



**Labour
Department:
License 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

License under The Factories Act, 1948

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

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Introduction

This document is intended to serve as a User Manual for grant of the service “**License 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

“**License under The Factories Act, 1948**” by **Labour Department** is required for factory owners to ensure the safety of their workers and to start a manufacturing business in India. 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.	Partnership deed	A partnership deed is a legal document that outlines the terms and conditions of a business partnership
2.	Flow Chart of the manufacturing process along with brief description	Description of Workflow for the manufacturing process

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Timeline (WBRTPS)

"License under The Factories Act, 1948" by Labour Department has an WBRTPS timeline of 65 days till approval by the authorities.

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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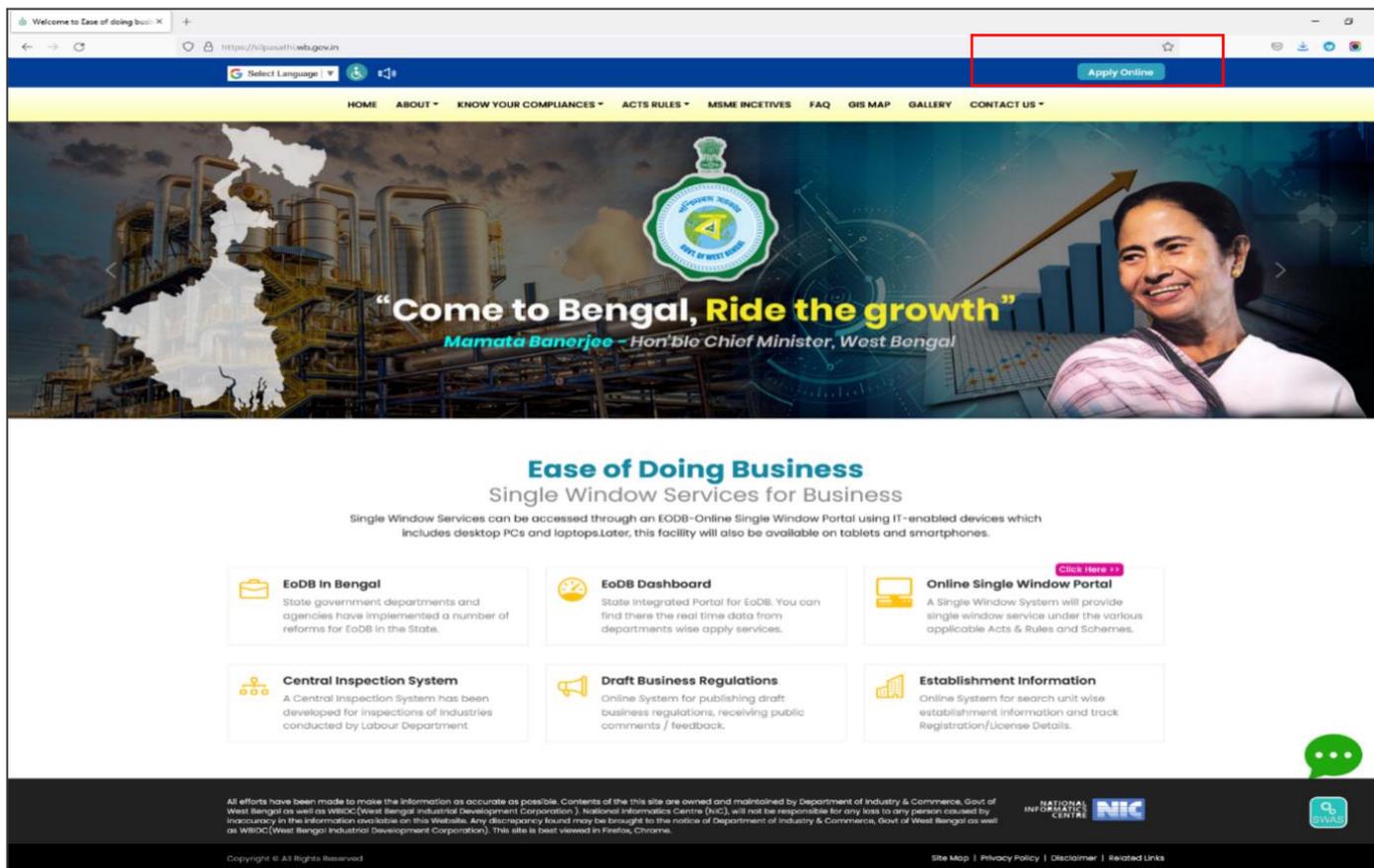
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Application Process through SilpaSathi

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.

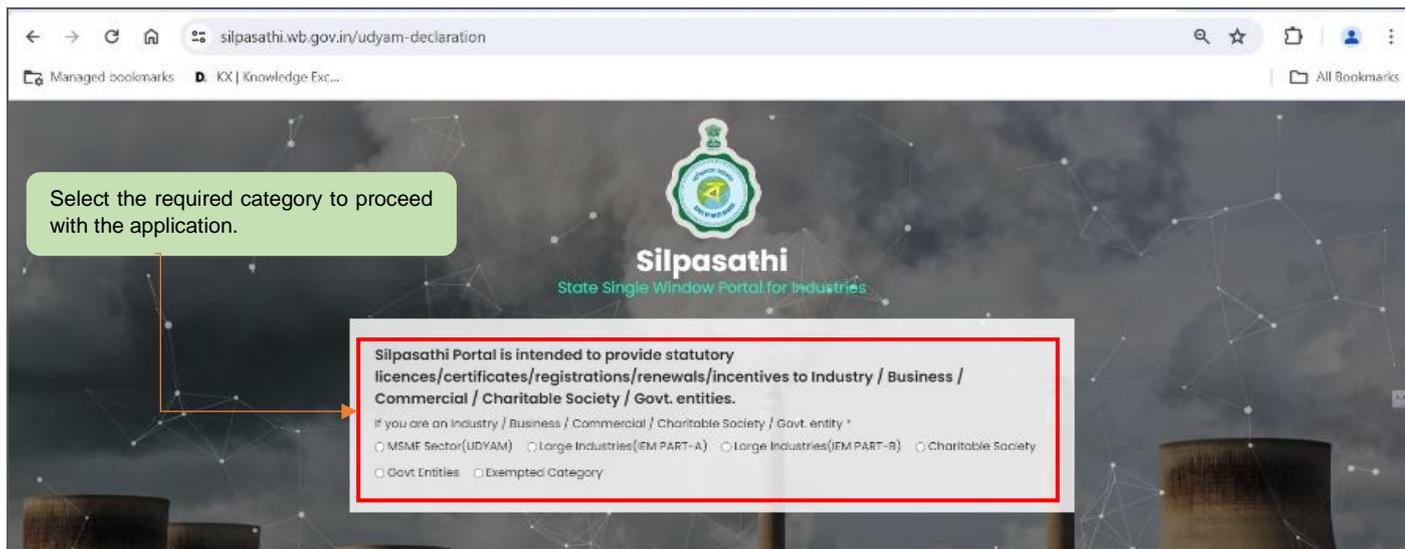


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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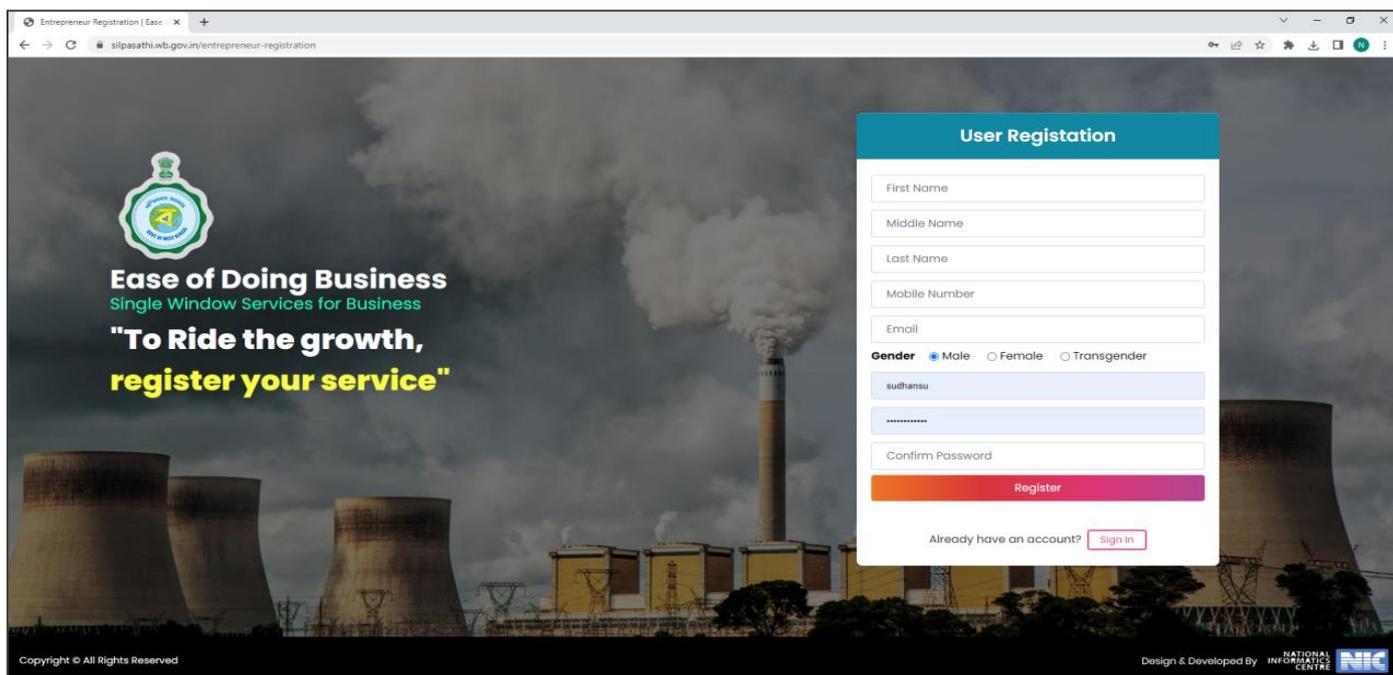
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

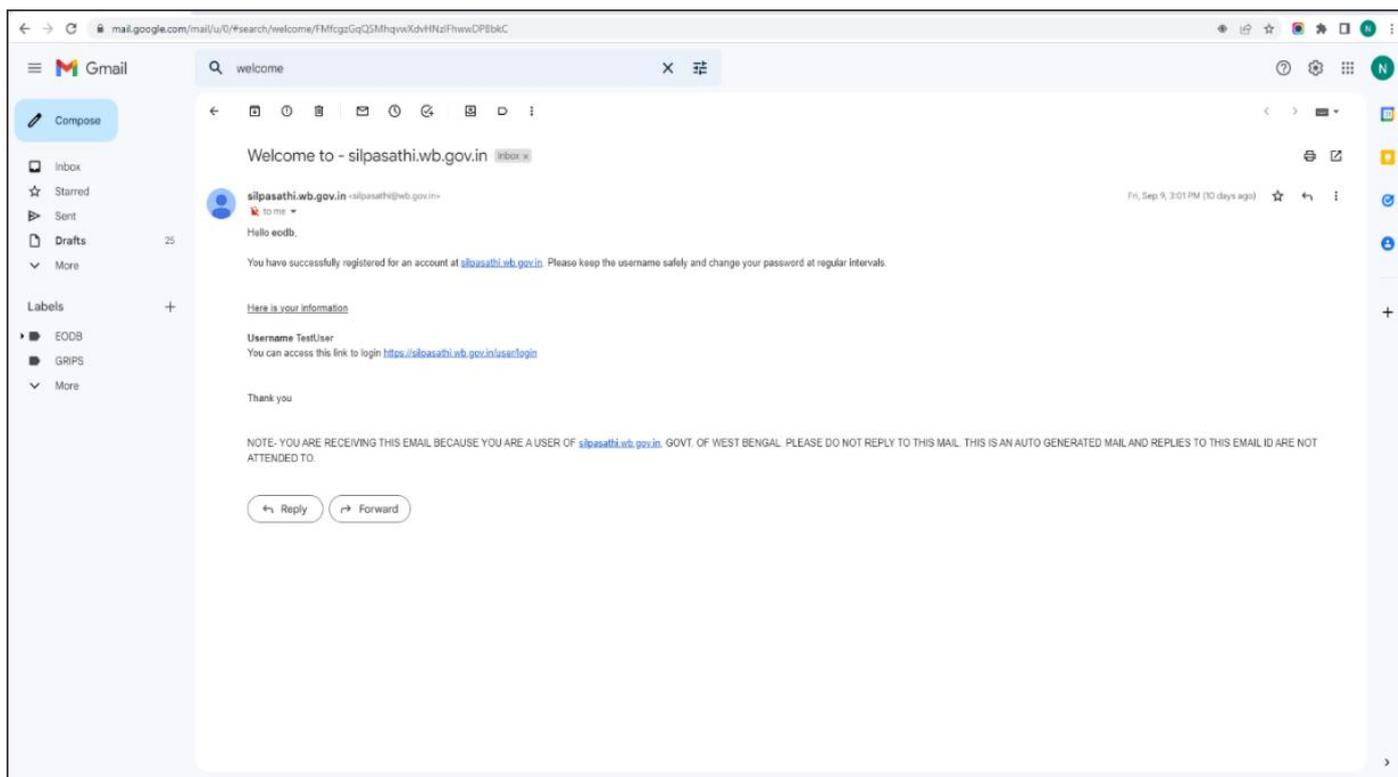


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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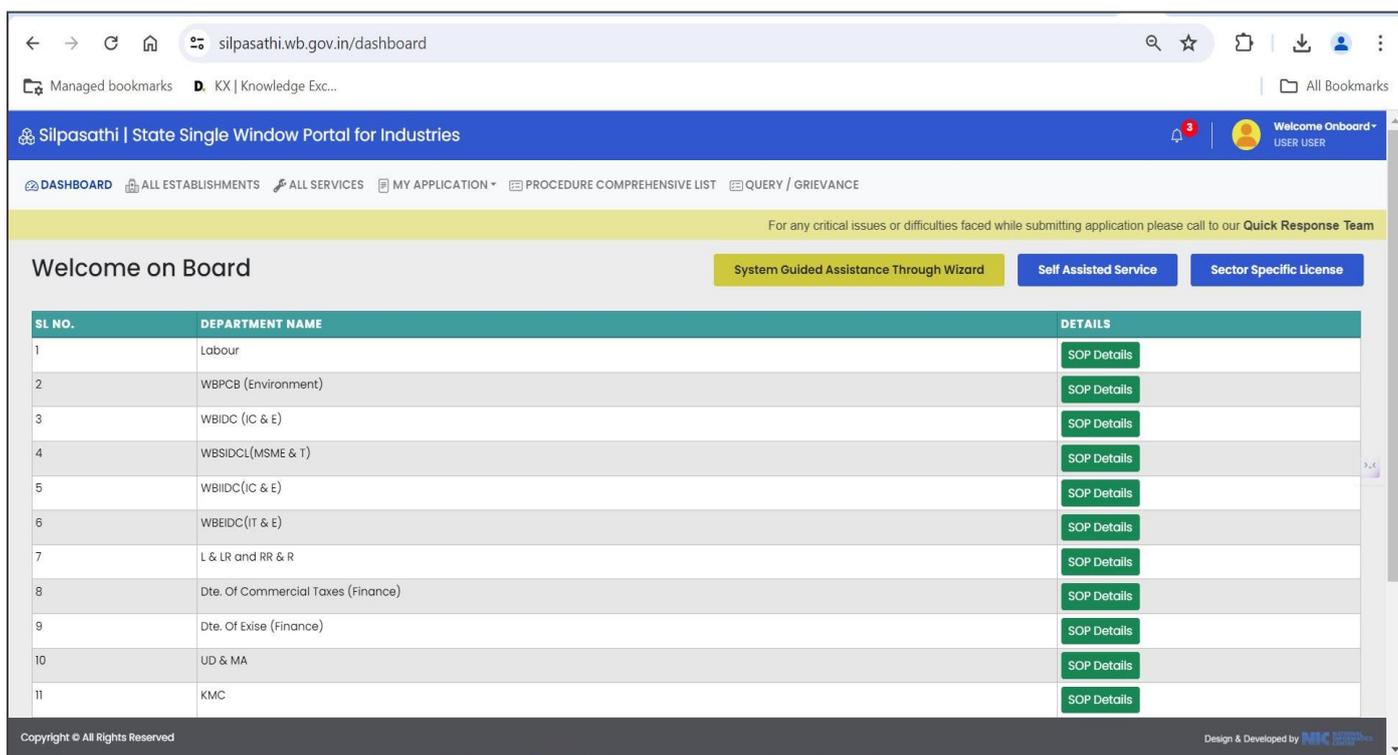
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Online Application submission

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

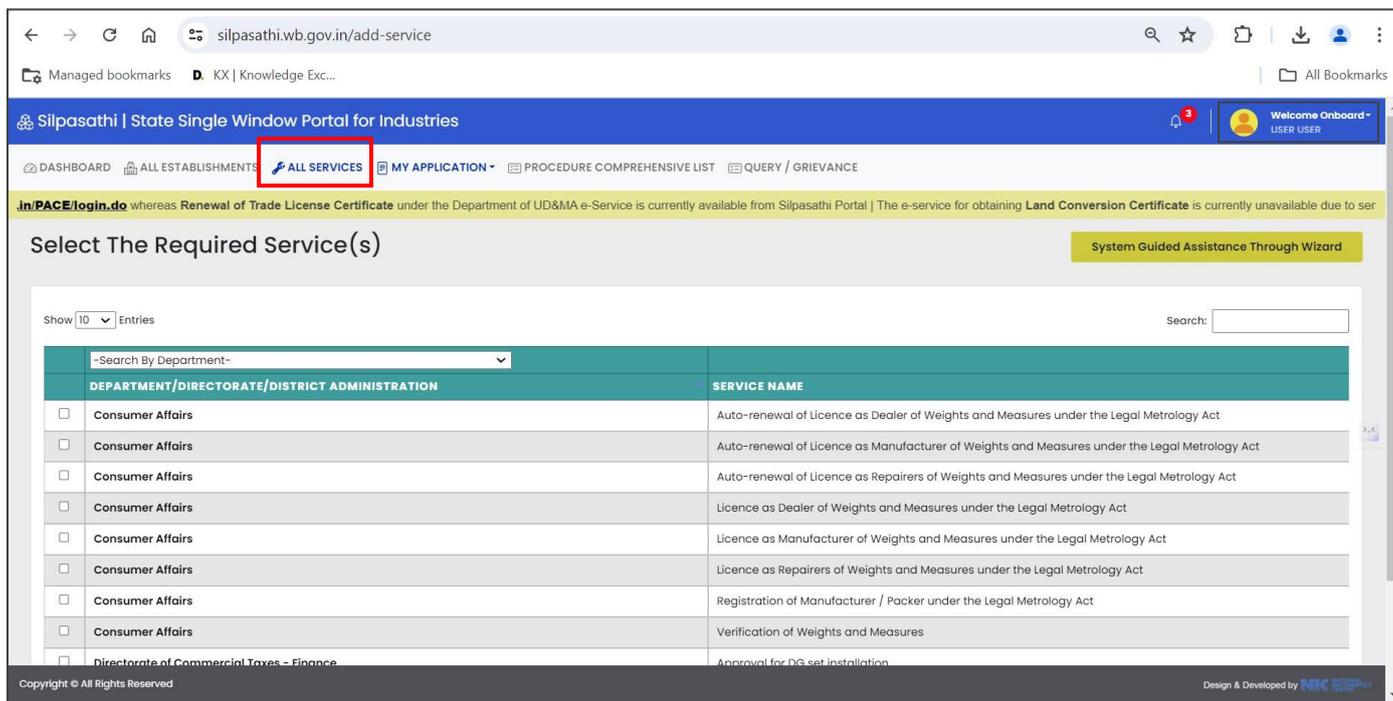


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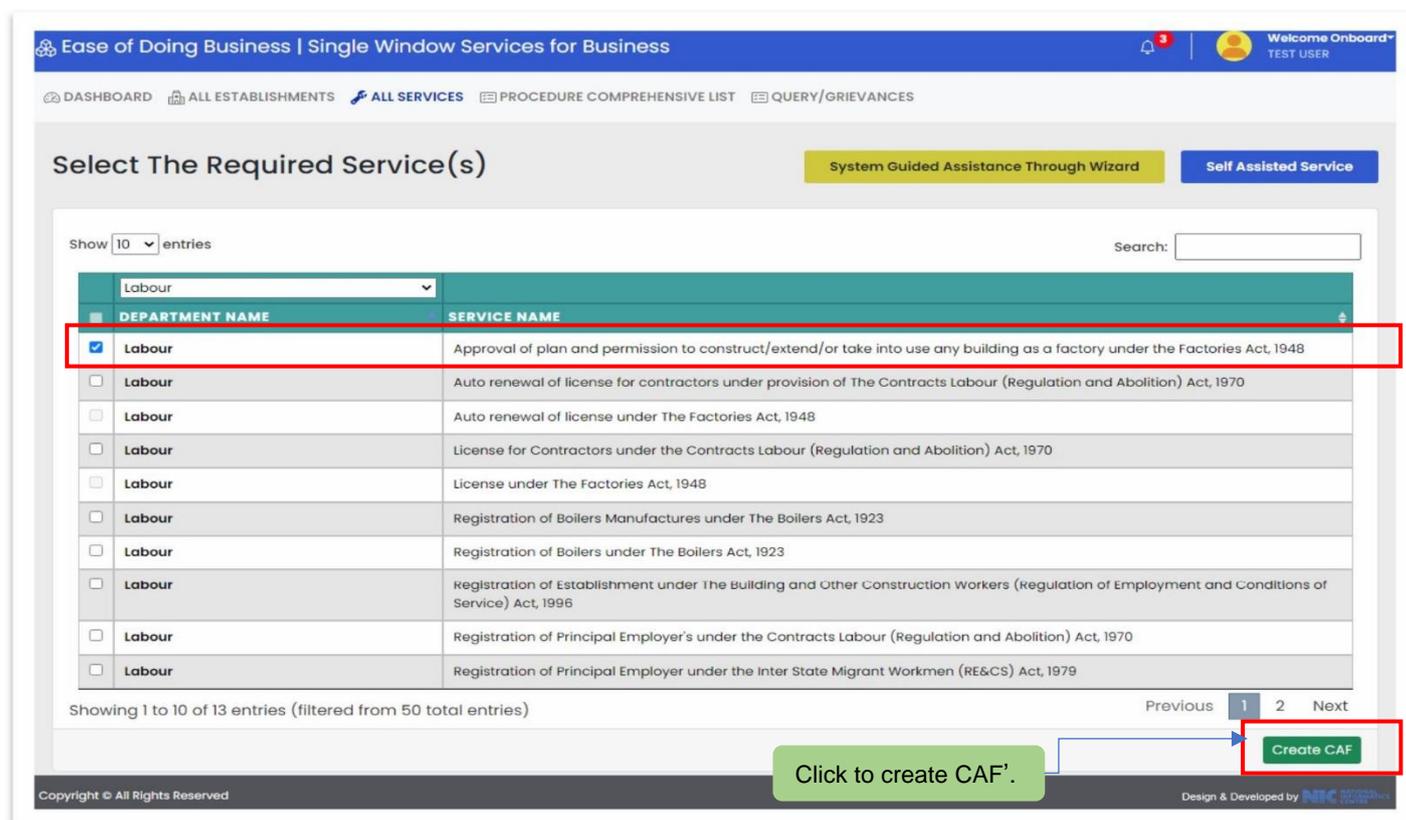
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **"License under The Factories Act,1948" by Labour Department**



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After selecting the service "License under The Factories Act, 1948" by 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

CAF ID generated.

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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green notification bar at the top says 'Service Added Successfully'. Below it, a table lists the selected service: 'License under The Factories Act, 1948' with a progress bar and an 'Apply Online' button highlighted in a red box. The progress bar includes steps: Initiated, Application Saved/Fees Pending, Fees Paid/CAF upload Pending, Application Submitted, Back For Document(s)/Re-upload, Back for Re-payment, Re-payment Completed, Application Forwarded to Deputy Director, Application Forwarded to Joint Director, Back for Correction, CAF re-upload Pending, and Issued.

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):

The screenshot shows the 'General Information - CAF2022000253' application form. It includes sections for 'Identify yourself as *' (Owner), 'Does Your Factory Use Power (Electrical / Mechanical / Both) ? *' (Yes/No), and 'Are the number of workers likely to be employed including contractual workers or staff on any day should be 20 or more? *' (Yes/No). A green banner indicates 'Your Factory is categorised under Section 85'. The form has input fields for 'No.s Of Workers (Permanent)' and 'No.s Of Workers (Contractual)' categorized by gender and age group. The 'Factory Information' section includes fields for 'Name of the factory *', 'Ownership Type *', 'Occupier Type', 'PAN of Business Establishment *', 'GSTIN Number: *', 'Udyog Aadhaar No *', 'Trade License No *', and 'Factory Category: *'.

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This screenshot shows the 'Location of the factory' section of the license application form. It includes fields for 'Previous Name of factory', 'Plan Approval Number', and 'Plan Approval Date'. The main section contains dropdown menus for 'Pincodes', 'State' (West Bengal), 'District' (North 24 Parganas), 'Sub-Division' (Barasat), 'Estate Type' (Industrial Estate), 'Area Type' (Municipality), 'Municipality' (Madhyamgram Municipality), 'Police Station' (Barasat), 'Post Office' (Panpara S.O. (North 24 Parganas)), 'Ward' (Ward-12), 'Factory Zone' (Barrackpore), and 'Nearest Landmark'. There are also text input fields for 'Mouza Name', 'Telephone No.', 'Mobile No.' (9875912255), 'Alternate Mobile No.', 'FAX No.', and 'Email ID' (shrabani.bala@gmail.com). Below this, there is a section for 'Address of the Registered office / Head office' with a checked option 'Same as Location of the factory'. A 'Communication Address' section follows, with radio buttons for 'Same as Location of the factory', 'Same as Registered office / Head office', and 'Others' (selected). It includes dropdowns for 'Country' (INDIA), 'Pincodes' (700128), 'State' (West Bengal), and 'District' (North 24 Parganas).

This screenshot shows the 'State the period of license' and 'Nature of Manufacturing process' sections. The 'State the period of license' section has two input fields: 'Date from which the premises is occupied or been taken into use as factory' (15-08-2022) and 'State the period of license required for date from application date' (1). The 'Nature of Manufacturing process' section includes a field 'Carried/to be carried on the factory' with the value 'ABC'. Below this are sections for 'Power Details' and 'Factory Identification according to WBPCB'. The form also shows a 'Communication Address' section with radio buttons for 'Same as Location of the factory', 'Same as Registered office / Head office', and 'Others' (selected). It includes dropdowns for 'Country' (INDIA), 'Pincodes' (700128), 'State' (West Bengal), 'District' (North 24 Parganas), 'Sub-Division' (Barasat), 'Area Type' (Municipality), 'Municipality' (Barasat Municipality), 'Police Station' (Barasat), and 'Post Office' (Badu S.O. (North 24 Parganas)). The 'Address' field contains the value 'kolkata'.

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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/cat/application/1/CjBRN38WbUpEd12p5YwZDJuM11RZz09/Tzd6dktqUzc0WFB0U2pmSkFDZWR1dz09. The page is titled 'License Application Form | Ease' and contains the following sections:

- Details of Manager:** Includes 'Add Managers' and 'Get Managers' buttons.
- Details of Occupier:** A form with fields for:
 - First Name: Debdeep
 - Middle Name: (empty)
 - Last Name: Guha
 - Gender: Male
 - Date of birth: 15-10-1987
 - Father's/Husband's name: Suman Guha
 - Telephone Number: (empty)
 - Mobile Number: 9897551225
 - Email id: shrabani.bala@gmail.com
 - Fax No.: (empty)
- Occupier Permanent Address:** A form with fields for:
 - Country: INDIA
 - Pincode: 700125
 - State: West Bengal
 - District: North 24 Parganas
 - Sub Division: Barasat
 - Area Type: Municipality
 - Municipality: Barasat Municipality
 - Ward: Ward-II
 - Police Station: Barasat
 - Post Office: Noopara S.O. (North 24 Parganas)
 - Aadhar: 125484587878
 - Enter Your Street Name / Road Name: Indrapastha
 - Enter Your House No: 2/A
 - Address: kolkata
- Occupier Present Address:** Includes a checkbox for 'Same as Occupier Permanent Address' (checked) and a 'Save & Continue >>' button highlighted with a red box.

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

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

The screenshot shows the 'Upload Documents' page on the SilpaSathi portal. The URL is silpasathi.wb.gov.in/cafd/upload-document/Tzd6dktqUzc0WFB0U2pmSkFDZWR1dz09. The page header includes 'Ease of Doing Business | Single Window Services for Business' and 'Welcome Onboard - SHRABANI BALA'. The main content area shows a progress bar at 33% and a message: 'Common application form data partially saved.' Below this, there are several document upload sections:

- Authenticated copy of Consent to establish from WBPCB:** 'Choose File' button, 'No file chosen', 'Upload' button.
- Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory:** 'Choose File' button, 'No file chosen', 'Upload' button.
- Authenticated document regarding deposition of fees:** 'Choose File' button, 'No file chosen', 'Upload' button.
- Other Supporting Documents:** 'Choose File' button, 'No file chosen', 'Upload' button.
- Partnership Deed:** 'Partnership Deed.pdf' file listed, 'Remove' button.
- Previous Licence:** 'Choose File' button, 'No file chosen', 'Upload' button.

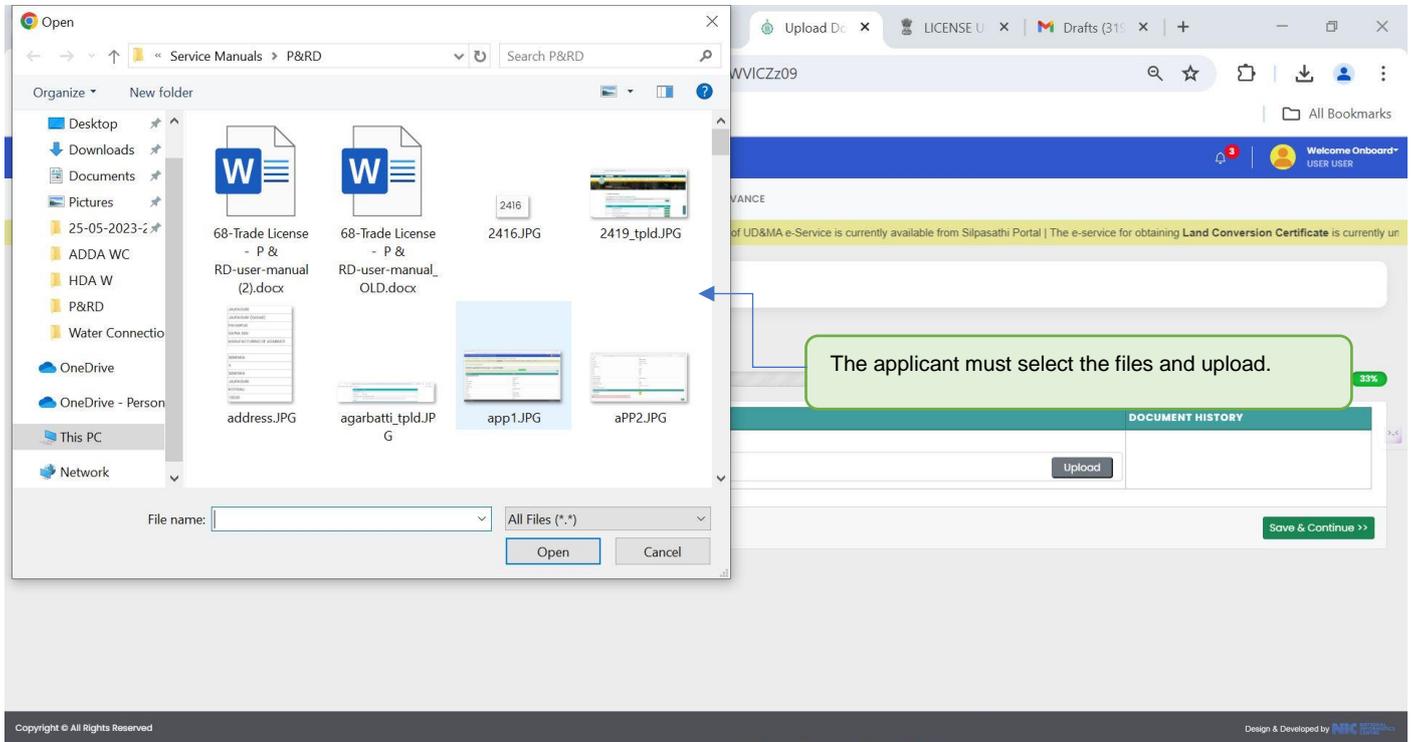
At the bottom, there are '<< Back' and 'Save & Continue >>' buttons.

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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 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.

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The screenshot shows the 'Upload Documents - CAF2022000253' interface. At the top, a green notification bar states 'Common application form data partially saved.' Below this, a progress bar indicates 33% completion. The document list includes:

- Authenticated copy of Consent to establish from WBPCB. (sample.pdf)
- Authenticated copy of purchase Deed/Lease Deed/ Rent Receipt as the case may be in respect of the premises to be used as Factory (sample.pdf)
- Authenticated document regarding deposition of fees. (sample.pdf)
- Other Supporting Documents (Choose File | No file chosen)
- Partnership Deed (Partnership Deed.pdf) - This entry is highlighted with a red box and has a green callout box 'File uploaded.' pointing to it.
- Previous Licence (Choose File | No file chosen)

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

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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Application Form

Documents successfully uploaded.

Documents upload successful.

Common Application Form Preview - CAF2022000253

Almost Completed 67%

PARAMETERS	INPUTS
1. Factory Information	
Name of the Establishment	shrabani BC
Previous name of the factory	
Factory Type	Partnership Firm
PAN of the Business Establishment / Factory / Company	ALWPG5809L
GSTIN Number	33AADCS0472NIZ9
Udyog Aadhaar No	125484587878
Trade License No	01/TL/DJ/2021 1113
Energy Meter No	
CIN No	
2. Location of the factory	
Factory Zone	Barrackpore
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram
Nearest Landmark	
Estate Type	Industrial Estate
Telephone No.	
Mobile No.	9875512255
Telephone No.	
Mobile No.	9875512255
Alternate Mobile No.	
Fax No.	
Email Id	shrabani.bala@gmail.com
3. Address of the Registered office / Head office	
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram
4. Communication Address	
Address	Ward-Ward-12, Municipality - Barasat Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700128, West Bengal, kolkata
15. Worker Details (Total :: 7)	
Permanent	
Men	0
Women	5
Adolescents Male	0
Adolescent Female	0
Children Male	0
Children Female	0
Contactual	
Men	0
Women	0
Adolescents Male	2
Adolescent Female	0
Children Male	0
Children Female	0

UPLOADED SUPPORTING DOCUMENTS

Partnership Deed	View
Flow chart of the manufacturing process alongwith brief description.	View

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

Declaration Statement

Click for final submission.

Submit

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

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The screenshot shows the 'Current Status-CAF2022000253' page on the SilpaSathi portal. It features a table with the following columns: NAME OF THE SERVICES, STATUS TITLE, CURRENT STATUS, and ACTION TAKEN DATE. The first row is highlighted with a red border.

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License under The Factories Act, 1948	Initiated	Completed	
	Application Saved/Fees Pending	Completed	03/03/2023
	Fees Paid/CAF upload Pending	Pending	
	Application Submitted	Pending	
	Back For Document(s)Re-upload(if required)	Pending	
	Back for Re-payment(if required)	Pending	
	Re-payment Completed(if required)	Pending	
	Application Forwarded to Deputy Director	Pending	
	Application Forwarded to Joint Director	Pending	
	Back for Correction(if required)	Pending	
	CAF re-upload Pending(if required)	Pending	
	Issued	Pending	

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 diagram illustrates the notification process for application status. It shows an SMS message from 'VM-WBGOVT' and an email from 'silpasathi.wb.gov.in'. Green callout boxes indicate that the application status is notified through SMS and email.

SMS Message:

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

Email Message:

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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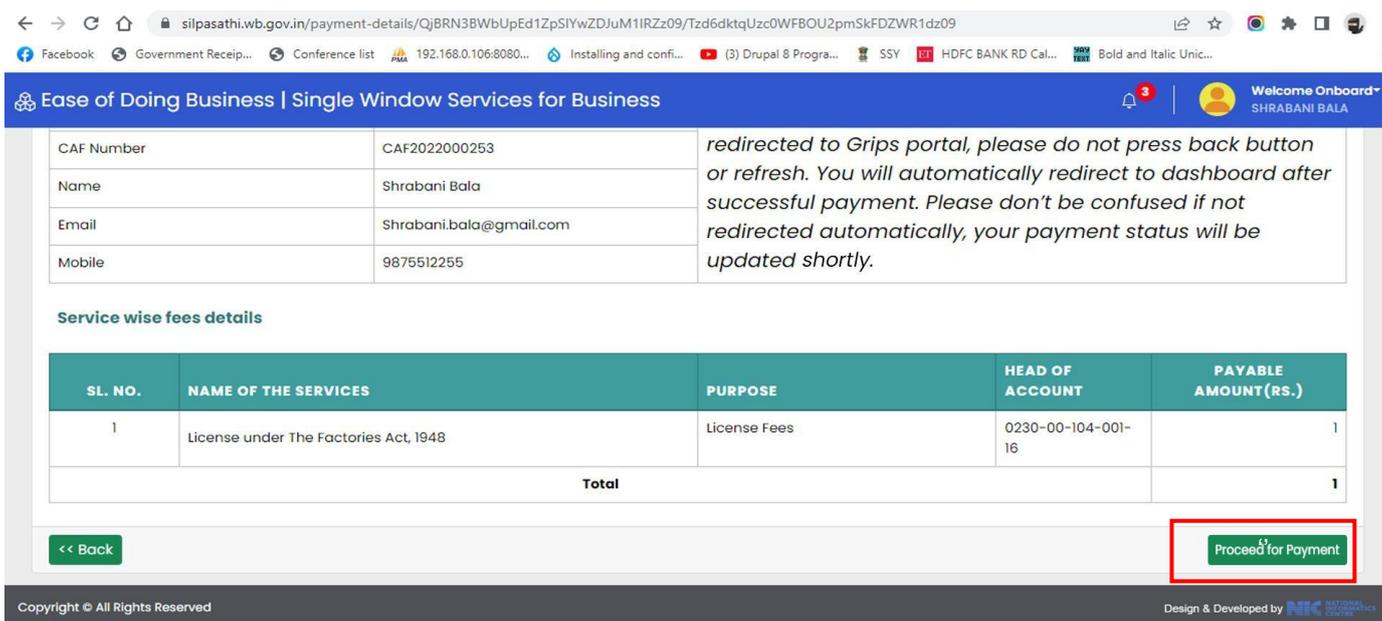
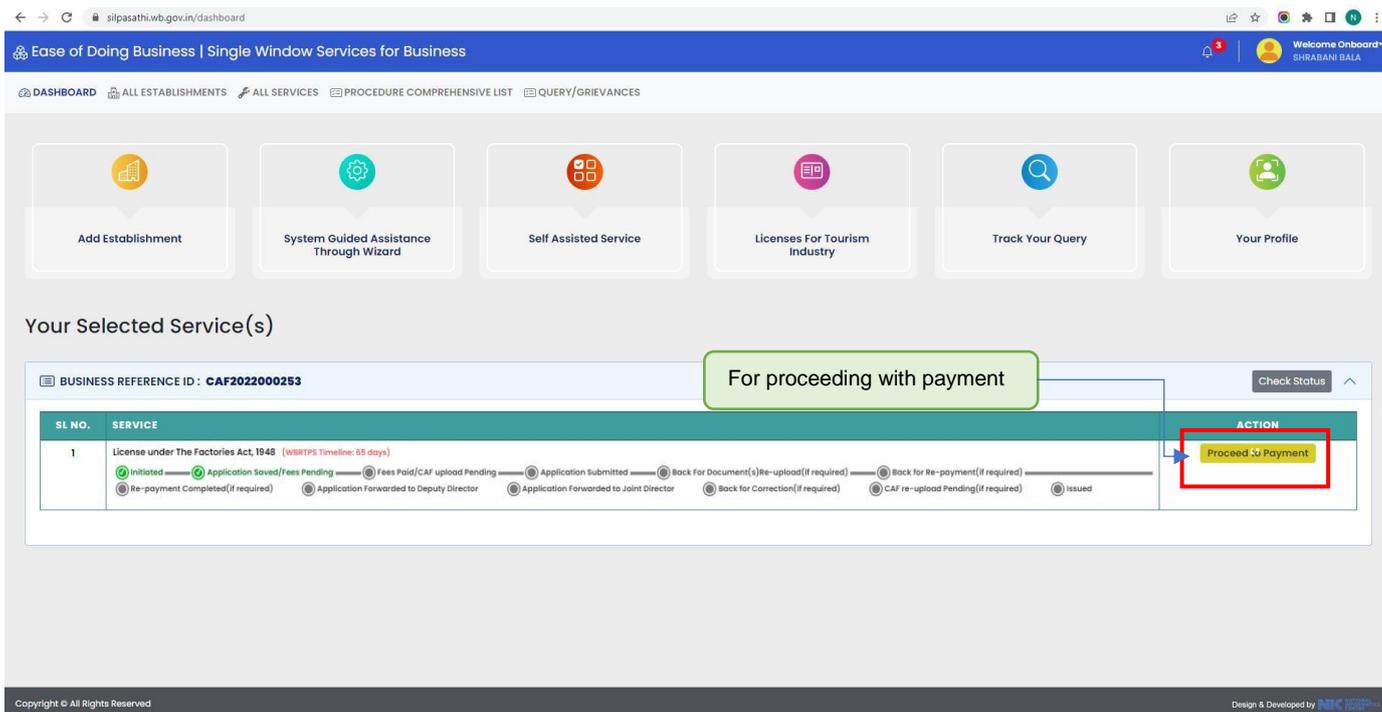
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2. Online Payment of fees

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 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.

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The screenshot shows the iFMS portal interface. At the top, there are logos for iFMS WEST BENGAL, GRIPS, and the Finance Department, Government of West Bengal. The main content area is divided into two sections: 'DEPOSITOR'S DETAILS' and 'CHALLAN DETAILS'.
DEPOSITOR'S DETAILS: A table titled 'Details of Payment' with the following data:

Department:	Directorate of Factories	No. Of Head:	1
Depositor Name:	Shrabani Bala	Address:	Kolkata
Mobile No:	9875512255	E-Mail:	Shrabani.bala@gmail.com
Identification No:	08130120221657781950	Payment Ref. No.:	CAF2022000253
In favour of:	Labour	Payment Mode:	NA
Period From:	14/07/2022	Period To:	14/07/2022
Total Amount[₹]:	1	Remarks:	Payment for -License under The Factories Act, 1948

CHALLAN DETAILS: A table with columns: SUB SERVICE, IDENTIFICATION NO, HEAD OF ACCOUNT, HEAD DESCRIPTION, and AMOUNT[₹].

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
Payment of Factory License Fees, Late Fee, Transfer Fee, Amendment Fees etc	08130120221657781950	0230-00-104-001-16	Factory License Fee	1

Below the tables, there is a 'Select Payment Mode' dropdown menu with 'SBI Epay' selected. There are 'CONFIRM' and 'CANCEL' buttons. A red box highlights the 'Total Amount: 1 IN WORDS: ONE ONLY' in the challan details table. A green callout box with an arrow pointing to this text says 'Payable amount displayed'.
At the bottom, a blue navigation bar contains links: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities. Below the bar, it says 'Site Maintained by TATA Consultancy Services Ltd.'

The screenshot shows the 'Payments through GRIPS portal' section of the iFMS portal. The header includes the same logos as the previous screenshot. The main content area has the following text:

Payments through GRIPS portal
Directorate of Factories
Payment Mode: SBI Epay

Below this, there is a 'Select Bank to make payment' section with a 'Bank Easy Search' input field and a 'Select Bank' dropdown menu showing 'SBI EPay'. There are 'RESET', 'PROCEED', and 'CANCEL' buttons at the bottom.
At the bottom, a blue navigation bar contains links: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities. Below the bar, it says 'Site Maintained by TATA Consultancy Services Ltd.'

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← → 🌐 wbifms.gov.in/GRIPS/silpaSathiEodb.do

iFMS Integrated Financial Management System **GRIPS** Finance Department Government of West Bengal

DEPOSITOR'S DETAILS

Challan Details For GRN NO.:192022230073065158

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	14/07/2022 12:18:03	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	08130120221657781950	Dept. Ref. No:	CAF2022000253
Depositor Name:	Shrabani Bala	Address:	Kolkata
On behalf Of:	Labour	Depositor's Type:	Citizen
Mobile No.	9875512255	E-Mail:	Shrabani.bala@gmail.com
Period From:	14/07/2022	Period To:	14/07/2022
Total Amount[₹]:	1	System Time:	14/07/2022 12:18:03

PAYMENT DETAILS

SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
Payment of Factory License Fees, Late Fee, Transfer Fee, Amendment Fees etc	08130120221657781950	Factory License Fee	0230-00-104-001-16	1
Total Amount: 1				
IN WORDS: ONE ONLY.				

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
Site Maintained by TATA Consultancy Services Ltd.

← → 🌐 wbifms.gov.in/GRIPS/makePaymentCapcha.do

iFMS Integrated Financial Management System **GRIPS** Finance Department Government of West Bengal

Please Don't Close The Browser and Confirm The Below Details

Govt. Reference No (GRN):	192022230073085228
Depositor Name:	Shrabani Bala
Total Amount:	1
Bank:	SBI EPay
Payment Mode:	SBI Epay
Department Name:	Directorate of Factories
	<input type="text" value=""/> Captcha is case sensitive.

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

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Payment Details

- Debit/Credit/Prepaid Cards
- Internet Banking
- BHIM UPI
- Wallets
- NEFT

Please enter your card details

Card Number:

Expiry Date/Valid Thru: Month Year CVV/CVC 4-DBC:

Name of the card holder:

Use your GSTIN for claiming input tax (Optional)

Pay Now Cancel

Order Summary

Order No.: 192022230073085228

Merchant Name: GRIPS Finance Dept West Bengal

Amount: 1.00

Processing fee:

GST:

Total:

APM ID: PG_TRANS_396

You can check the transaction status using the following link - Click Here

RuPay MasterCard Verified by VISA pgi symantec

iFMS WEST BENGAL Integrated Financial Management System **GRIPS** Finance Department Government of West Bengal

GRN Status

GOVT. REFERENCE NO (GRN): 19 - 202223 - 007308522 - 8

STATUS: Successful. Your transaction is successful...

DOWNLOAD **RESET**
(PDF Viewer required to view Challan Form)

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities
Site Maintained by TATA Consultancy Services Ltd.

iFMS WEST BENGAL Integrated Financial Management System **GRIPS** Finance Department Government of West Bengal

GRN Status

GOVT. REFERENCE NO (GRN): 19 - 202223 - 007308522 - 8

STATUS: Successful. Your transaction is successful...

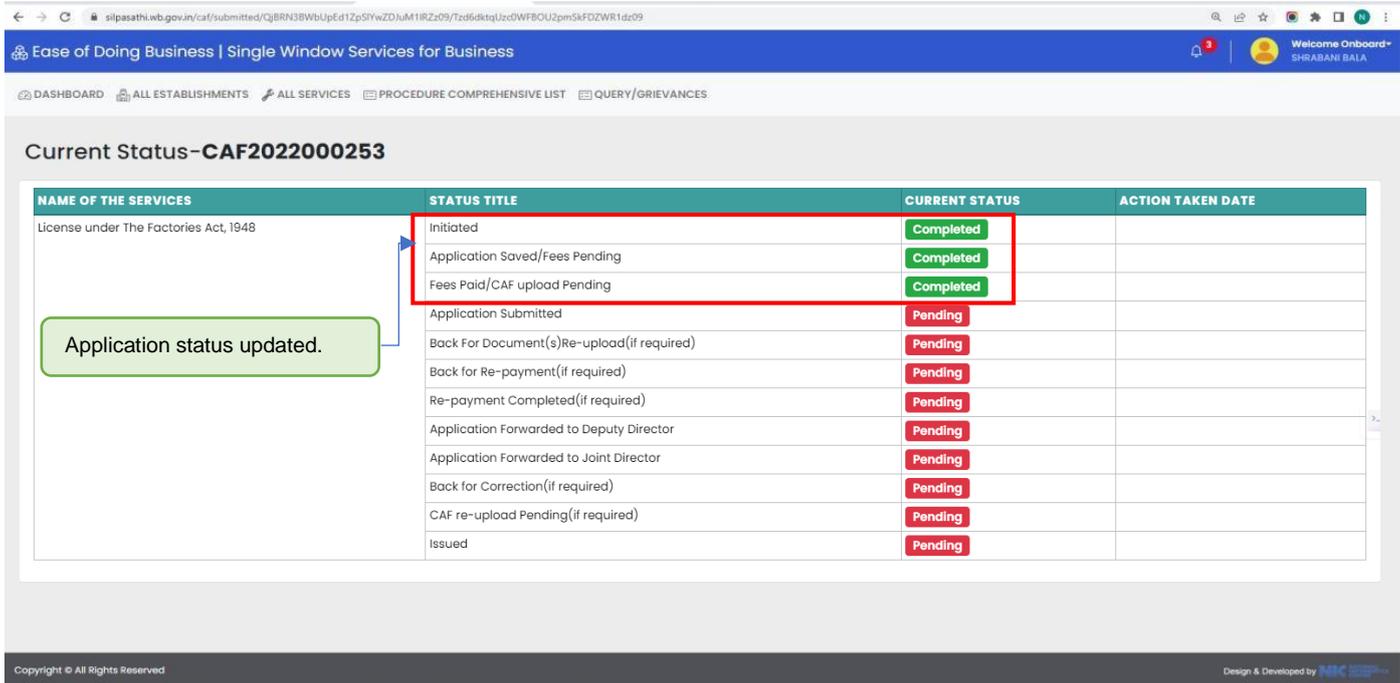
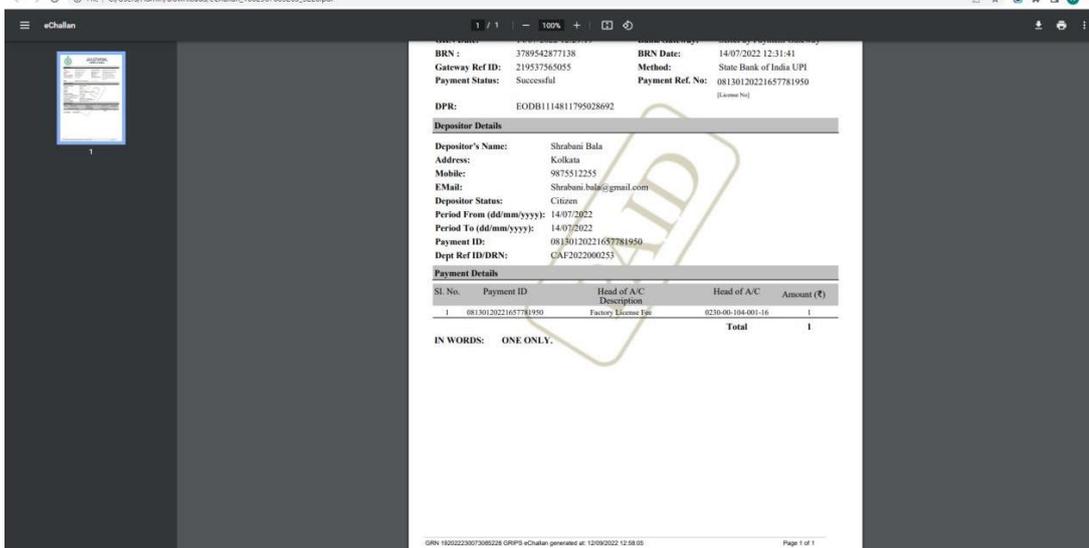
DOWNLOAD **RESET**
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User Manual

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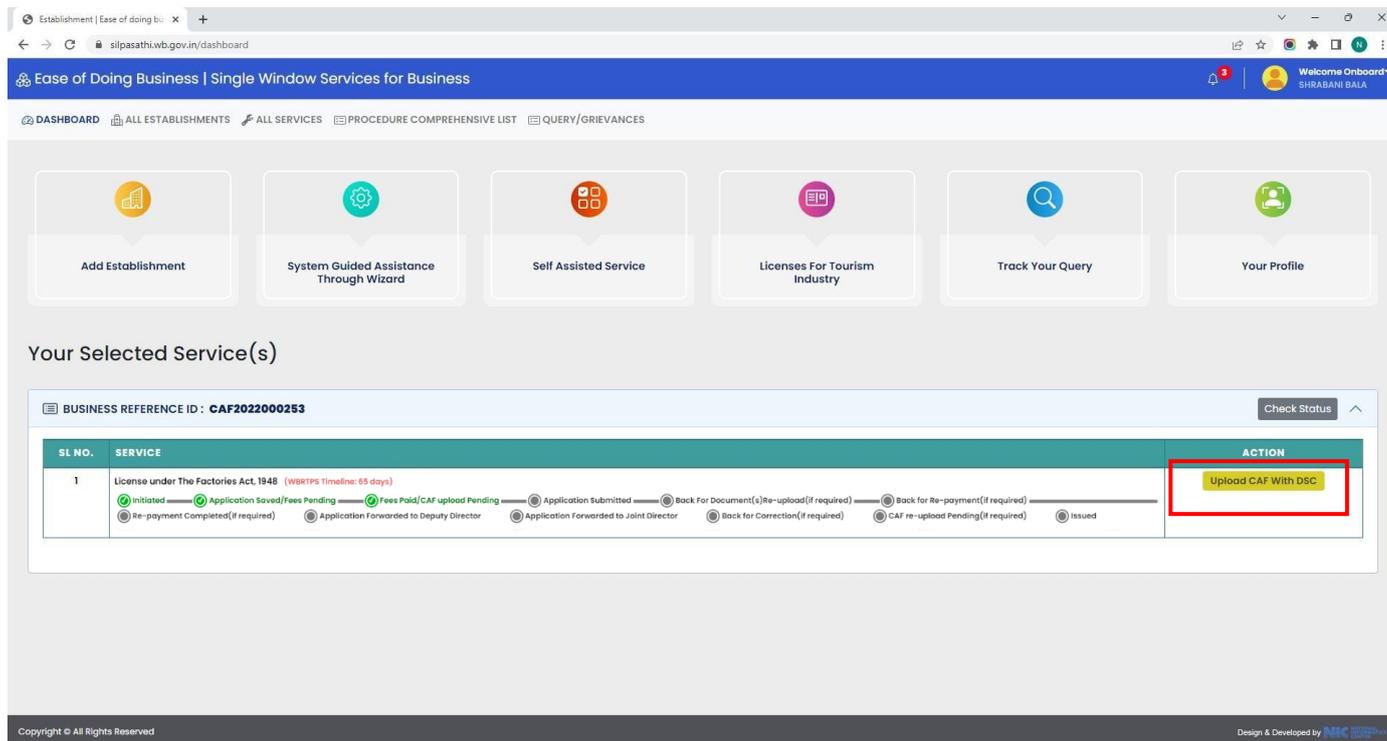
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



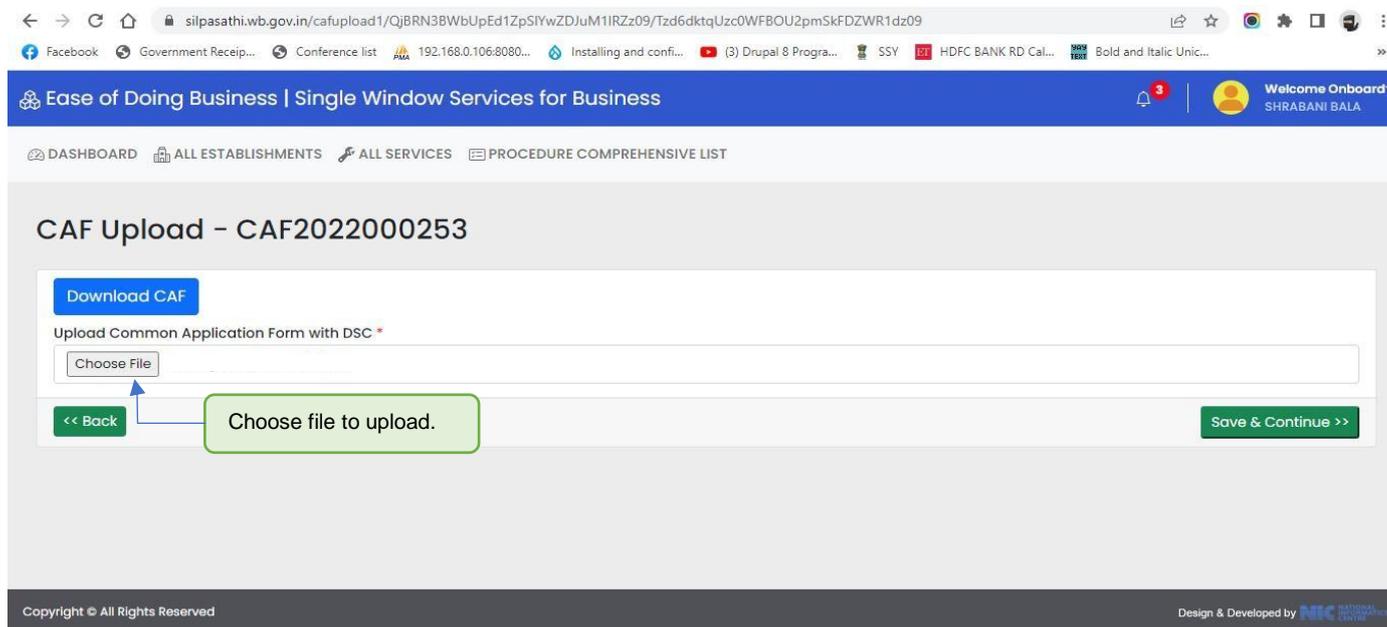
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The applicant is required to upload CAF with DSC



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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Download CAF

Upload Common Application Form with DSC *

sample.pdf

<< Back

Save & Continue >>

Ease of Doing Business | Single Window Services for Business

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NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License under The Factories Act, 1948	initiated	Completed	02/02/2024
	Application Saved/Fees Pending	Completed	02/02/2024
	Fees Paid/CAF upload Pending	Completed	
	Application Submitted	Completed	03/02/2024
	Back For Document(s)/Re-upload(if required)	Pending	
	Back for Re-payment(if required)	Pending	
	Re-payment Completed(if required)	Pending	
	Application Forwarded to Deputy Director	Pending	
	Application Forwarded to Joint Director	Pending	
	Back for Correction(if required)	Pending	
	CAF re-upload Pending(if required)	Pending	
	Issued	Pending	

Ease of Doing Business | Single Window Services for Business

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The screenshot shows a web browser window with the URL <https://silpasathi.wb.gov.in/dashboard>. The page title is "Ease of Doing Business | Single Window Services for Business". The user is logged in as "SHRABANI BALA". The dashboard features several service tiles: "Add Establishment", "System Guided Assistance Through Wizard", "Self Assisted Service", "Licenses For Tourism Industry", "Track Your Query", and "Your Profile".

Under the "Track Your Query" section, the "Your Selected Service(s)" area displays a table for tracking the progress of a service. The table has columns for "SL NO.", "SERVICE", and "ACTION".

SL NO.	SERVICE	ACTION
1	License under The Factories Act, 1948 (WBRTPS Timeline: 65 days) Initiated → Application Saved/fees Pending → Fees Paid/CAF upload Pending → Application Submitted → Back For Document(s) re-upload (if required) → Back for Re-payment (if required) → re-payment Completed (if required) → Application Forwarded to Deputy Director → Application Forwarded to Joint Director → Back for Correction (if required) → CAF re-upload Pending (if required) → Issued	View

At the bottom of the page, there is a footer with "Copyright © All Rights Reserved" and "Design & Developed by NIC".

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Ease of Doing Business | Single Window Services for Business
Welcome Onboard
SHRABANI BALA

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

Application Form View Details(CAF2022000253)

PARAMETERS	INPUTS																												
DOWNLOAD ACKNOWLEDGEMENT	View																												
CAF LIC	View																												
1. Factory Information																													
Name of the Establishment	shrabani BC																												
Previous name of the factory																													
Factory Type	Partnership Firm																												
Factory Category	Medium																												
Trade License No	01/TJ/DJ/2021 1113																												
Energy Meter No																													
CIN No																													
2. Location of the factory																													
Factory Zone	Barrackpore																												
Address	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram																												
Nearest Landmark																													
Estate Type	Industrial Estate																												
Telephone No.																													
Mobile No.	9875512255																												
Alternate Mobile No.																													
Fax No.																													
Email Id	shrabani.bala@gmail.com																												
15. Worker Details (Total :: 7)																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Permanent</th> <th colspan="2">Contactual</th> </tr> </thead> <tbody> <tr> <td>Men</td><td style="text-align: center;">0</td> <td>Men</td><td style="text-align: center;">0</td> </tr> <tr> <td>Women</td><td style="text-align: center;">5</td> <td>Women</td><td style="text-align: center;">0</td> </tr> <tr> <td>Adolescents Male</td><td style="text-align: center;">0</td> <td>Adolescents Male</td><td style="text-align: center;">2</td> </tr> <tr> <td>Adolescent Female</td><td style="text-align: center;">0</td> <td>Adolescent Female</td><td style="text-align: center;">0</td> </tr> <tr> <td>Children Male</td><td style="text-align: center;">0</td> <td>Children Male</td><td style="text-align: center;">0</td> </tr> <tr> <td>Children Female</td><td style="text-align: center;">0</td> <td>Children Female</td><td style="text-align: center;">0</td> </tr> </tbody> </table>	Permanent		Contactual		Men	0	Men	0	Women	5	Women	0	Adolescents Male	0	Adolescents Male	2	Adolescent Female	0	Adolescent Female	0	Children Male	0	Children Male	0	Children Female	0	Children Female	0	
Permanent		Contactual																											
Men	0	Men	0																										
Women	5	Women	0																										
Adolescents Male	0	Adolescents Male	2																										
Adolescent Female	0	Adolescent Female	0																										
Children Male	0	Children Male	0																										
Children Female	0	Children Female	0																										
Payment Information	Total Amount: Rs.1.00 GRN: 192022230073085228 & GRN Time: 14/07/2022 12:29:19 Id. No.: 08130120221657781950 BRN Time: 14/07/2022 12:31:41																												
UPLOADED SUPPORTING DOCUMENTS																													
Partnership Deed	View																												
Flow chart of the manufacturing process alongwith brief description.	View																												

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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.

The screenshot shows the 'Applicant's Dashboard' on the SilpaSathi portal. At the top, there are navigation tabs: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. Below these are several service cards: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Licenses For Tourism Industry, Track Your Query, and Your Profile. A section titled 'Your Selected Service(s)' contains a card for 'BUSINESS REFERENCE ID : CAF2022000253'. A red box highlights this ID and a 'Check Status' button next to it. Below this is a progress bar for the service 'License under The Factories Act, 1948' with various stages and a 'View' button.

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

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

The screenshot shows the 'Current Status' for application CAF2022000253. It features a table with the following columns: NAME OF THE SERVICES, STATUS TITLE, CURRENT STATUS, and ACTION TAKEN DATE. The 'License under The Factories Act, 1948' service is listed with a 'Completed' status for all stages. A green callout box points to the 'Completed' status in the 'Initiated' row.

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License under The Factories Act, 1948	Initiated	Completed	
	Application Saved/fees Pending	Completed	
	Fees Paid/CAF upload Pending	Completed	
	Application Submitted	Completed	
	Back For Document(s)Re-upload(if required)	Completed	
	Back for Re-payment(if required)	Completed	
	Re-payment Completed(if required)	Completed	
	Application Forwarded to Deputy Director	Completed	
	Application Forwarded to Joint Director	Completed	
	Back for Correction(if required)	Completed	
	CAF re-upload Pending(if required)	Completed	
	Issued	Completed	

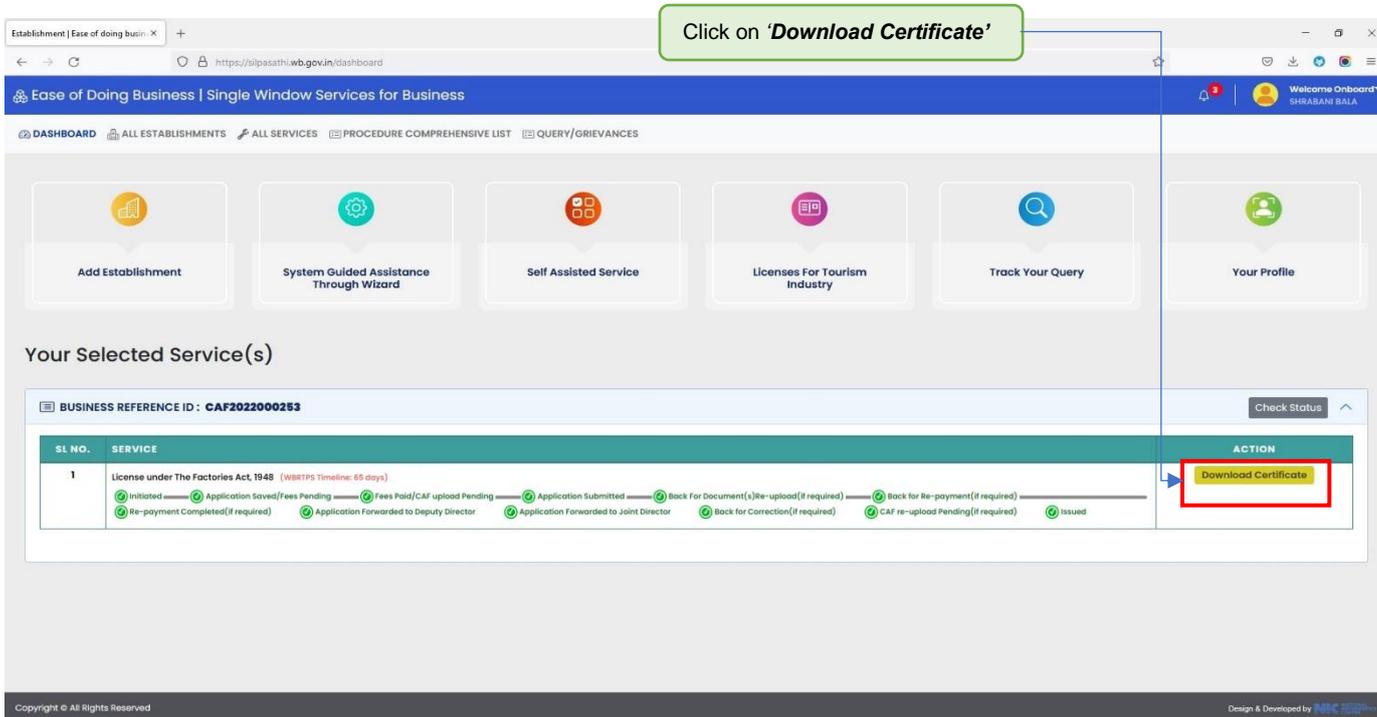
Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

User Manual

License under The Factories Act, 1948

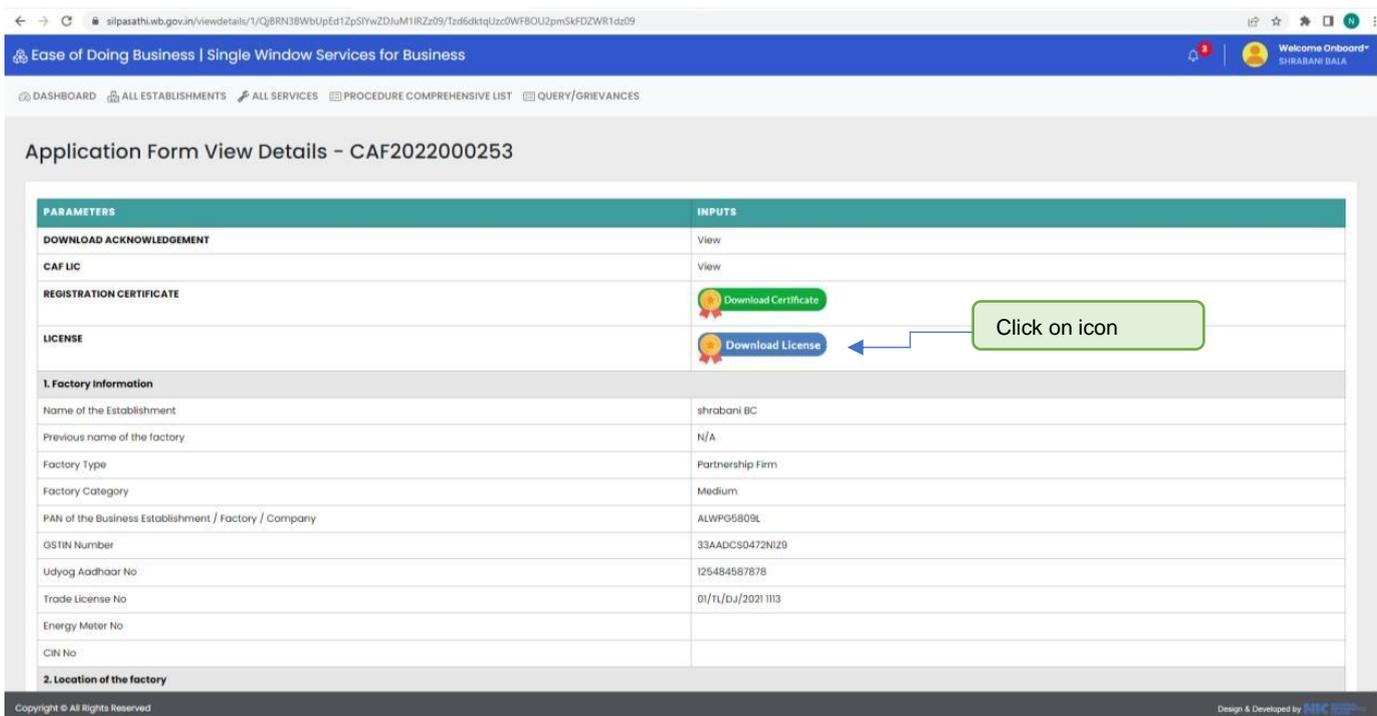
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

4. Online Download of final approval certificate



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

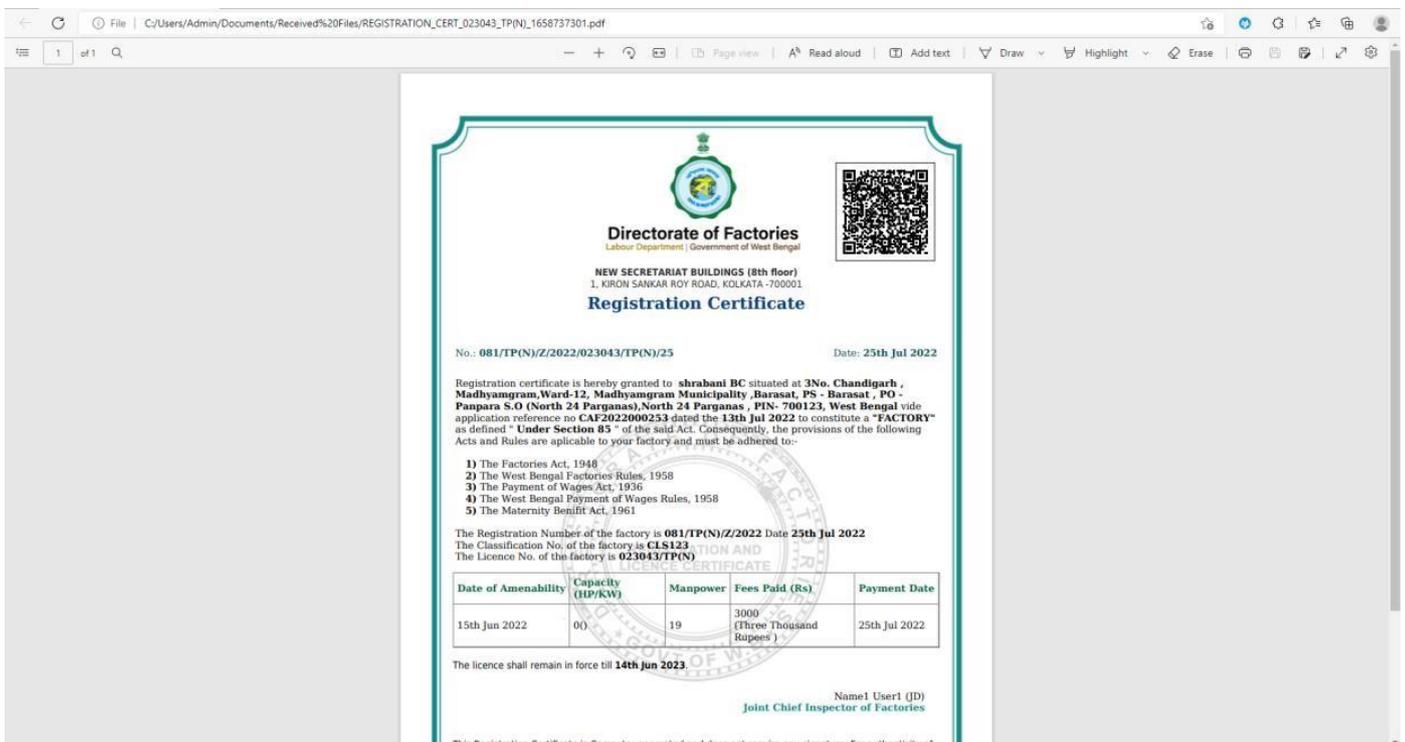
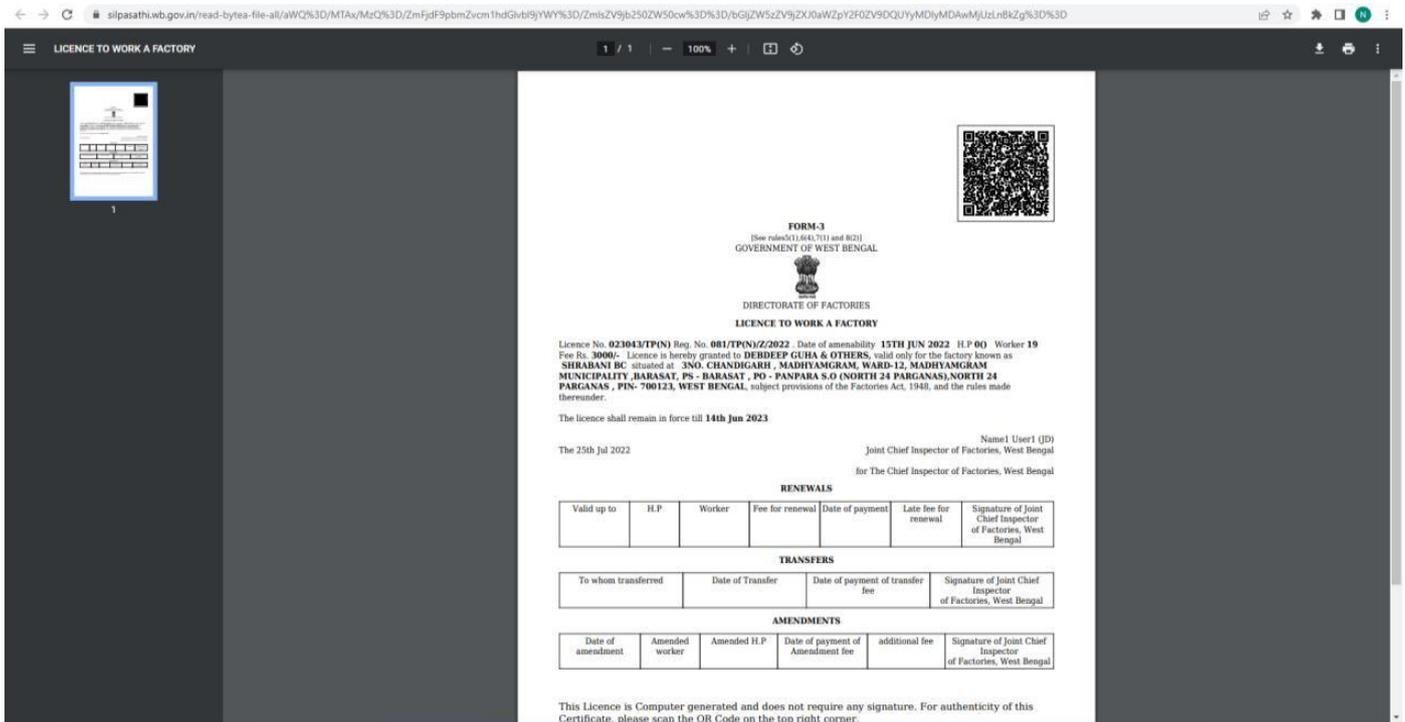
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**Download Certificate**' icon to download the Final Approval Certificate issued.



User Manual

License under The Factories Act, 1948

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



User Manual

License under The Factories Act, 1948

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

Sample Registration Certificate


Directorate of Factories
Labour Department | Government of West Bengal



NEW SECRETARIAT BUILDINGS (8th floor)
1, KIRON SANKAR ROY ROAD, KOLKATA - 700001

Registration Certificate

No.: 081/TP(N)/Z/2022/023043/TP(N)/25 Date: 25th Jul 2022

Registration certificate is hereby granted to **shrabani BC** situated at **3No. Chandigarh , Madhyamgram, Ward-12, Madhyamgram Municipality ,Barasat, PS - Barasat , PO - Panpara S.O (North 24 Parganas), North 24 Parganas , PIN- 700123, West Bengal** vide application reference no **CAF2022000253** dated the **13th Jul 2022** to constitute a "FACTORY" as defined "Under Section 85" of the said Act. Consequently, the provisions of the following Acts and Rules are applicable to your factory and must be adhered to:-

- 1) The Factories Act, 1948
- 2) The West Bengal Factories Rules, 1958
- 3) The Payment of Wages Act, 1936
- 4) The West Bengal Payment of Wages Rules, 1958
- 5) The Maternity Benefit Act, 1961

The Registration Number of the factory is **081/TP(N)/Z/2022** Date **25th Jul 2022**
The Classification No. of the factory is **CLS123**
The Licence No. of the factory is **023043/TP(N)**

Date of Amenability	Capacity (HP/KW)	Manpower	Fees Paid (Rs)	Payment Date
15th Jun 2022	00	19	3000 (Three Thousand Rupees)	25th Jul 2022

The licence shall remain in force till **14th Jun 2023**.

Name: User1 (JD)
Joint Chief Inspector of Factories

This Registration Certificate is Computer generated and does not require any signature. For authenticity of this Certificate, please scan the QR Code on the top right corner.

Sample License



FORM-3
[See rules 5(1), 6(4), 7(1) and 8(2)]
GOVERNMENT OF WEST BENGAL


DIRECTORATE OF FACTORIES
LICENCE TO WORK A FACTORY

Licence No. **023043/TP(N)** Reg. No. **081/TP(N)/Z/2022**. Date of amenability **15TH JUN 2022** H.P **00** Worker **19**
Fee Rs. **3000/-** Licence is hereby granted to **DEBDEEP GUHA & OTHERS**, valid only for the factory known as **SHRABANI BC** situated at **3NO. CHANDIGARH , MADHYAMGRAM, WARD-12, MADHYAMGRAM MUNICIPALITY ,BARASAT, PS - BARASAT , PO - PANPARA S.O (NORTH 24 PARGANAS), NORTH 24 PARGANAS , PIN- 700123, WEST BENGAL**, subject provisions of the Factories Act, 1948, and the rules made thereunder.

The licence shall remain in force till **14th Jun 2023**

The 25th Jul 2022 Name: User1 (JD)
Joint Chief Inspector of Factories, West Bengal

for The Chief Inspector of Factories, West Bengal

RENEWALS

Valid up to	H.P	Worker	Fee for renewal	Date of payment	Late fee for renewal	Signature of Joint Chief Inspector of Factories, West Bengal

TRANSFERS

To whom transferred	Date of Transfer	Date of payment of transfer fee	Signature of Joint Chief Inspector of Factories, West Bengal

AMENDMENTS

Date of amendment	Amended worker	Amended H.P	Date of payment of Amendment fee	additional fee	Signature of Joint Chief Inspector of Factories, West Bengal

This Licence is Computer generated and does not require any signature. For authenticity of this Certificate, please scan the QR Code on the top right corner.

User Manual

License under The Factories Act, 1948

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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

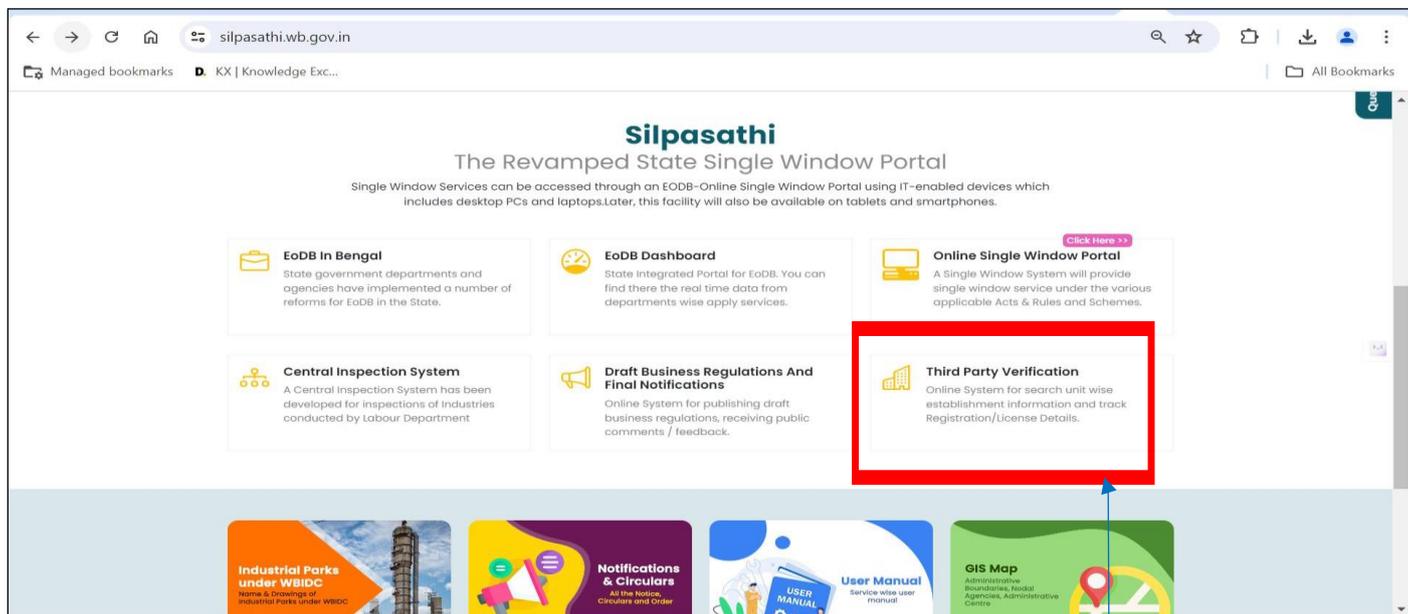
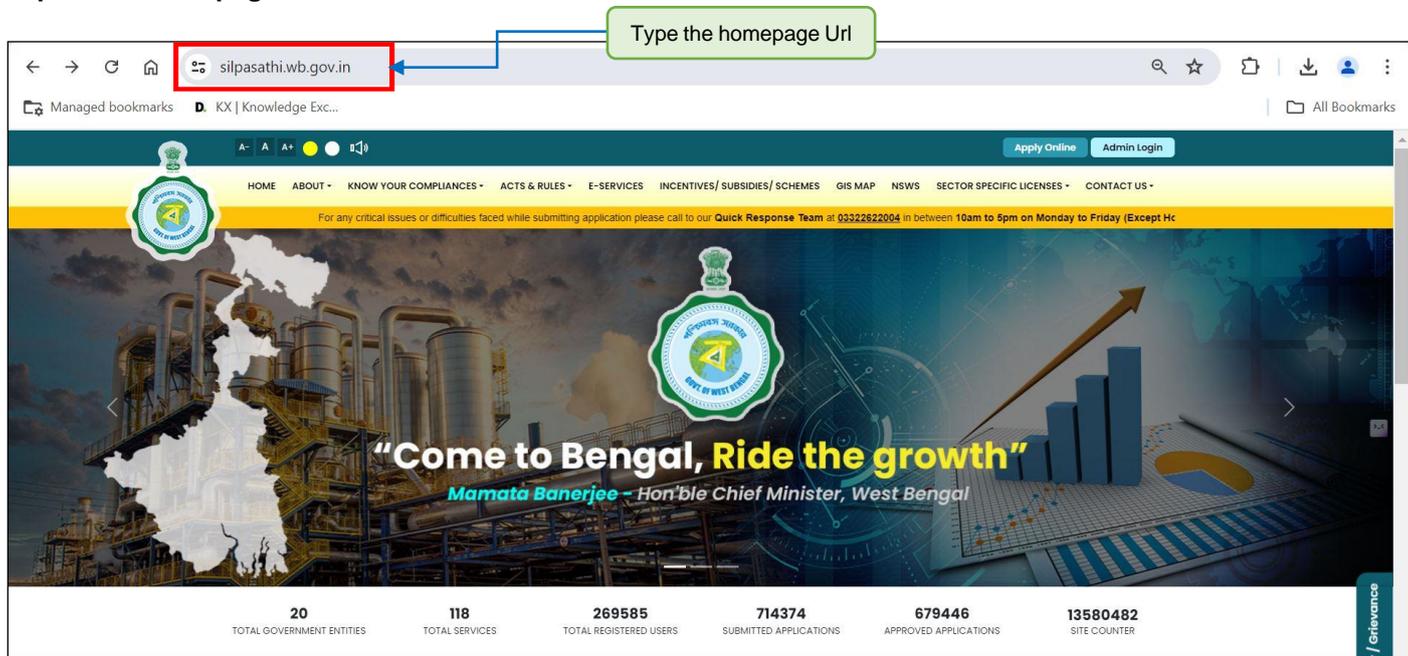
Third part verification process

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



User Manual

License under The Factories Act, 1948

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

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.

The screenshot shows the SilpaSathi portal interface. At the top, the browser address bar displays the URL `silpasathi.wb.gov.in/third-party-verification`, which is highlighted with a red box and a green callout box stating "User can also directly use this url". Below the navigation menu, the "Third Party Verification" section is visible. It includes a "Track Registration/License details through Silpasathi Portal" heading and a search form. The search form has a dropdown menu for "Select Services" with "Allotment of land in Industrial Area (WBIDC) - (Industry, C" selected, and a text input field for "Registration Number / License Number / Others *". A red box highlights the search input field and the "Search" button. Below the search form is a table with the following data:

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Enter Registration number/ License number to view details.

The screenshot shows the SilpaSathi portal interface for "Track Registration/License Details". The search form is highlighted with a red box. The "Select Services" dropdown menu is set to "License under The Factories Act, 1948 - (Labour)". The text input field is empty. A green callout box points to the search form.

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

The third party can view the details as illustrated below:

User Manual

License under The Factories Act, 1948

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The screenshot displays the 'Track Registration/License Details' page on the SilpaSathi portal. The page features a search bar with a dropdown menu set to 'License under The Factories Act, 1948 - (Labour)' and a text input field containing '081/TP(N)/z/2022'. A 'Search' button is located to the right of the input field. Below the search bar is a table with two columns: 'Parameter' and 'Output'.

Parameter	Output
Registration / License Number	Registration No. : 081/TP(N)/z/2022 License No. : 023043/TP(N)
Registration / License Date	Registration Date. : 25-07-2022 License Date. : 25-07-2022 License Valid Upto : 14-06-2023
Name of the Establishment	shrabani BC
Location of the Factory	Ward-Ward-12, Municipality - Madhyamgram Municipality , Barasat, PS - Barasat , North 24 Parganas , PIN- 700123, West Bengal, 3No. Chandigarh , Madhyamgram Zone : Barrackpore