



Labour Department:

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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

User Manual

User Manual

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996**” 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

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 is a labour law in India that aims to regulate the employment and working conditions of construction workers. 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 in order to apply for the service:

#	Documents Required	Detailed Description
1.	Any other licenses / Registrations taken/ applied to run the establishment	Trade license, MSME registration,etc

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#	Documents Required	Detailed Description
2.	Articles of Association and Memorandum of Association / Partnership Deed	The memorandum of association (MOA) and articles of association (AOA) are legal documents that are essential for a company's formation and legal compliance
3.	Trade License	A trade license is a legal document that allows individuals or businesses to operate in a specific area
4.	Documents in support of payment of cess	Documents that may be required to support payment of cess include Demand draft, cess payment receipt, etc
5.	Form I for assessment of CESS	A form that employers must submit to the Assessing Officer within 30 days of starting work or paying cess
6.	Work order	A work order is a document that authorizes and details a task, project, or job to be completed
7.	Other Certificate of Registration in case of other company, proprietorship or partnership firm like cooperative, Trustees, etc	A proof that the firm has been registered by the Registrar of the State

Timeline (WBRTPS)

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 has an WBRTPS timeline of 30 days till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Name and location of the establishment		
1.	Establishment Name	Enter Establishment Name
2.	Type of the Establishment	Select Type of Establishment
3.	Address	Enter address
4.	Select Corporation	Select from dropdown list
5.	Select Ward	Select ward
6.	Pincode	Select pincode
Registered Office address of the Establishment		

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Sl. No.	Field Name	Instructions
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
Full name and address of the Employer		
1.	Select district of workshop	Select from dropdown list
2.	Select subdivision of workshop	Select any additional type
3.	Select Areatype of workshop	Select Areatype
4.	Maximum Capacity	Maximum Capacity
5.	Classification	Enter Classification
Full Name and address of the Manager		
1.	Full Name of Manager	Enter Full Name of the Manager
2.	Address	Enter address
3.	Select Areatype	Select from dropdown list
4.	Select Ward	Select from dropdown list

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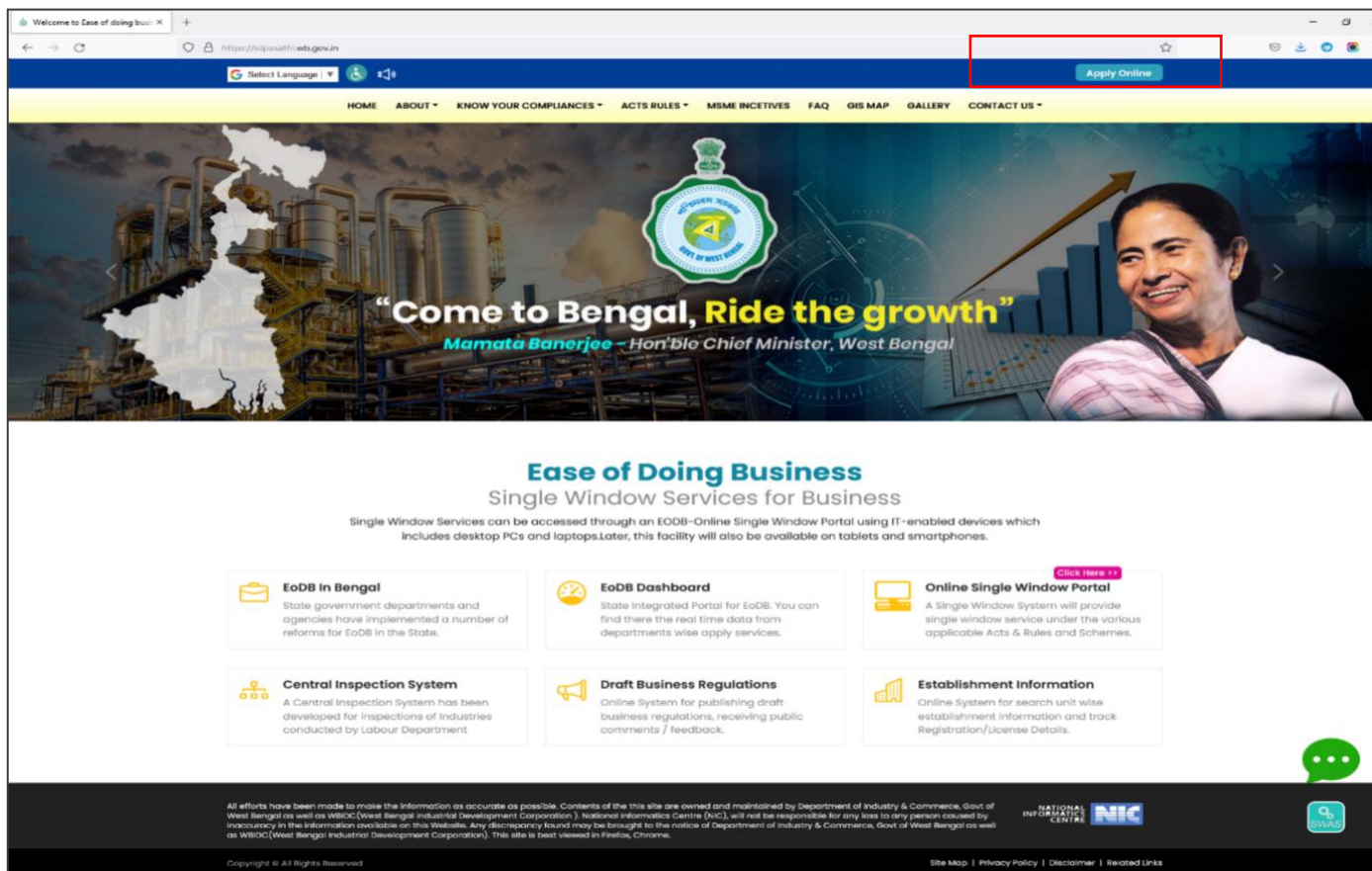
Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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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.

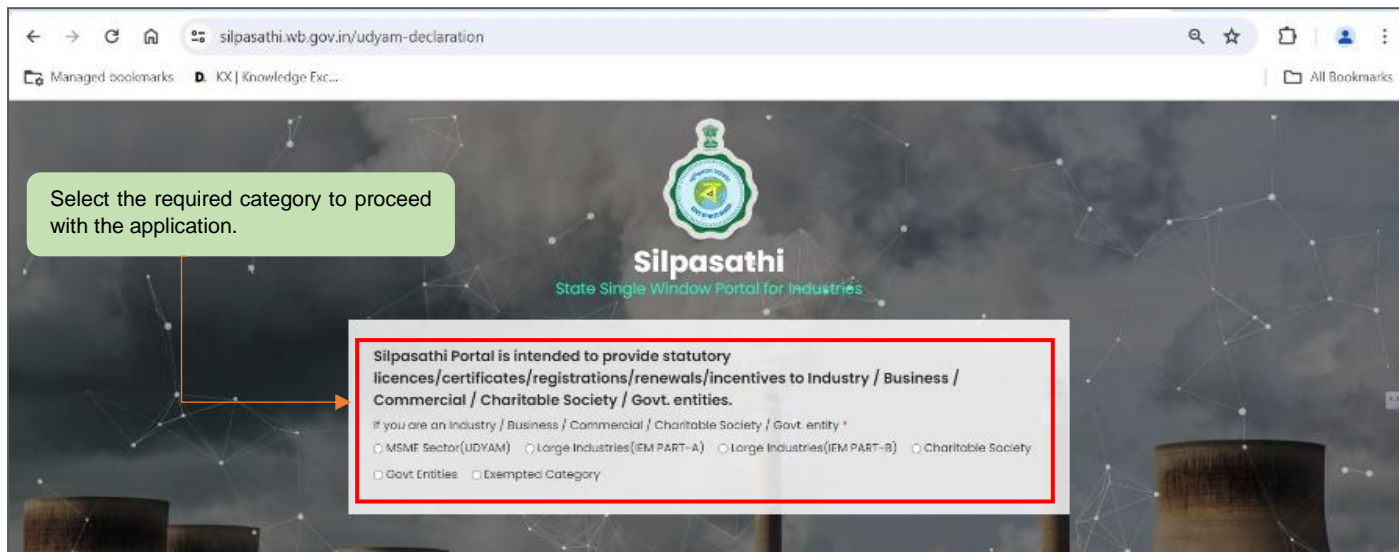


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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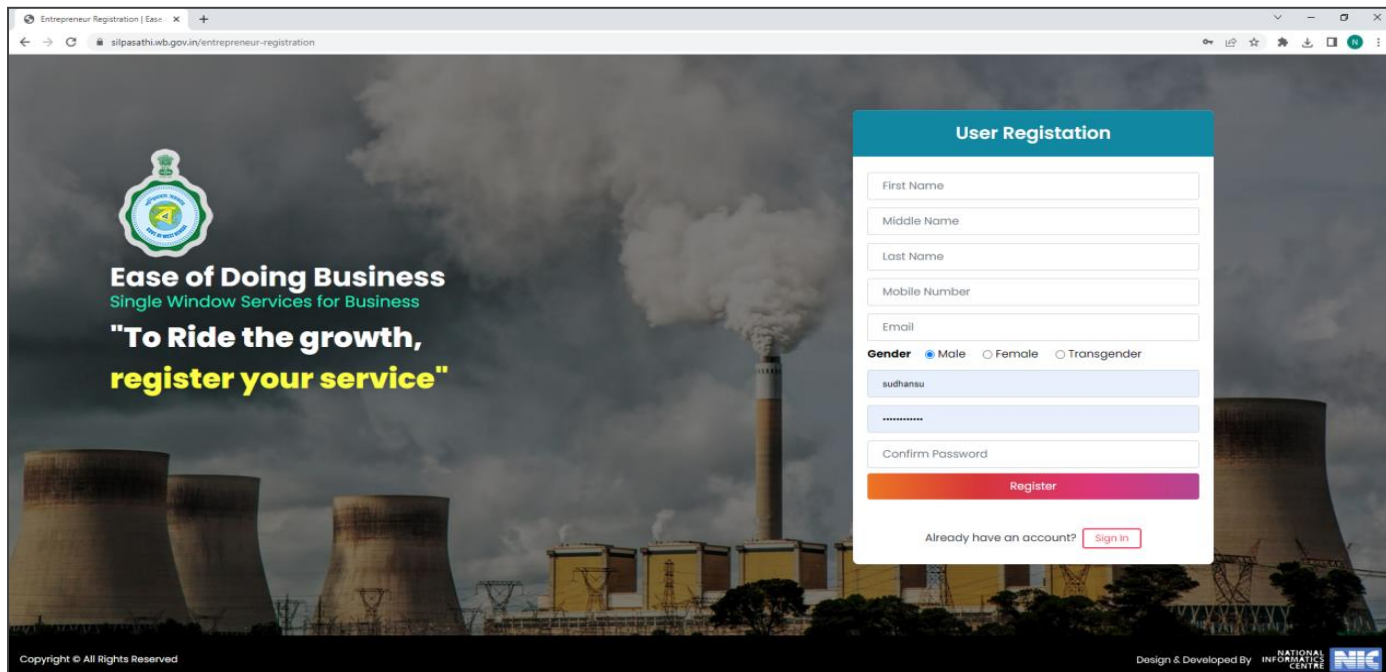
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

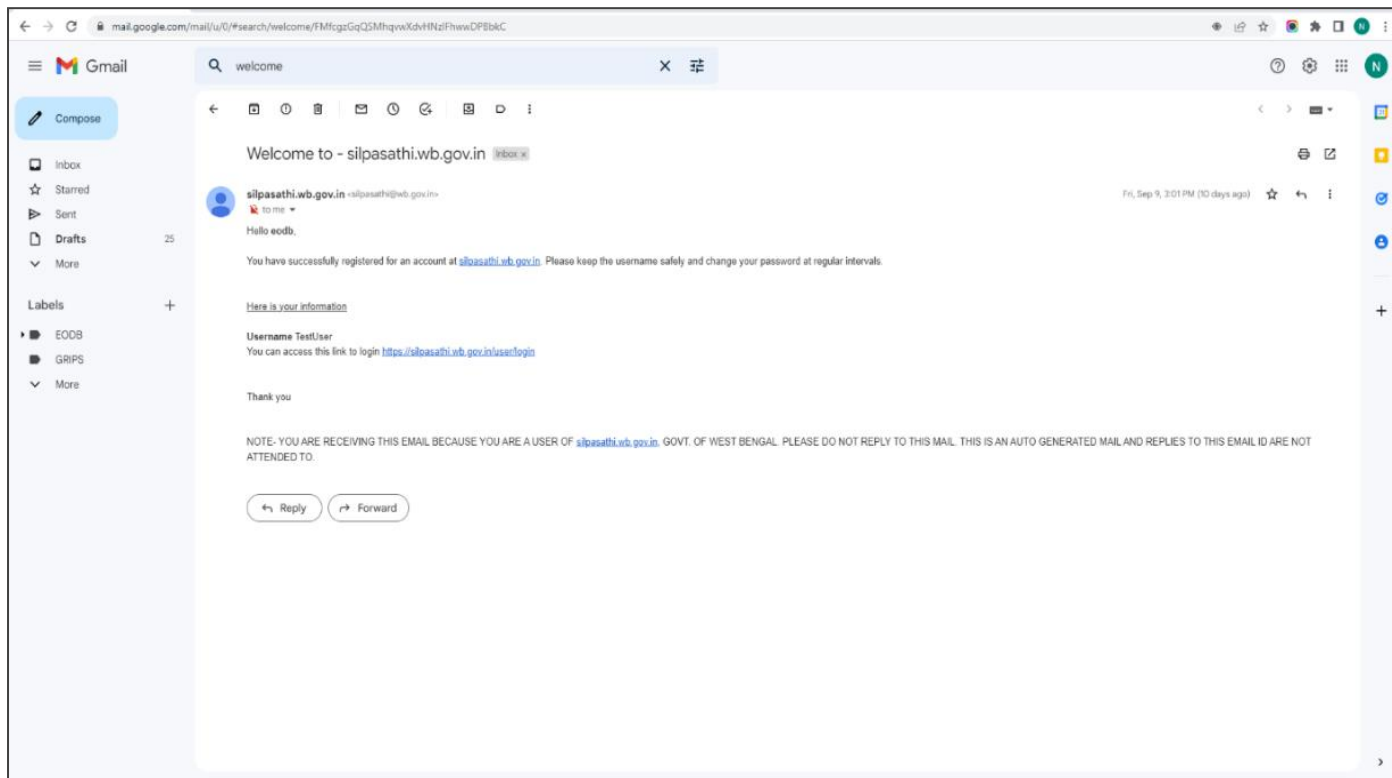


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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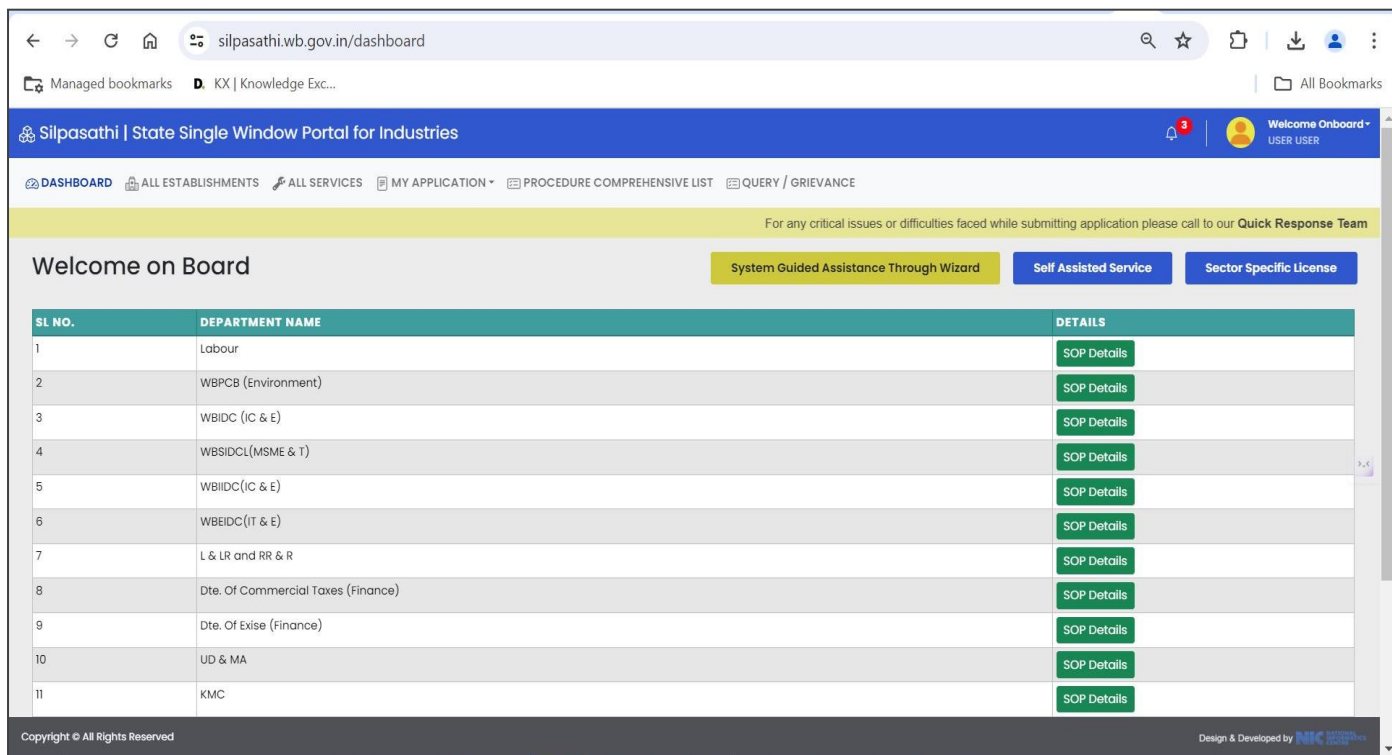
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Online Application submission

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

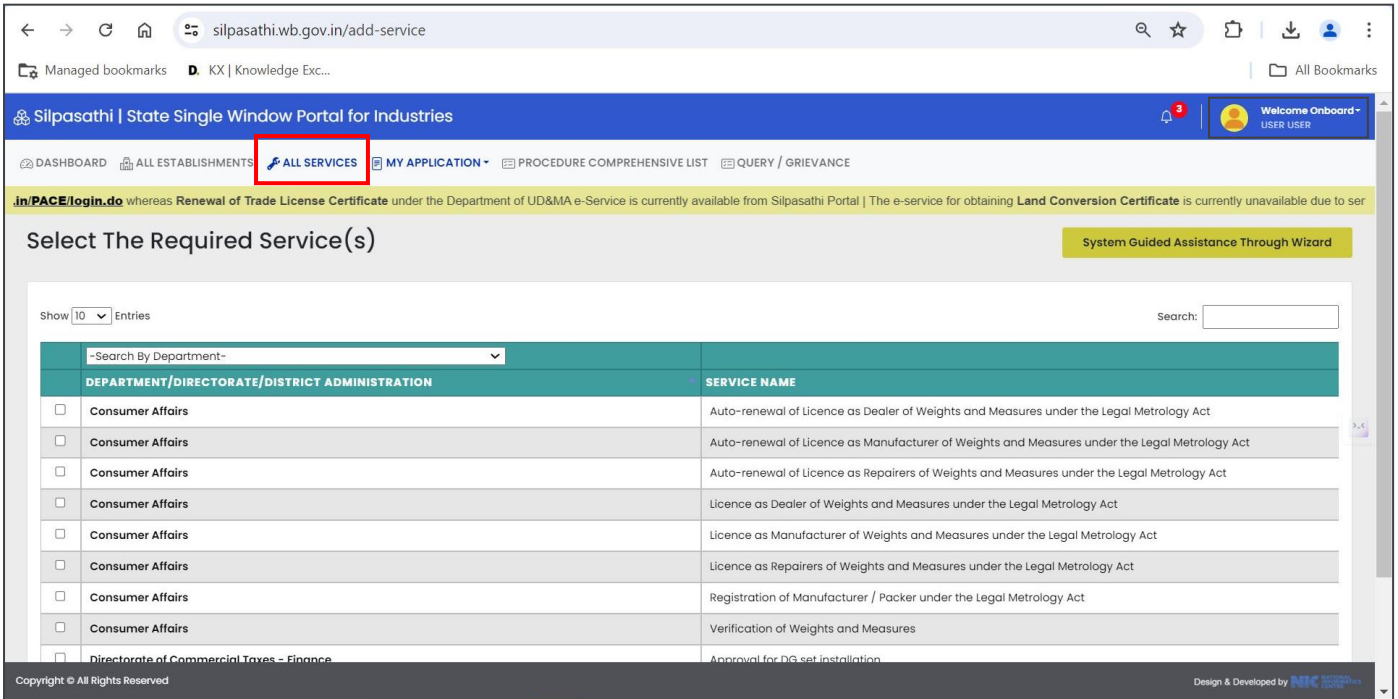


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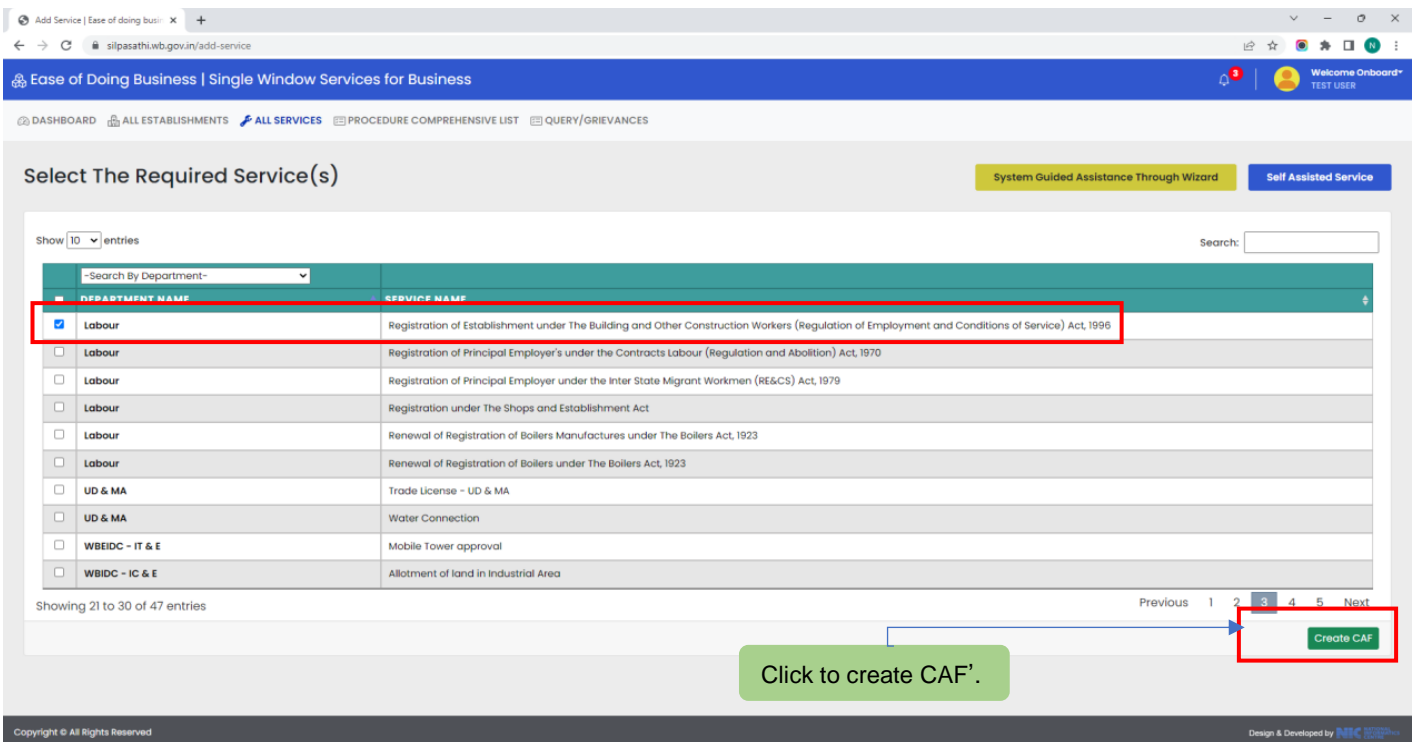
Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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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 '**Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996– Labour Department.**'



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After selecting the service 'Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996', 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

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

The dashboard interface includes a navigation bar with 'Ease of Doing Business | Single Window Services for Business' and a user profile 'Welcome Onboard - TEST USER'. A green banner at the top indicates 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Track Your Query', and 'Your Profile'. The 'Your Selected Service(s)' section shows a table with one entry:

SL NO.	SERVICE	ACTION
1	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (WSRTPS Timeline: 30 days) Applied Back for Correction (if required) Accept for Fees Payment Fees Paid/Form - Upload Pending Final Submit Form - Re-Upload (if required) Issued	Apply Online

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):

1. Name and location (Work Site) of the Establishment

Select Establishment *
Sample name

Name of the Establishment *
Sample name

Establishment Type *
Micro

Location of the Establishment *
Sample address

Select District *
Kolkata

Select Subdivision *
Kolkata

Select Areatype *
Corporation

Select Corporation *
Kolkata

Select Ward *
Ward-9

Select Police Station *
Amherst street

PIN Code *
700009

2. Registered Office address of the Establishment

House No./Village Name/Street/Road *
Sample Location

District of the Establishment *
Kolkata

Select Subdivision *
Kolkata

Select Areatype *
Corporation

Select Corporation *
Kolkata

Select Ward *
Ward-9

Select Police Station *
Amherst street

PIN Code *
700009

3. Full Name and permanent address of the Establishment

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The screenshot shows a web browser window displaying a registration form. The form is divided into three main sections:

- 4. Full Name and address of the Employer:** Includes fields for Full Name of the Employer (Sample name), Mobile Number (9876543210), Gender (Male selected), Select District (Kolkata), Select Areatype (Corporation), Select Police Station (Amherst street), House No./Village Name/Street/Road (Sample village name), Select Subdivision (Kolkata), Select Corporation (Kolkata), and Select Ward (Ward-9). PIN Code is 700009.
- 5. Full name and address of the Manager or Person responsible for the supervision and control of the Establishment:** Includes fields for Full name of the Manager or Person Responsible (Sample name), House No./Village Name/Street/road (Sample village name), Select District (Kolkata), Select Subdivision (Kolkata), Select Areatype (Corporation), Select Block (Kolkata), Select Ward (Ward-9), Select Police Station (Amherst street), and PIN Code (700009).
- 6. Other Information:** Includes Nature of building or other construction work (Sample nature of building), Maximum number of building workers to be employed on any day (123), Estimated date of commencement of building or other construction work (12-09-2022), and Estimated date of completion of building or other construction work (12-09-2023).

Navigation buttons include '<< Back' and 'Save & Continue >>'. The footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by NBC'.

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.

The screenshot shows the 'Upload Documents' page on the SilpaSathi portal. The page title is 'Upload Documents - CAF202200044'. A green box highlights the 'Upload documents' button. A red box highlights the 'Browse' buttons for each document type. A blue arrow points from the 'Upload documents' button to the 'Browse' buttons.

The document types listed are:

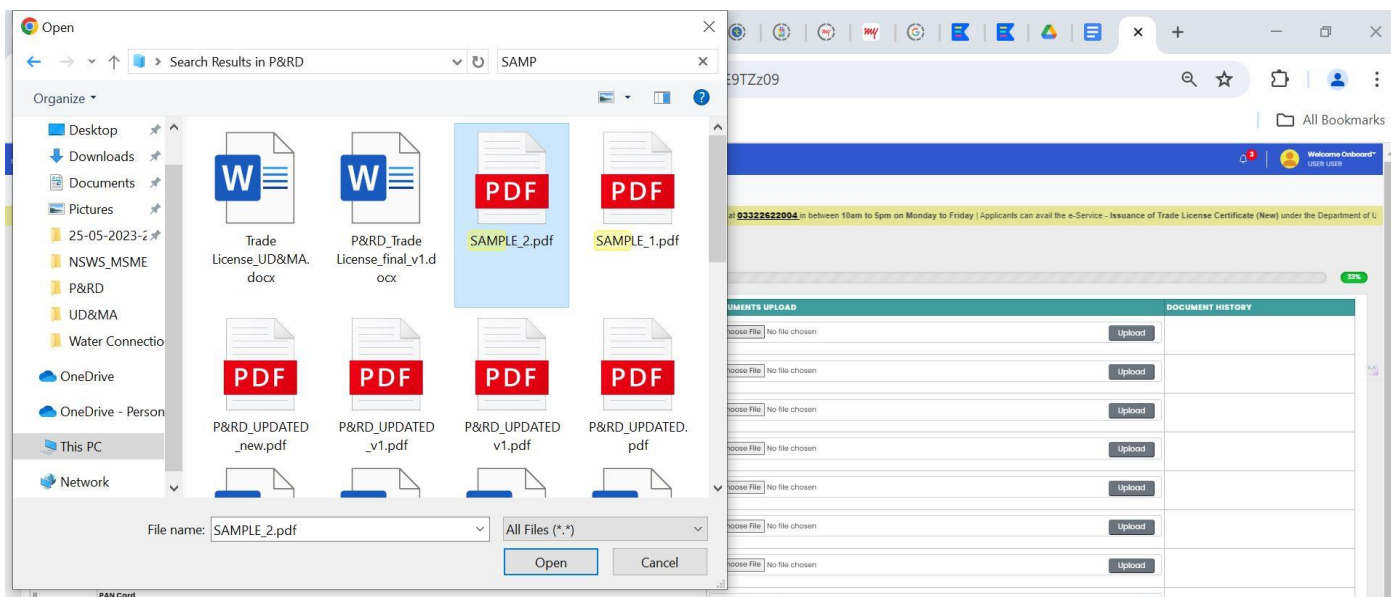
- A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ESI, Income Tax, GST and any other statutory compliances/laws, as applicable.
- Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc. (Annual Report) of the company and the group companies (if any) for last 3 years.
- Certificate of Registration (if any)
- Copy of PAN

The footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by NBC'.

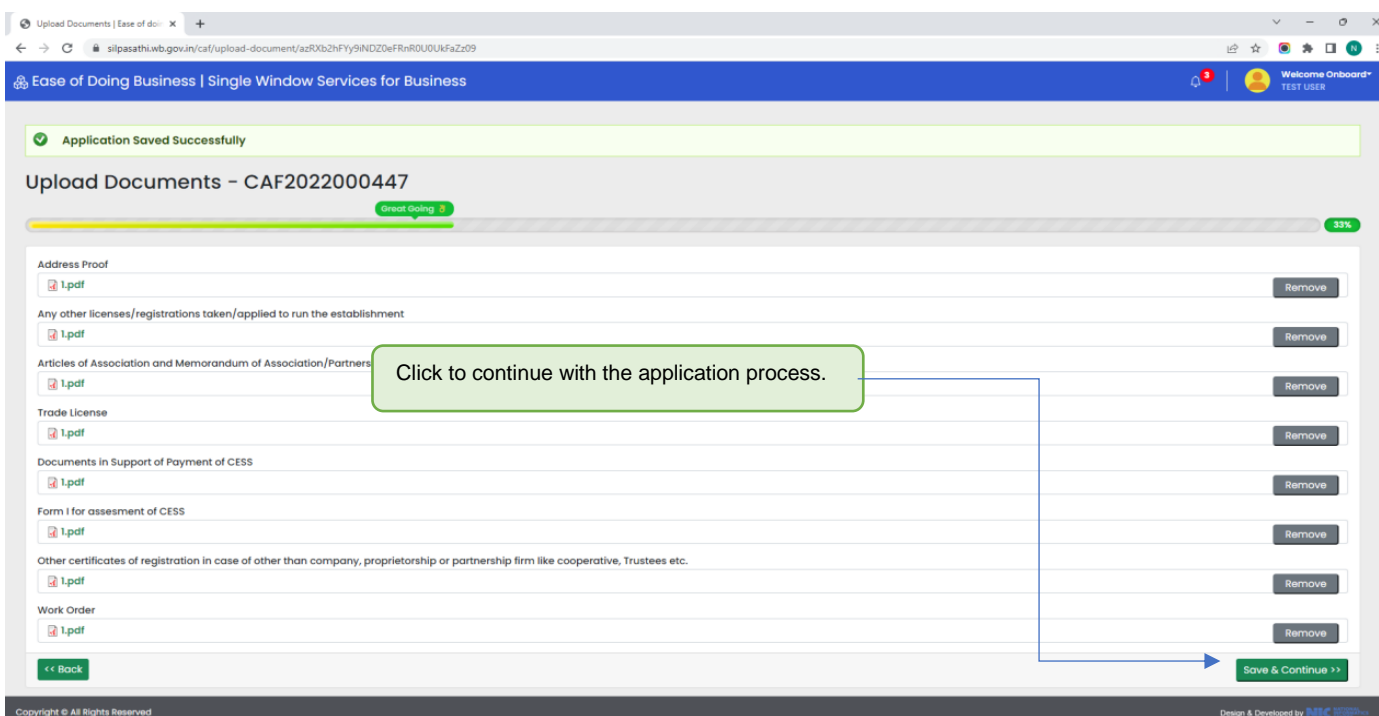
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The applicant is required to upload **both the required documents in pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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

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Documents successfully uploaded.

Common Application Form Preview – CAF2022000447

Almost Completed 87%

PARAMETERS	INPUTS
1. Name And Location of the Establishment	
Name of the Establishment	Sample name
Establishment Type	Micro
Location of the Establishment	Sample address Ward-9, PS - Amherst street, Kolkata- 700009
2. Postal Address of the Establishment	
Postal Address of the Establishment	Sample Location Ward-9, PS - Amherst street, Kolkata- 700009
3. Full name and permanent address of the Establishment	
Full Name(Postal) of the Establishment	Sample Location
Permanent Address of the Establishment	Sample village name Ward-9, PS - Amherst street, Kolkata- 700132
4. Full name and address of the Employer of the Establishment	
Full Name of the Employer	Sample name
Gender of the Employer	Male
Mobile No. of the Employer	9876543210

5. Full name and address of the Manager or person responsible for the supervision and control of the Establishment

Full name of the Manager or Person Responsible for the Supervision and control of the Establishment	Sample name
Address of the Manager or Person Responsible for the Supervision and control of the Establishment	Sample village name Ward-9, PS - Amherst street, Kolkata- 700009

6. Nature of building or other construction work is to be carried on

7. Maximum number of building workers to be employed on any day

8. Estimated date of commencement of building or other construction work

9. Estimated date of the completion of building or other construction work

10. Uploaded signed Application (Form-I)

11. Registration Certificate

UPLOADED SUPPORTING DOCUMENTS	
Address Proof	View
Other certificates of registration in case of other than company, proprietorship or partnership firm like cooperative, Trustees etc.	View
Work Order	View
Form I for assessment of CESS	View
Documents in Support of Payment of CESS	View
Trade License	View
Articles of Association and Memorandum of Association/Partnership Deed	View
Any other licenses/registrations taken/applied to run the establishment	View

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

Click on submit for submission of application.

Submit

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

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

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Current Status-CAF2022000447

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applied	Completed	3/02/2023
	Back for Correction(if required)	Pending	
	Accept for Fees Payment	Pending	
	Fees Paid/Form -1 Upload Pending	Pending	
	Final Submit	Pending	
	Form -1 Re-Upload(if required)	Pending	
	Issued	Pending	

Application status updated.

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.

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

Application status notified through SMS.

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in> to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No. : CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

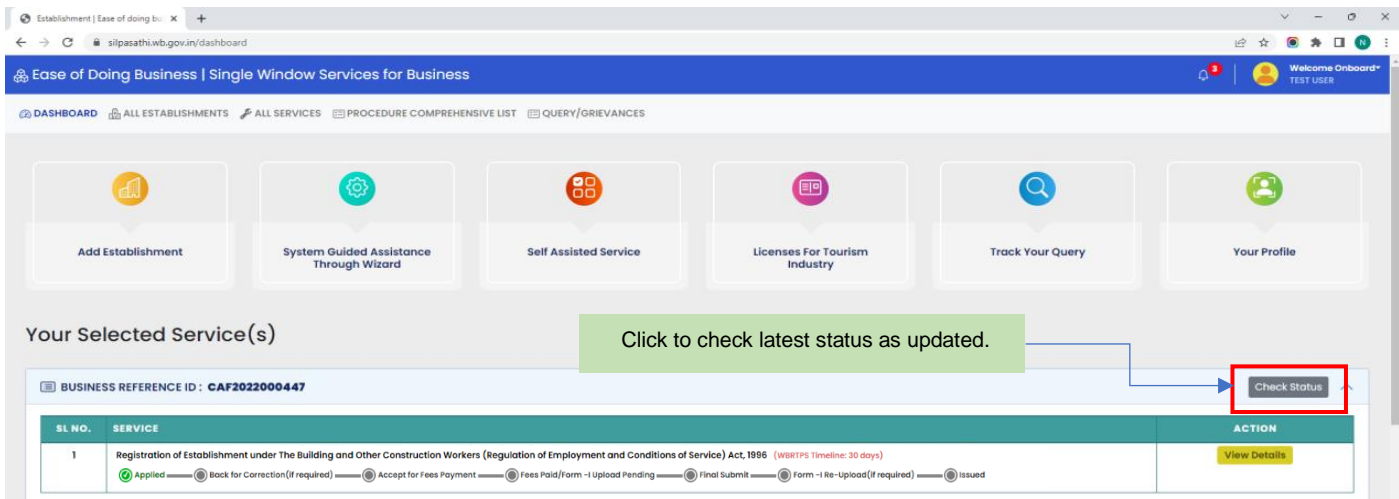
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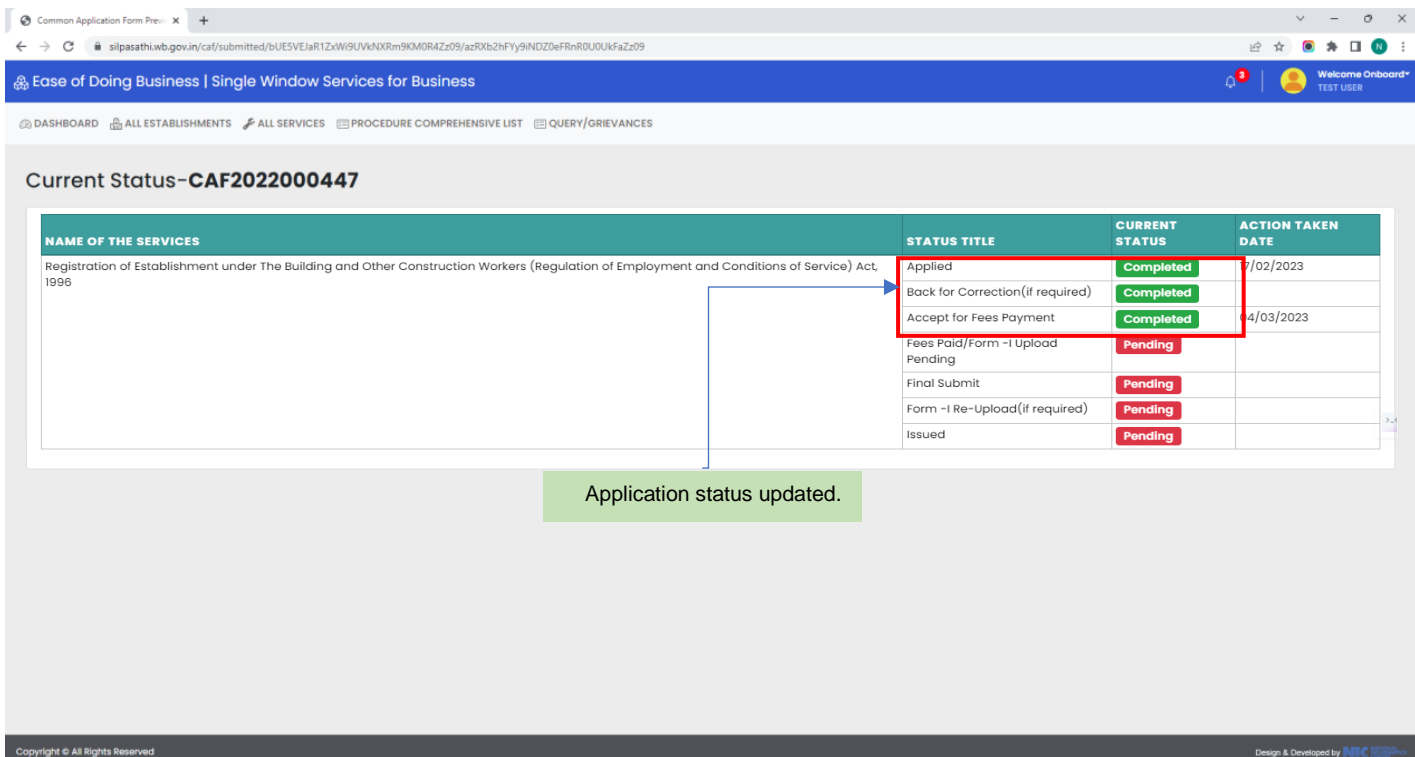
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In some cases, The application might be sent for correction to the applicant if required. The applicant is required to make necessary corrections and re-submit the application.

Application Dashboard



Status Dashboard



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2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. It lists four applications with their Business Reference IDs (CAF2022000460, CAF2022000457, CAF2022000455, CAF2022000447). The application with ID CAF2022000447 is selected, and its progress bar is visible. The progress bar shows the following steps: Applied, Back for Correction (if required), Accept for Fees Payment, Fees Paid/Form -1 Upload Pending, Final Submit, Form -1 Re-Upload (if required), and Issued. The 'Pay Now' button is highlighted in red. A callout box points to the 'Pay Now' button with the text 'For proceeding with payment'. Another callout box points to the progress bar with the text 'Application status updated.'

The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

The screenshot shows the 'Payments Details-CAF2022000447' page. It displays the details of the depositor and the service-wise fees details. The 'Proceed to Pay' button is highlighted in red. A callout box points to the 'Proceed to Pay' button with the text 'Click here to proceed with the payment in GRIPS portal.'

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Registration Fees	0230-00-101-004-12	2000
Total				2000

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The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

DEPOSITOR'S DETAILS

Details of Payment			
Department:	Labour Department	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	05030120221663139312	Payment Ref. No.:	CAF2022000448
In favour of:	Labour	Payment Mode:	NA
Period From:	14/09/2022	Period To:	14/09/2022
Total Amount[*]:	2000	Remarks:	Payment for -Registration of Principal Employer's under the Contracts Labour (Regulation and Abolition) Act, 1970

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Receipt-contract labour	05030120221663139312	0230-00-106-001-27	The Contract Labour (Regulation& Abolition) Act 1970- Other Receipts	2000
Total Amount: 2000				
IN WORDS: TWO THOUSAND ONLY				

Select Payment Mode
Payment Mode: SBI Epay

CONFIRM CANCEL

Payment amount displayed.

Payments through GRIPS portal
Labour Department

Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:

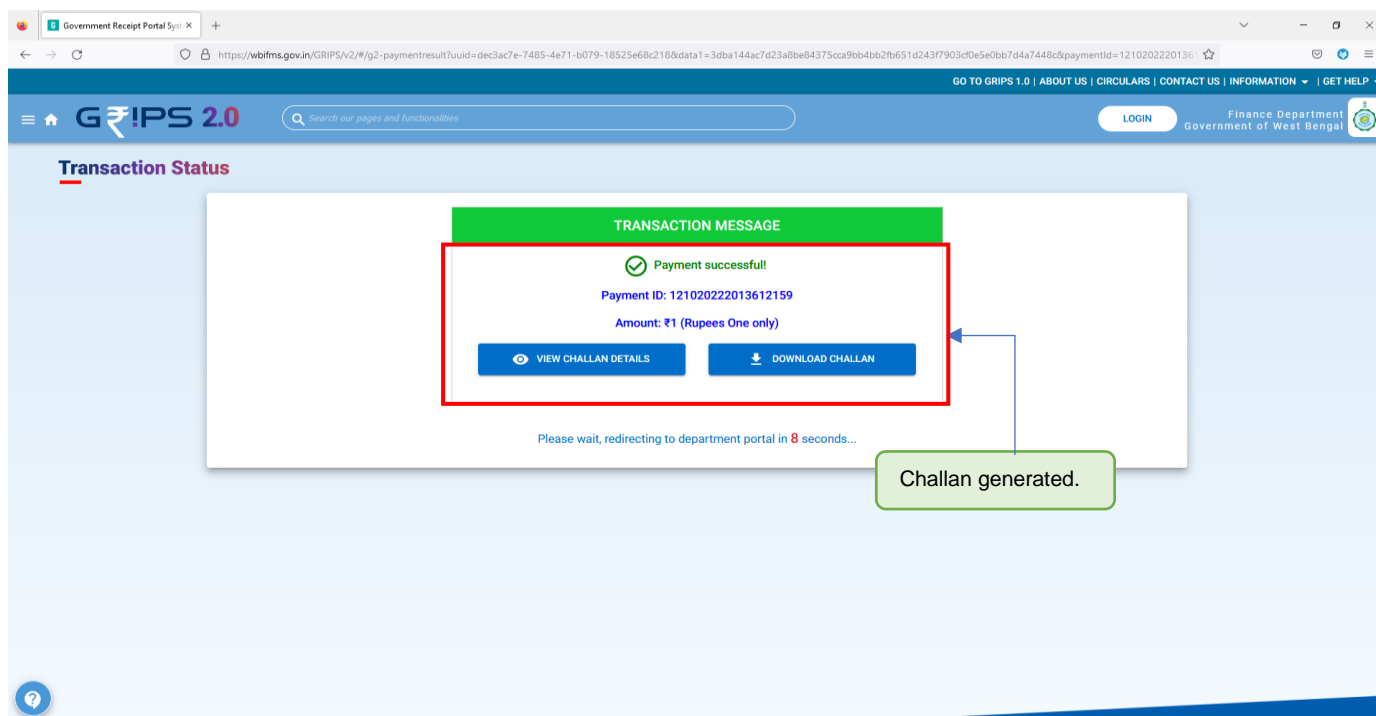
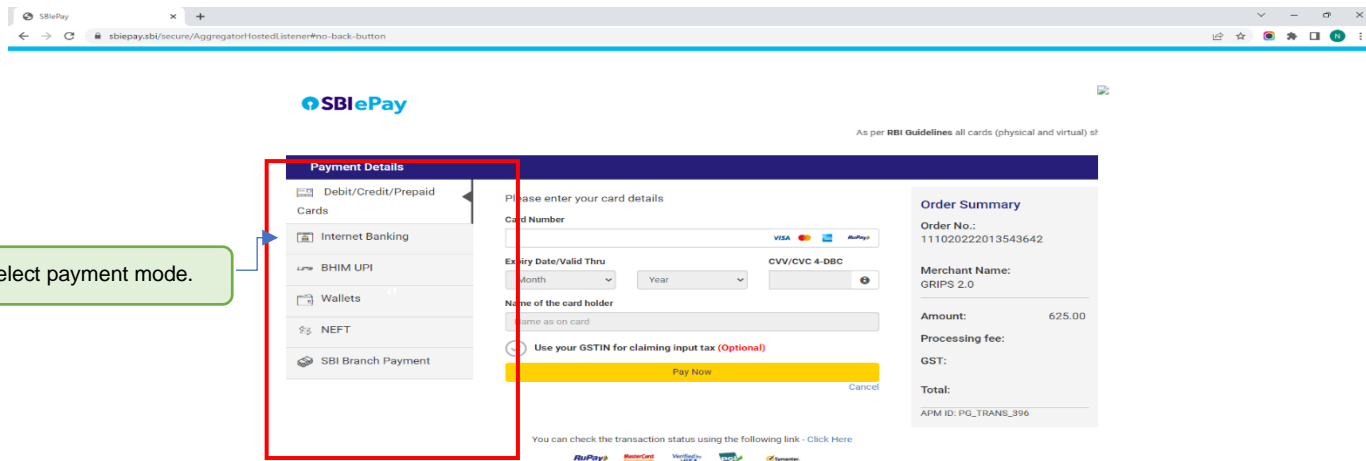
Select Bank: SBI EPay

RESET PROCEED CANCEL

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Once done, applicant will be auto directed to the applicant dashboard to download Form I and upload the same with the signature of the Contractor and proceed with the Final submit as mentioned in the screenshot below:

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NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applied	Completed	19/04/2023
	Back for Correction(if required)	Completed	
	Accept for Fees Payment	Completed	20/04/2023
	Fees Paid/Form -I Upload	Completed	
	Pending		
	Final Submit	Pending	
	Form -I Re-Upload(if required)	Pending	
	Issued	Pending	

Upload Application Form - CAF2022000447

Click to download Form I

Click here to Download Application(Form-I)

Choose File No file chosen

NOTE :- Form-I should be download and duly sign by Employee and uploaded for successful submission of the Application.

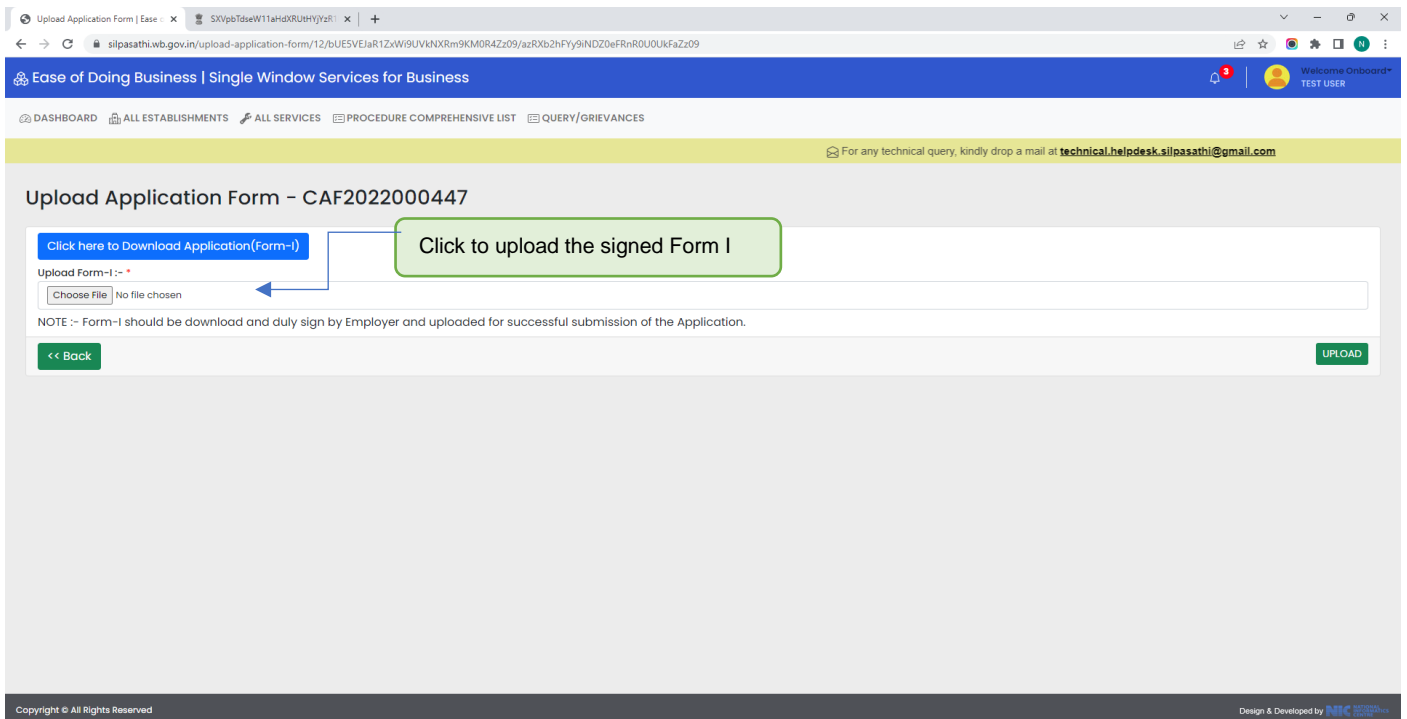
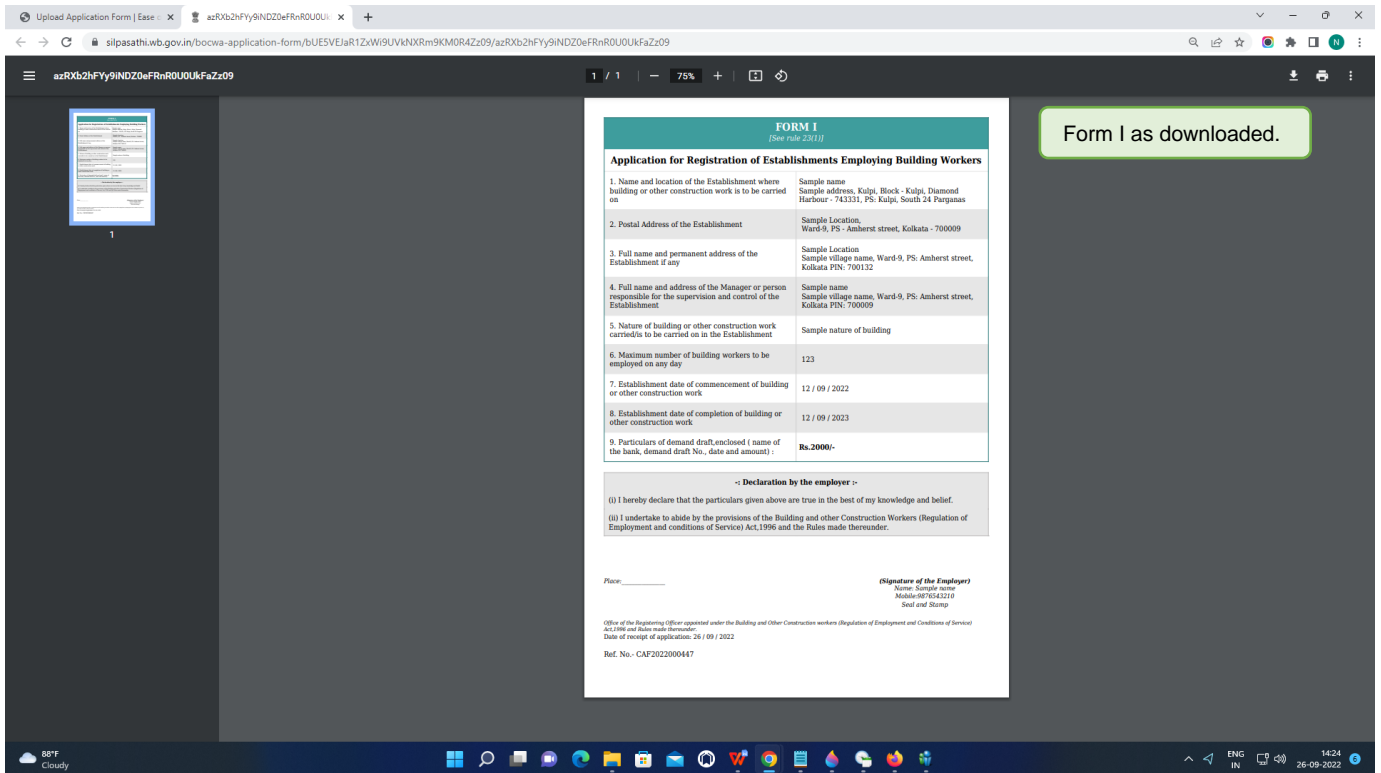
Click to upload the signed Form I

Upload

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Current Status-CAF2022000447

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applied	Completed	23/08/2024
	Back for Correction(if required)	Completed	05/08/2024
	Accept for Fees Payment	Completed	13/09/2024
	Fees Paid/Form -I Upload	Completed	
	Pending		
	Final Submit	Completed	18/09/2024
	Form -I Re-Upload(if required)	Pending	
Issued	Pending		

Latest Status updated.

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.

SL NO.	SERVICE	ACTION
	Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (WBRTPS Timeline: 30 days)	View Details

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

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

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The screenshot displays the 'Current Status-CAF2022000447' page on the SilpaSathi portal. The page features a table with the following columns: NAME OF THE SERVICES, STATUS TITLE, CURRENT STATUS, and ACTION TAKEN DATE. The table lists the following steps and their completion status:

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Registration of Establishment under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Applied	Completed	27/01/2023
	Back for Correction(if required)	Completed	
	Accept for Fees Payment	Completed	27/01/2023
	Fees Paid/Form -I Upload Pending	Completed	
	Final Submit	Completed	28/03/2023
	Form -I Re-Upload(if required)	Completed	
	Issued	Completed	31/03/2023

A green callout box with the text 'Latest status updated.' is positioned below the table, with a blue arrow pointing to the 'Applied' row. The table is highlighted with a red border.

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User Manual

Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996

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

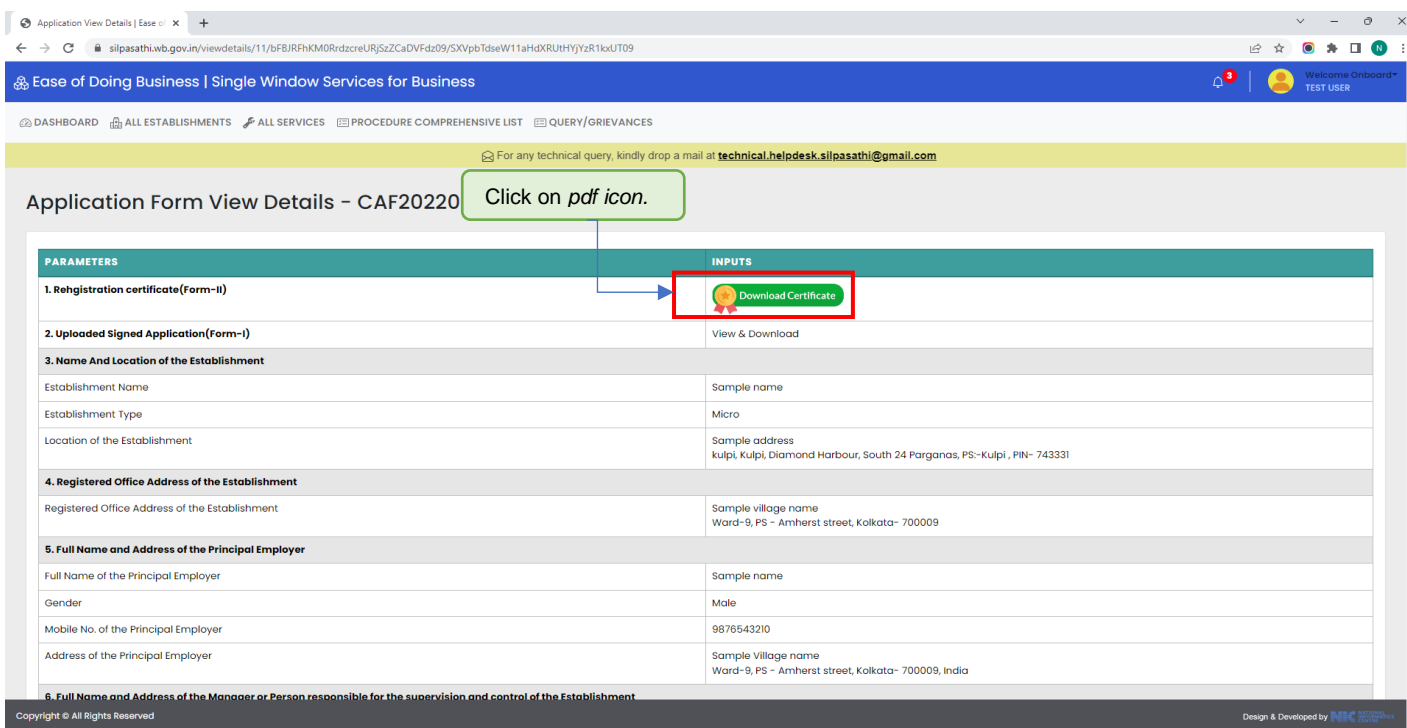
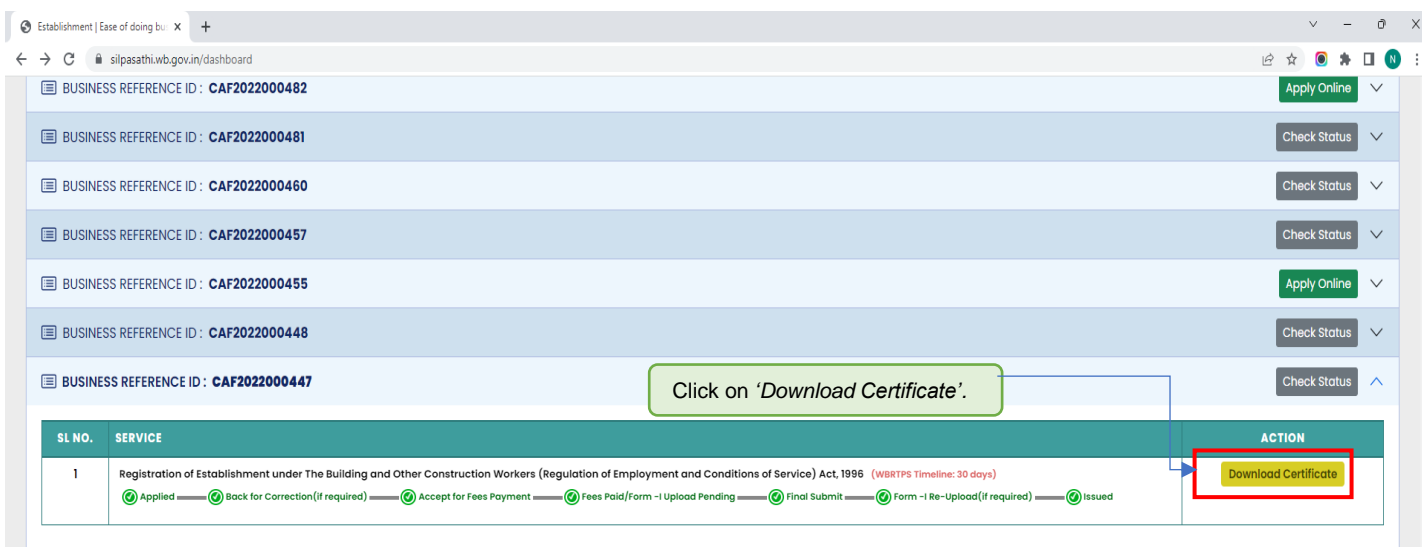
4: Online Download of final approval certificate

The applicant has to '**Download Certificate**' to view further.

Applicant's Dashboard

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 '**PDF**' icon to download the Final Approval Certificate issued.



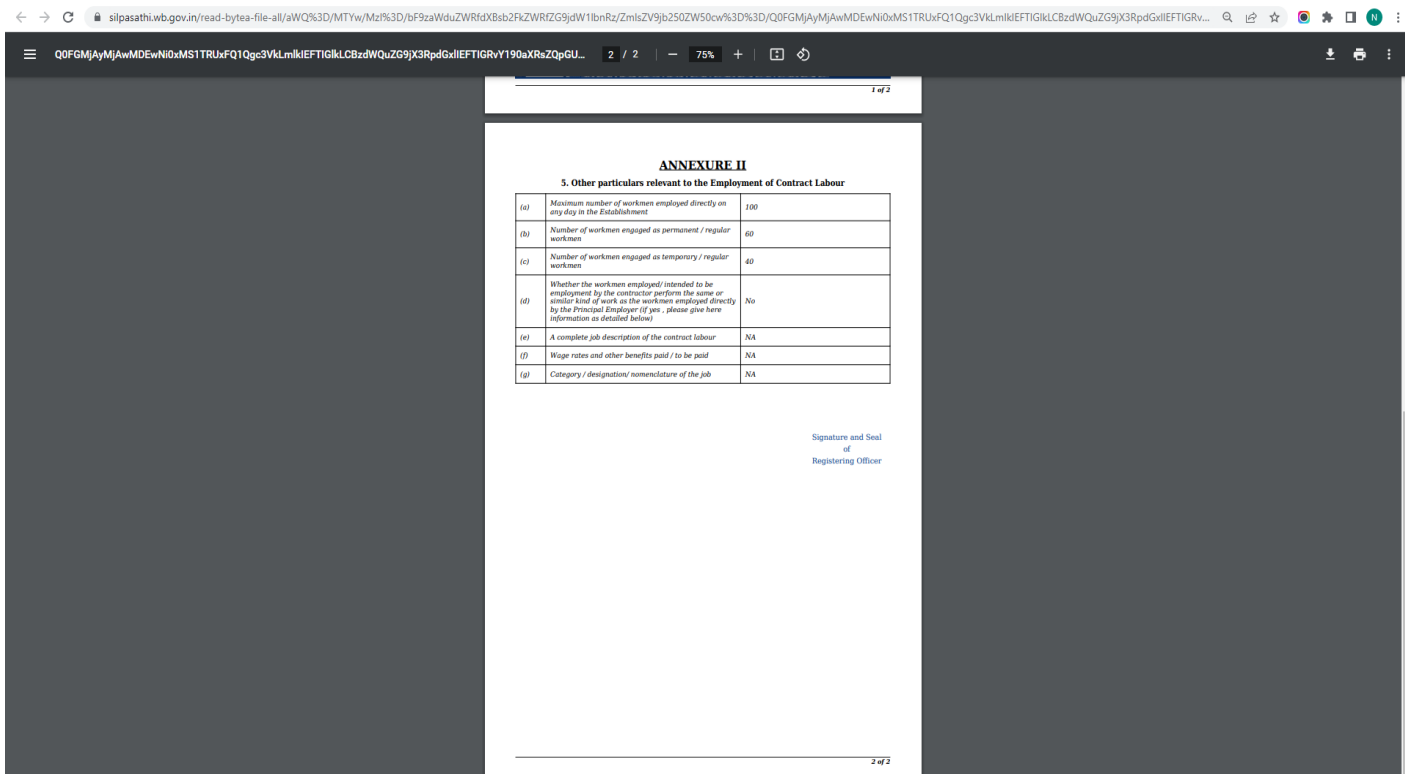
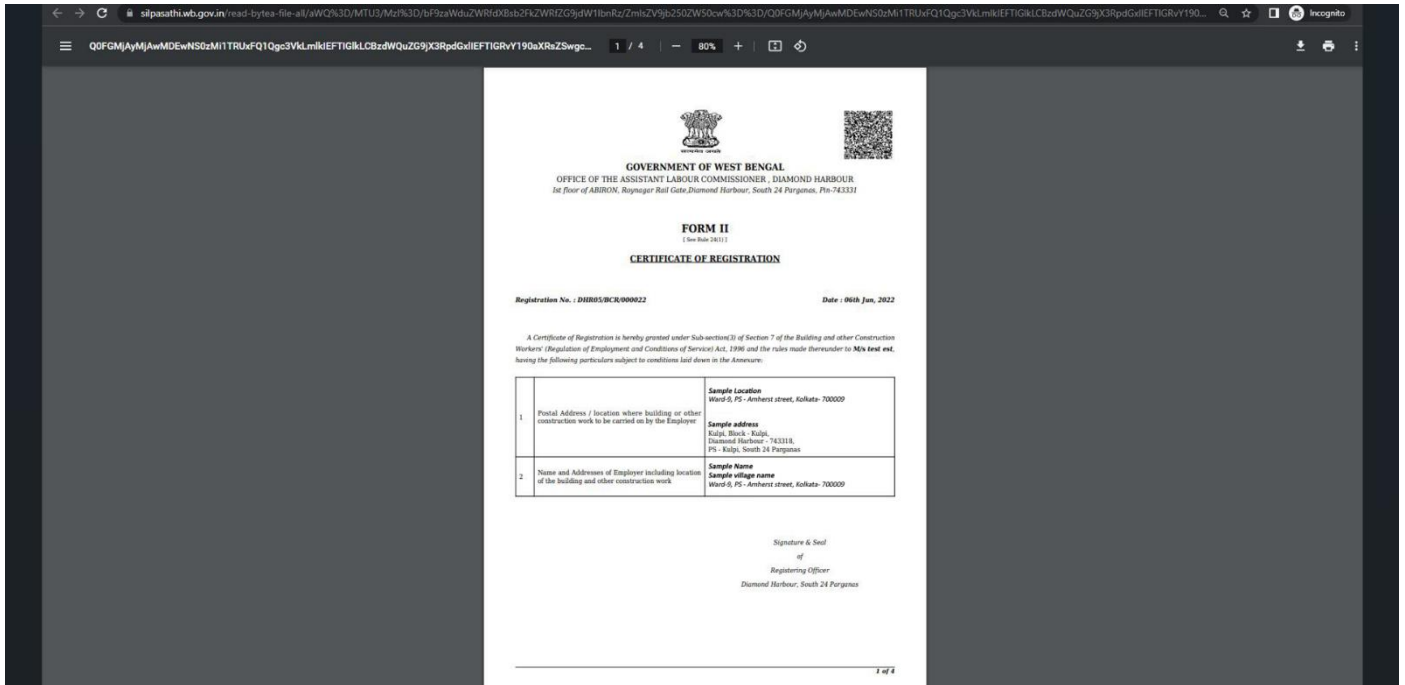
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The certificate as downloaded has been illustrated in the screenshot below:

[The Final Certificate gets downloaded \(Screenshot\)](#)





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[One Approval certificate document has been illustrated below:](#)

 सत्यमेव जयते		
GOVERNMENT OF WEST BENGAL OFFICE OF THE ASSISTANT LABOUR COMMISSIONER , DIAMOND HARBOUR 1st floor of ABIRON, Roynagar Rail Gate, Diamond Harbour, South 24 Parganas, Pin-743331		
FORM II [See Rule 24(1)]		
<u>CERTIFICATE OF REGISTRATION</u>		
Registration No. : DHR05/BCR/000022		Date : 06th Jun, 2022
<p>A Certificate of Registration is hereby granted under Sub-section(3) of Section 7 of the Building and other Construction Workers' (Regulation of Employment and Conditions of Service) Act, 1996 and the rules made thereunder to M/s test est, having the following particulars subject to conditions laid down in the Annexure:</p>		
1	Postal Address / location where building or other construction work to be carried on by the Employer	Sample Location Ward-9, PS - Amherst street, Kolkata- 700009 Sample address Kulpi, Block - Kulpi, Diamond Harbour - 743318, PS - Kulpi, South 24 Parganas
2	Name and Addresses of Employer including location of the building and other construction work	Sample Name Sample village name Ward-9, PS - Amherst street, Kolkata- 700009
<p>Signature & Seal of Registering Officer Diamond Harbour, South 24 Parganas</p>		
<hr/> 1 of 4		

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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

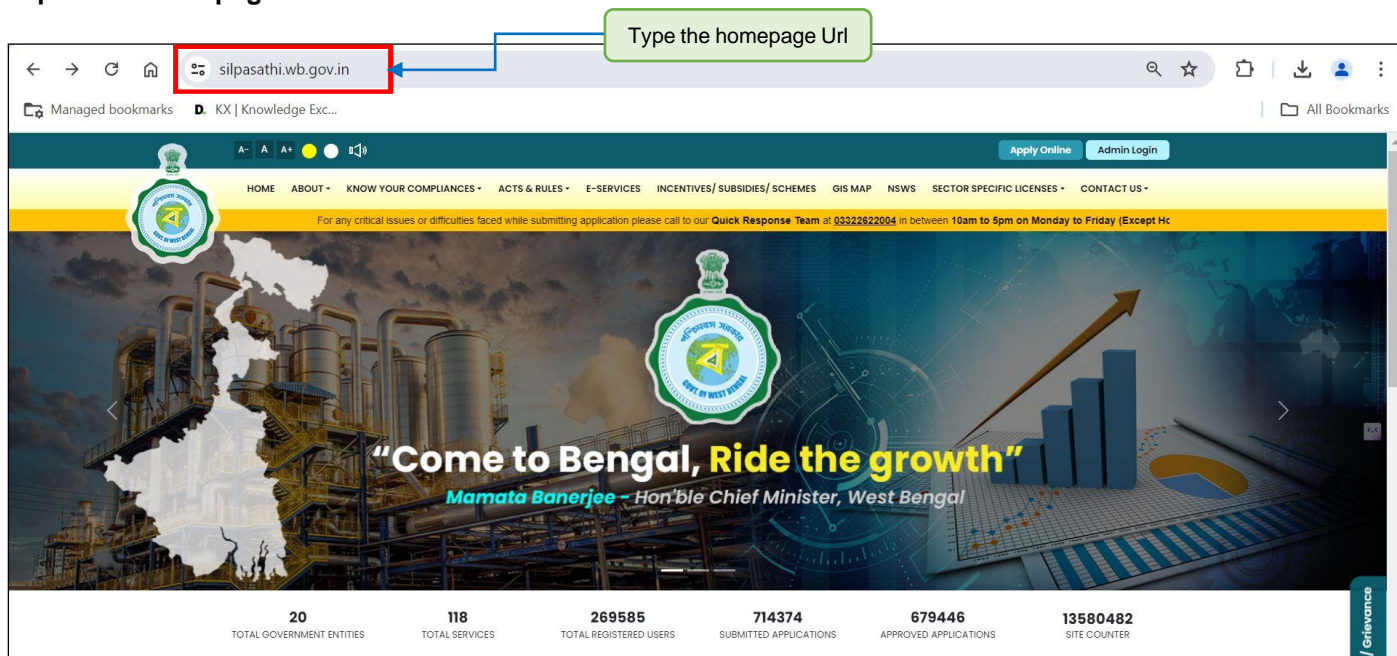
Third part verification process

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):

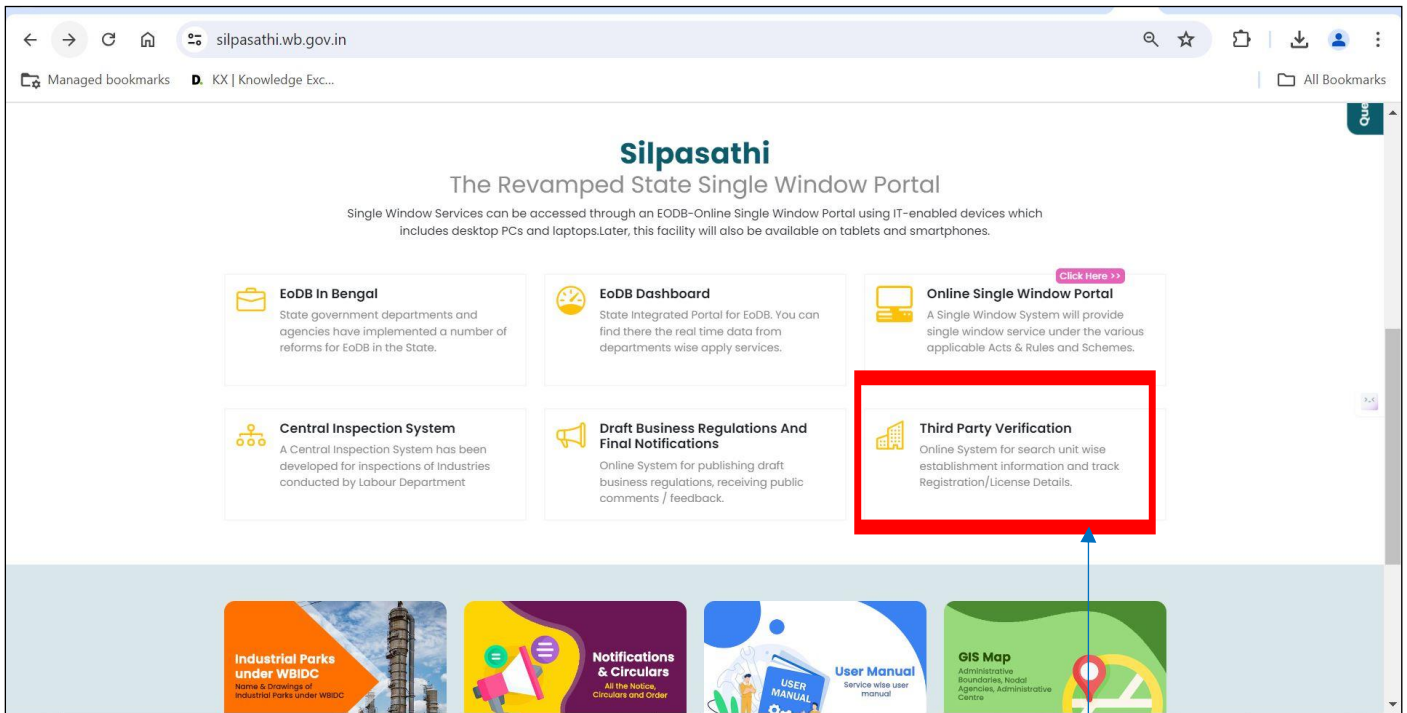
SilpaSathi Homepage



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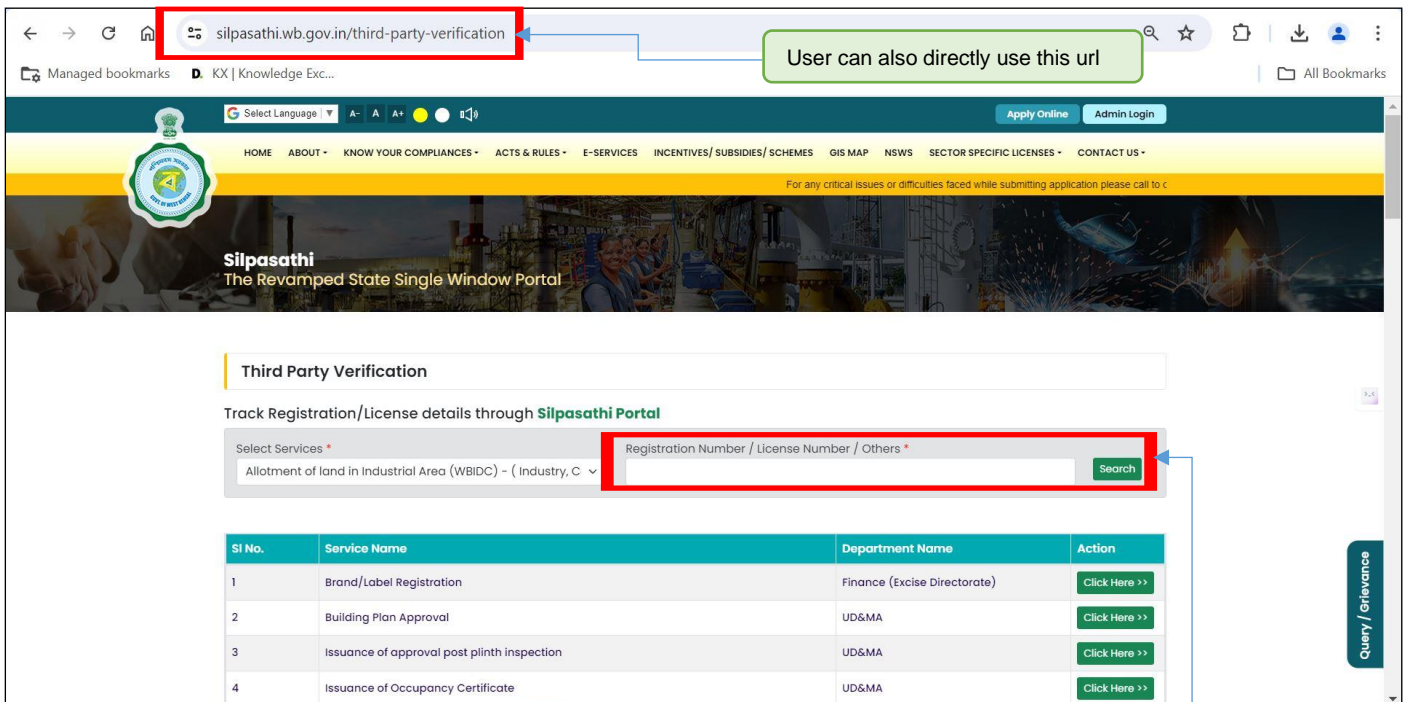
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Select 'Third Party Verification'

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

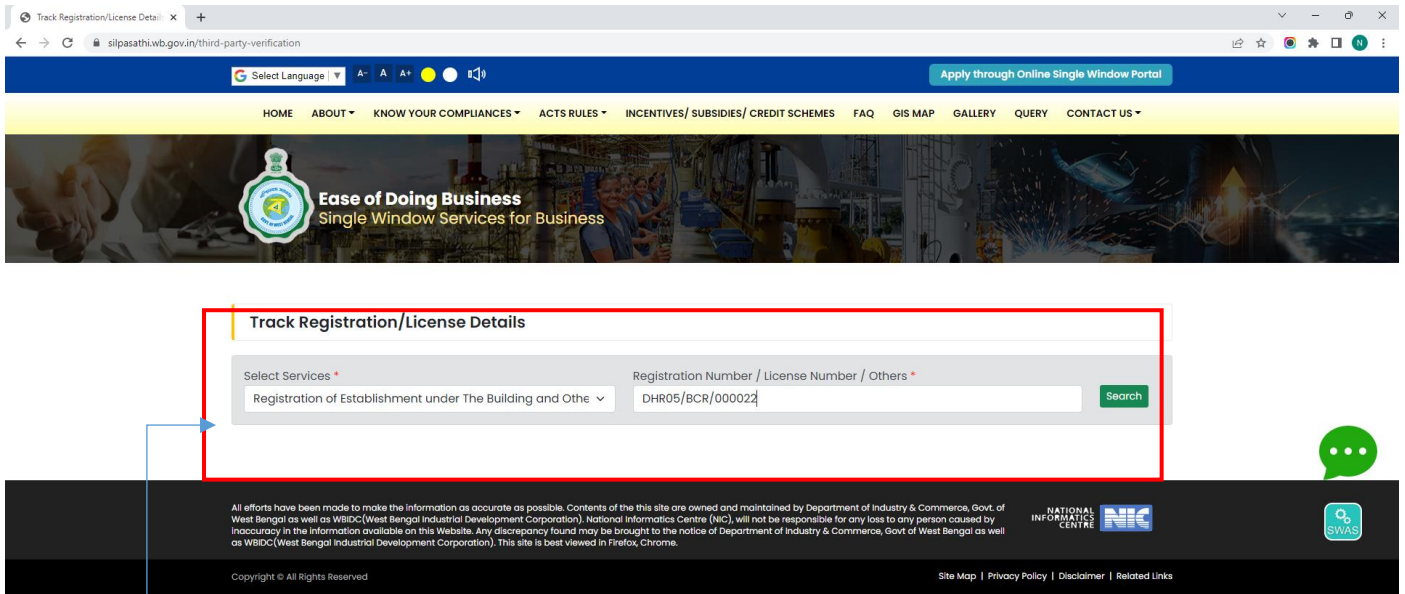


Enter Registration number/ License number to view details.

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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:

