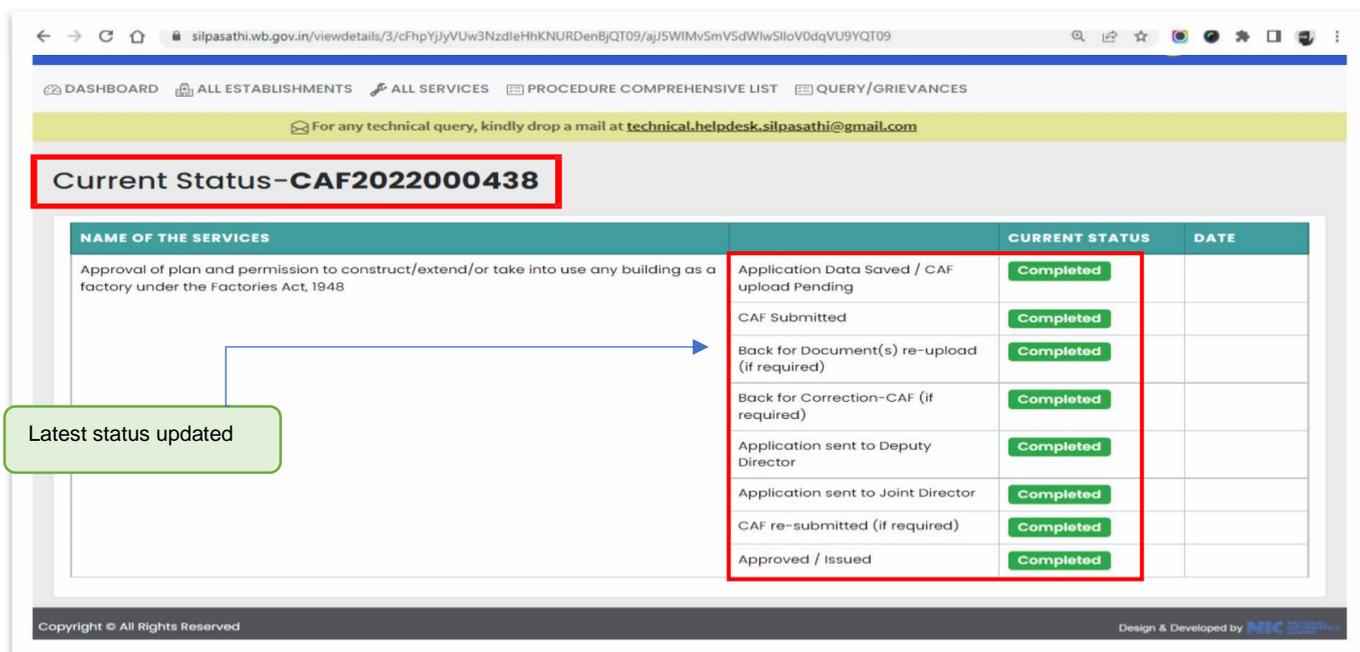
Note: Latest status can be seen any time through Applicant's Dashboard

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Current status appears in the Status Dashboard (Screenshot below).



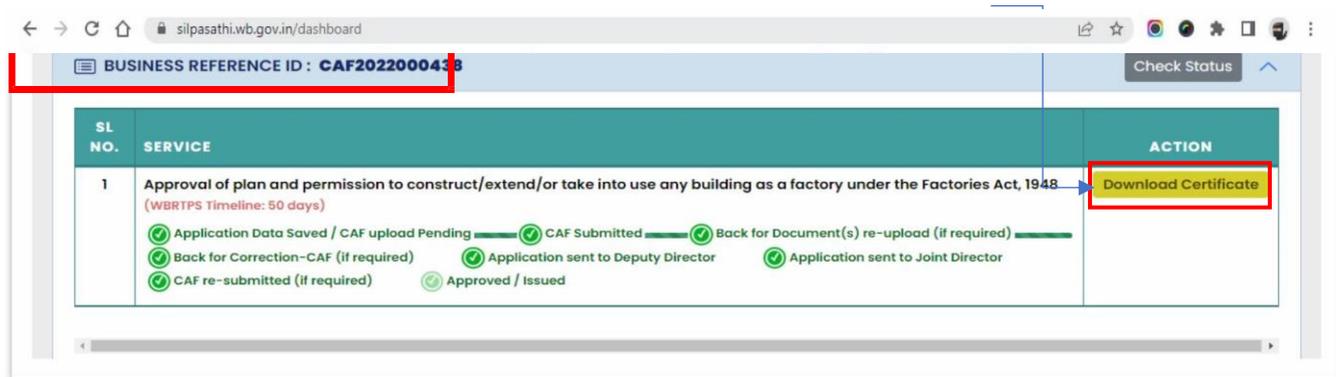
Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

4. Online Download of final approval certificate

The applicant has to click on 'Download Certificate' to proceed further.

Applicant's Dashboard

Click on 'Download Certificate'



Note: Latest status can be seen any time through Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'Download Certificate' icon to download the Final Approval Certificate issued.

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The screenshot shows the 'Application Form View Details - CAF2022000438' page on the SilpaSathi portal. The page has a navigation bar with 'Ease of Doing Business | Single Window Services for Business' and a user profile 'Welcome Onboard TEST USER'. Below the navigation are menu items: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A yellow banner contains the email 'technical.helpdesk.silpasathi@gmail.com'. The main content area displays a table with two columns: 'PARAMETERS' and 'INPUTS'. The 'PARAMETERS' column lists 'Plan Approval No. : 759', 'DOWNLOAD ACKNOWLEDGEMENT', 'CAF (Common Application Form)', 'PLAN APPROVE CERTIFICATE', and 'SITE PLAN (Common Application Form)'. The 'INPUTS' column shows 'Download' links for each row. The 'PLAN APPROVE CERTIFICATE' row has a 'Download Certificate' button with a ribbon icon, which is highlighted with a red box and a callout box that says 'Click on the icon and Download certificate.' The footer includes 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

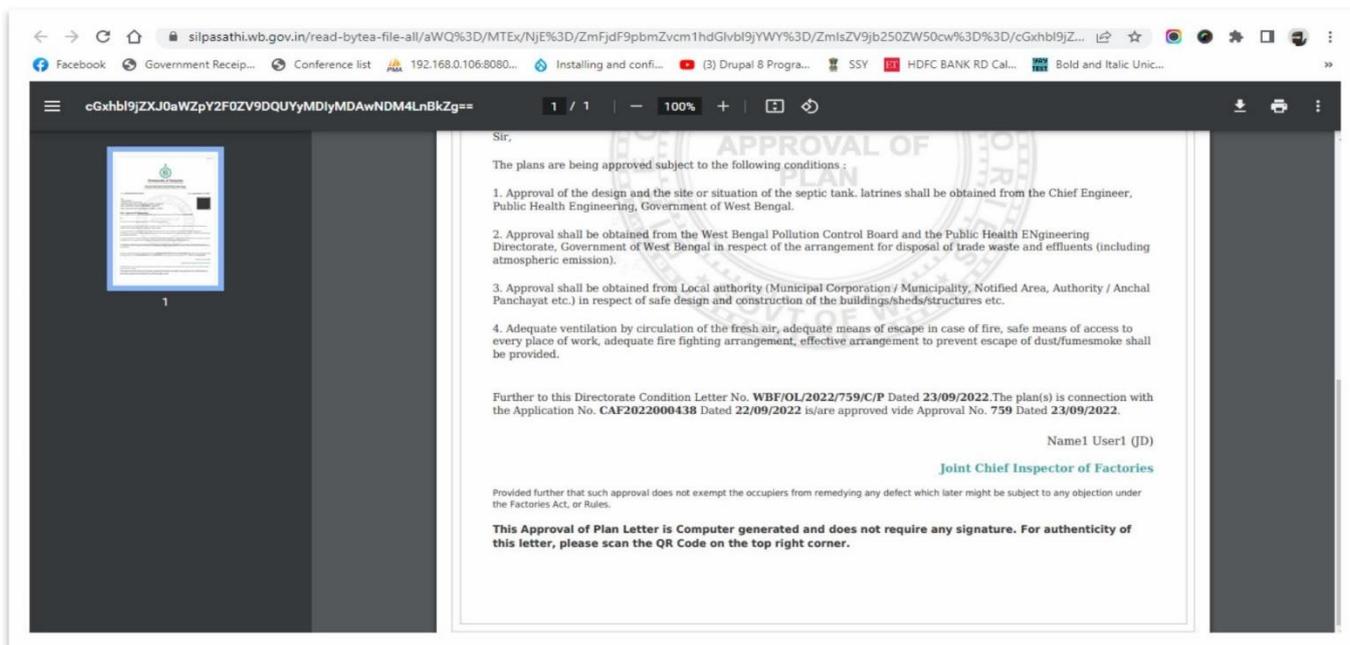
The Final Certificate gets downloaded (Screenshot)

The screenshot shows a PDF document titled 'Approval of Factory Plan'. The header includes the logo of the Directorate of Factories, Labour Department, Government of West Bengal, and the address: 'NEW SECRETARIAT BUILDINGS (8th floor), 1, KIRAN SANKAR ROY ROAD, KOLKATA -700001'. The document number is 'No.: WBF/OL/2022/759/C/P' and the date is 'September 23, 2022'. The recipient is 'The Occupier, SAMPLE FACTORY NAME, NARASINGHA LANE, AMHERST STREET, KOLKATA, P.S : AMHERST STREET DISTRICT : KOLKATA, P.O : RAJA RAM MOHAN SARANI S.O PIN : 700009'. The subject is 'Sub :- Approval Of Factory Plan' and the application number is 'Your Application No. CAF2022000438/ Application in the Form of CAF Dated 22/09/2022'. A QR code is present on the right side. The document is signed 'Sir,' at the bottom. The page is labeled 'Page 1 of 1'.

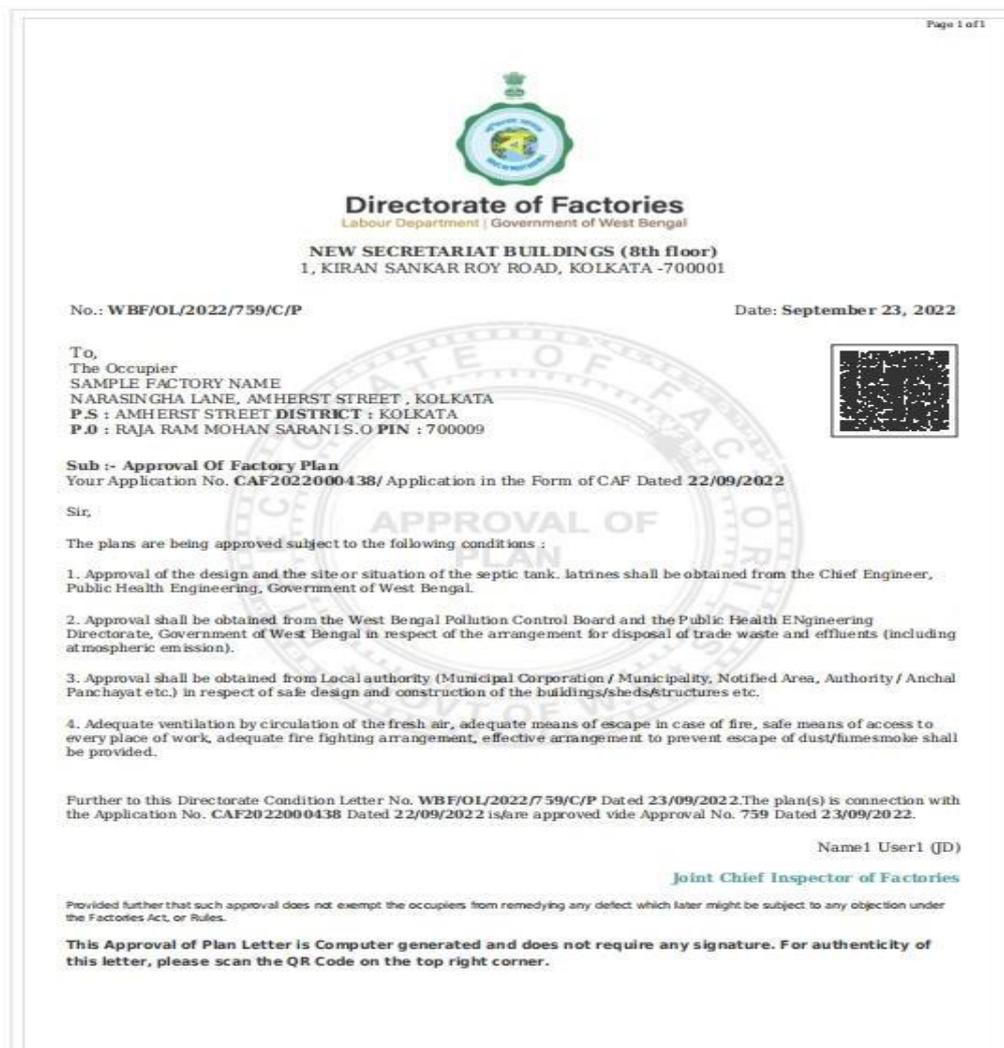
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One Approval certificate document has been illustrated below:



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5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

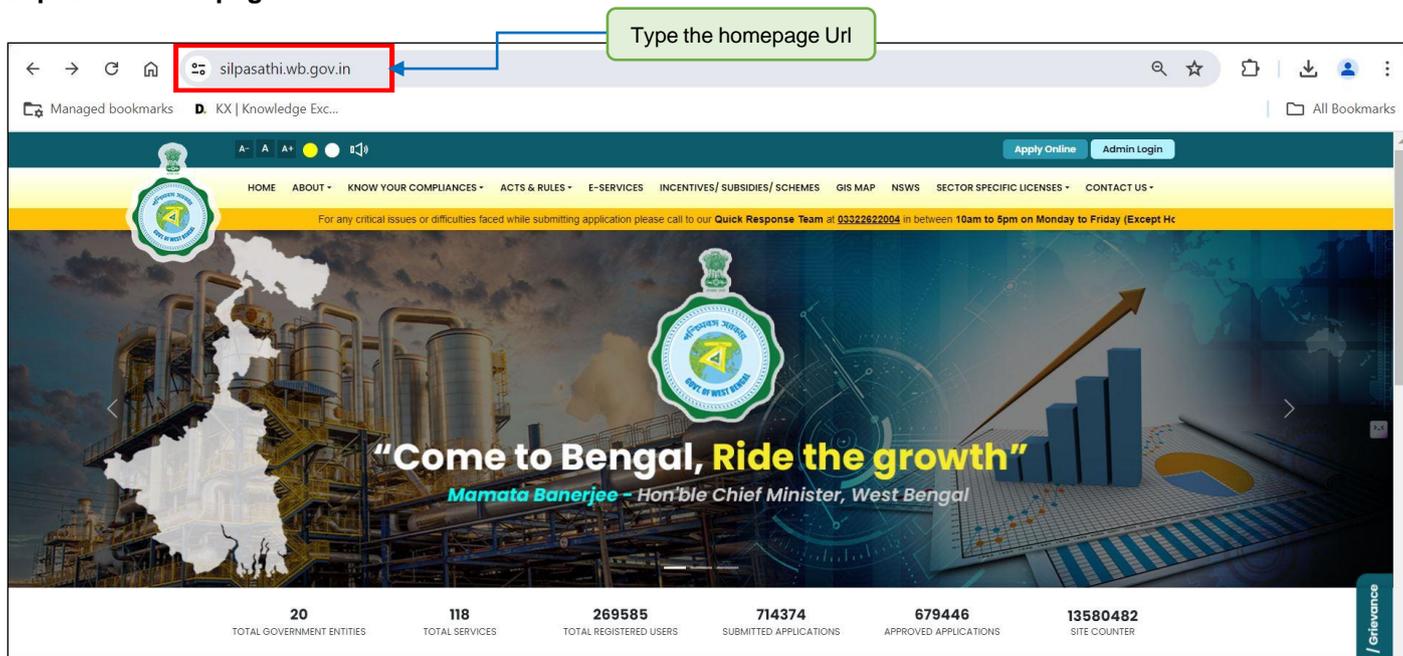
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

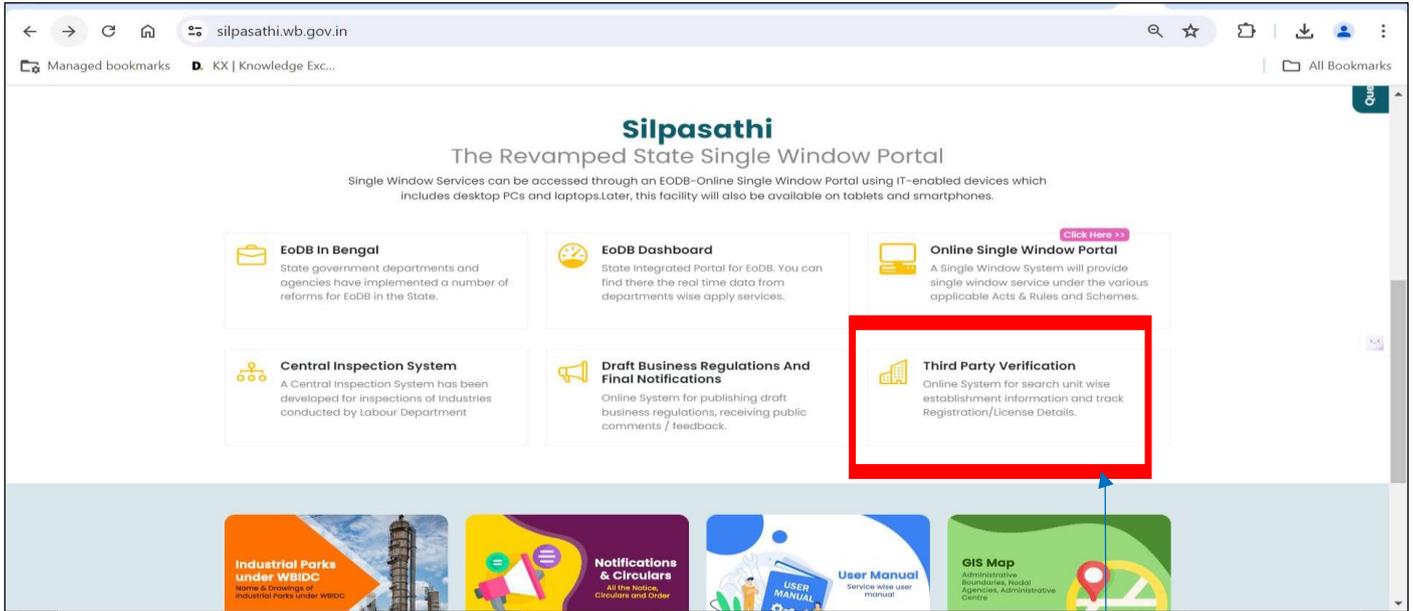
SilpaSathi Homepage



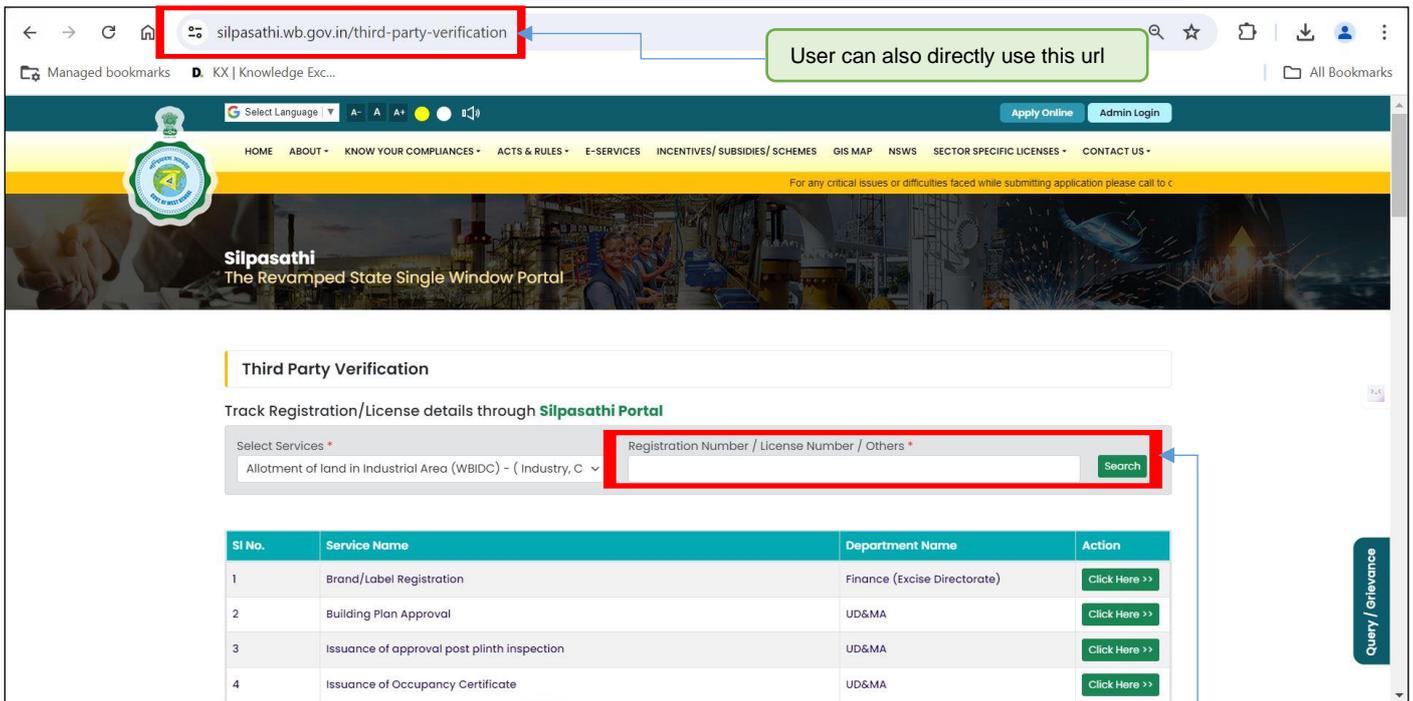
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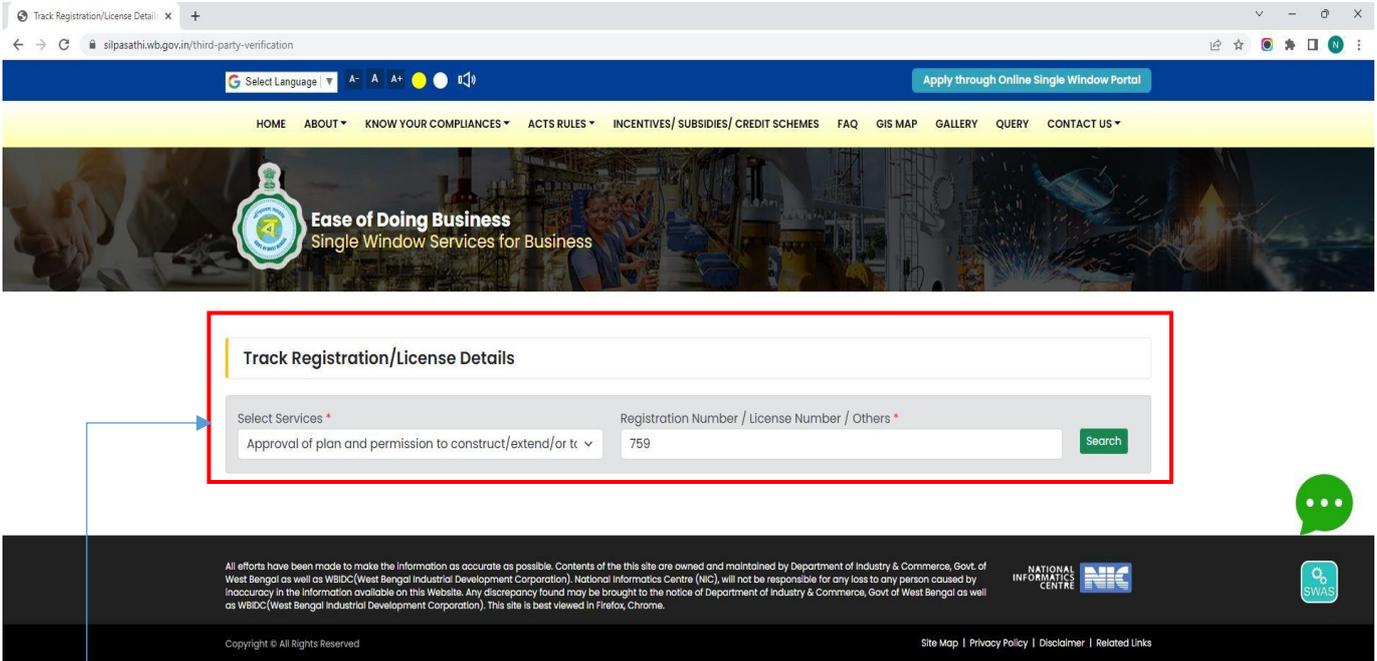
Applicant selects the service and then enter the Certificate/ Approval number and clicks on 'Search' to view details of certificate.



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License details can be viewed after entering correct license number and clicking on Search.

The third party can view the details as illustrated below:

