



## **Labour Department:**

**License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**

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

*User Manual*

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# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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### Introduction

This document is intended to serve as a User Manual for grant of the service “**License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**” 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 for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970** aims to regulate the employment of contract labour and improve their working conditions and benefits. 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.	Address Proof Certificate / Trade License	An address proof certificate is a government-issued or legal document that verifies a person's address.
		Proof of Trade

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#	Documents Required	Detailed Description
2.	Any Other licenses/registrations taken/ applied to run the establishment	Any document necessary for running an establishment
3.	Articles of association and memorandum of association / Partnership deed	Legal documents that are essential for a company's legal compliance and are typically created when a company is founded.
4.	Form V	Certificate issued by a principal employer to a contractor in India
5.	Work Order	A document that provides details about a task or job and outlines how to complete it

## Timeline (WBRTPS)

License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 has an WBRTPS timeline of 30 days till approval by the authorities.

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Name and location of the establishment</b>		
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
<b>Registered Office address of the Establishment</b>		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
<b>Full name and address of the Contractor</b>		
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

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Sl. No.	Field Name	Instructions
4.	Maximum Capacity	Maximum Capacity
5.	Classification	Enter Classification
<b>Full Name and address of the Manager</b>		
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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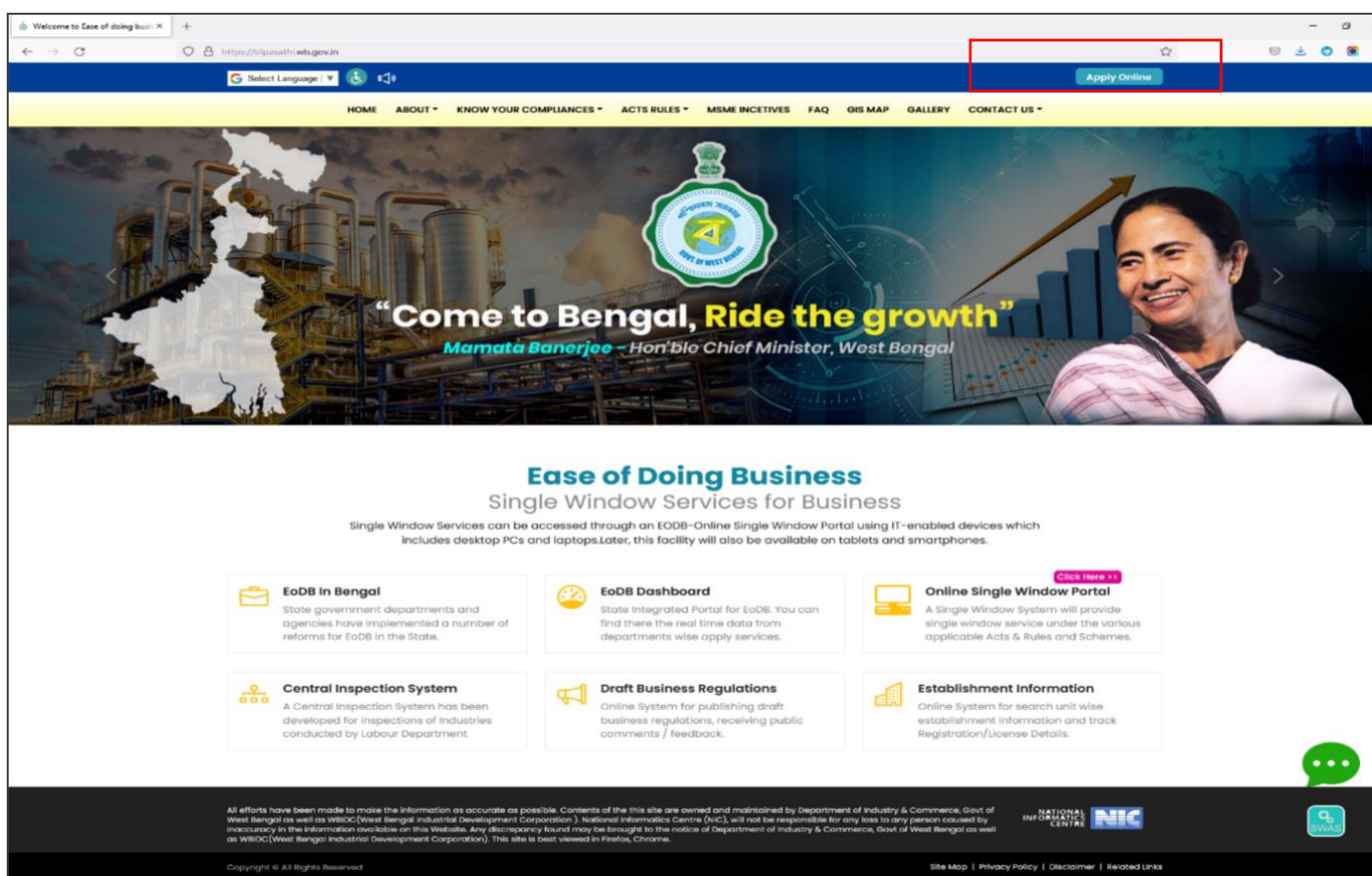
## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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.

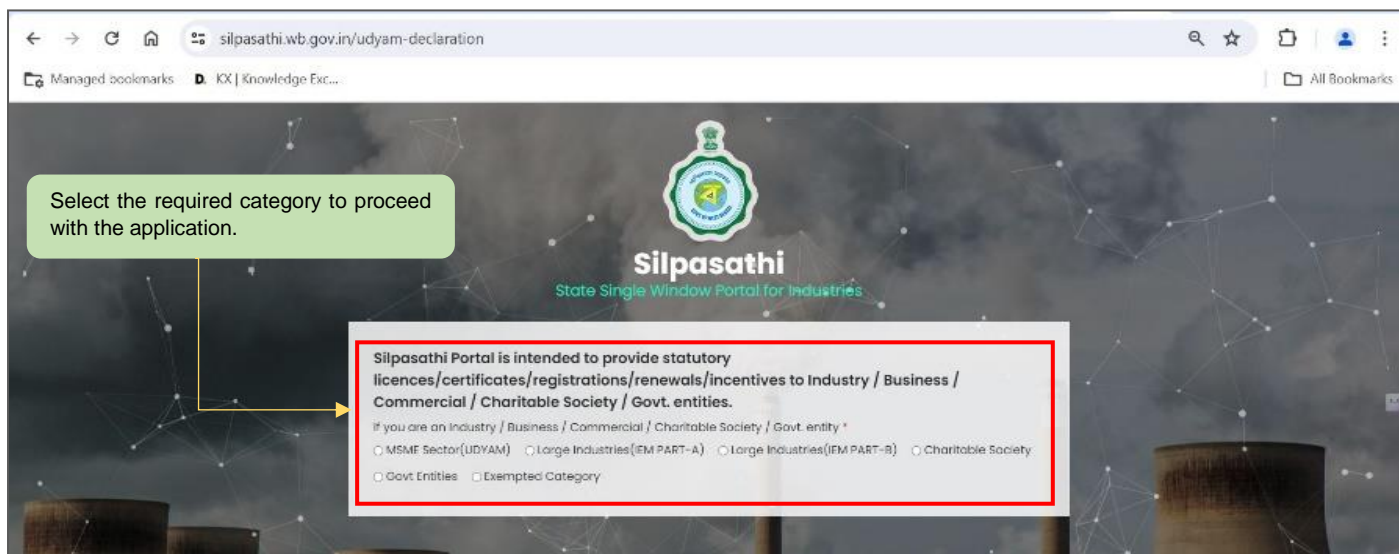


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

# User Manual

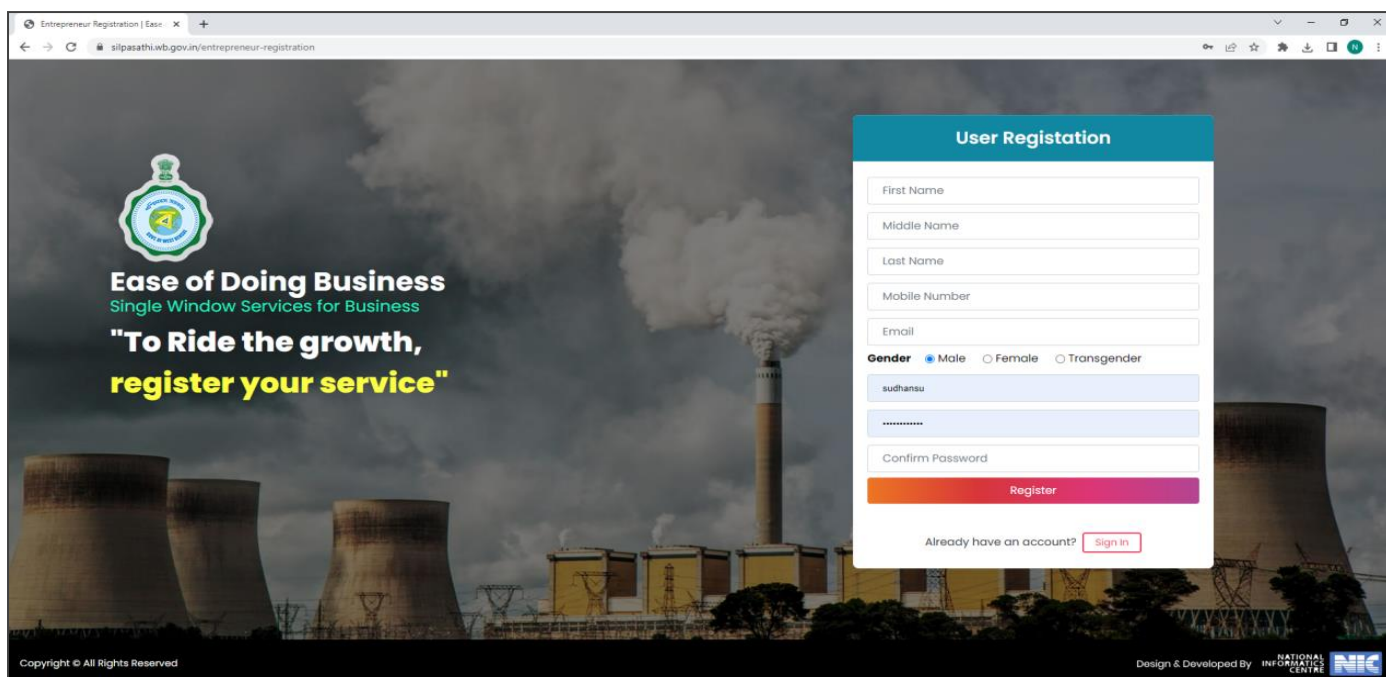
## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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.

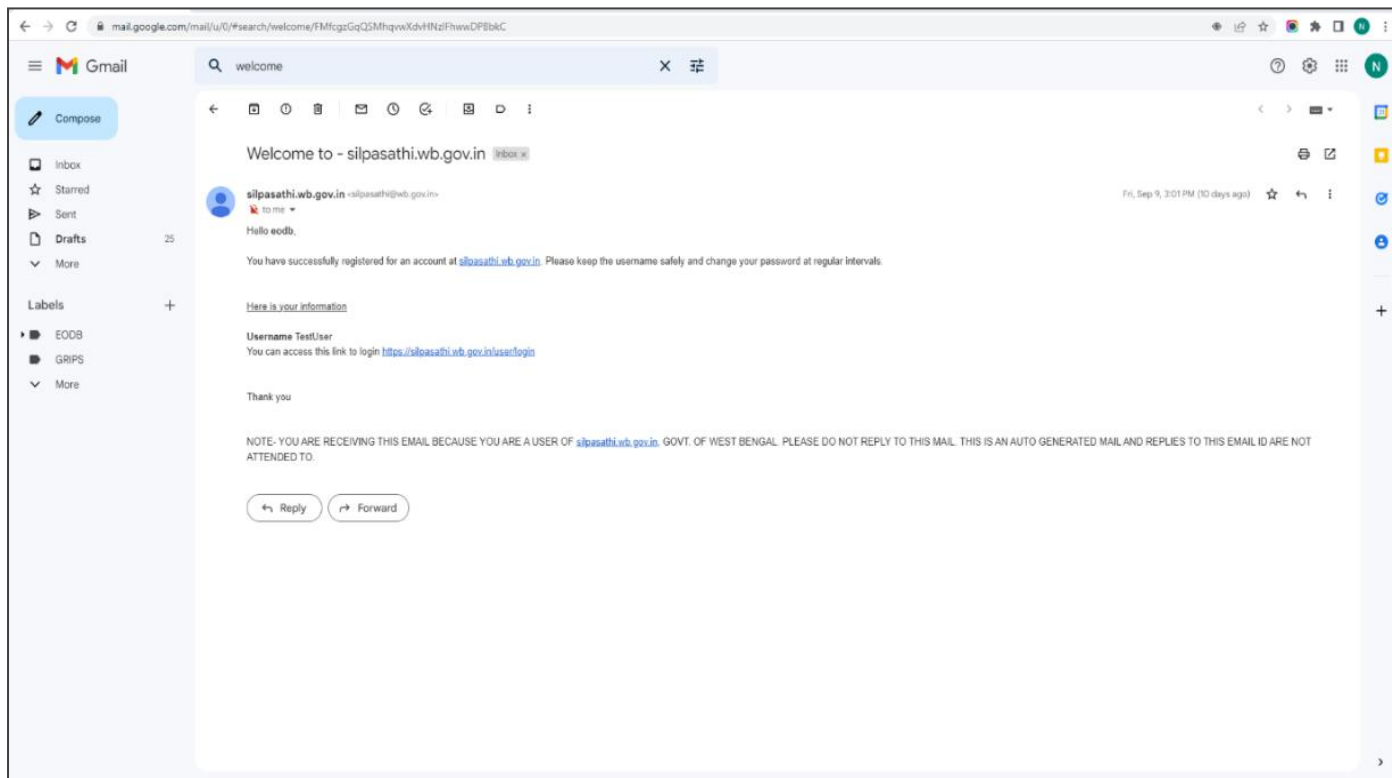


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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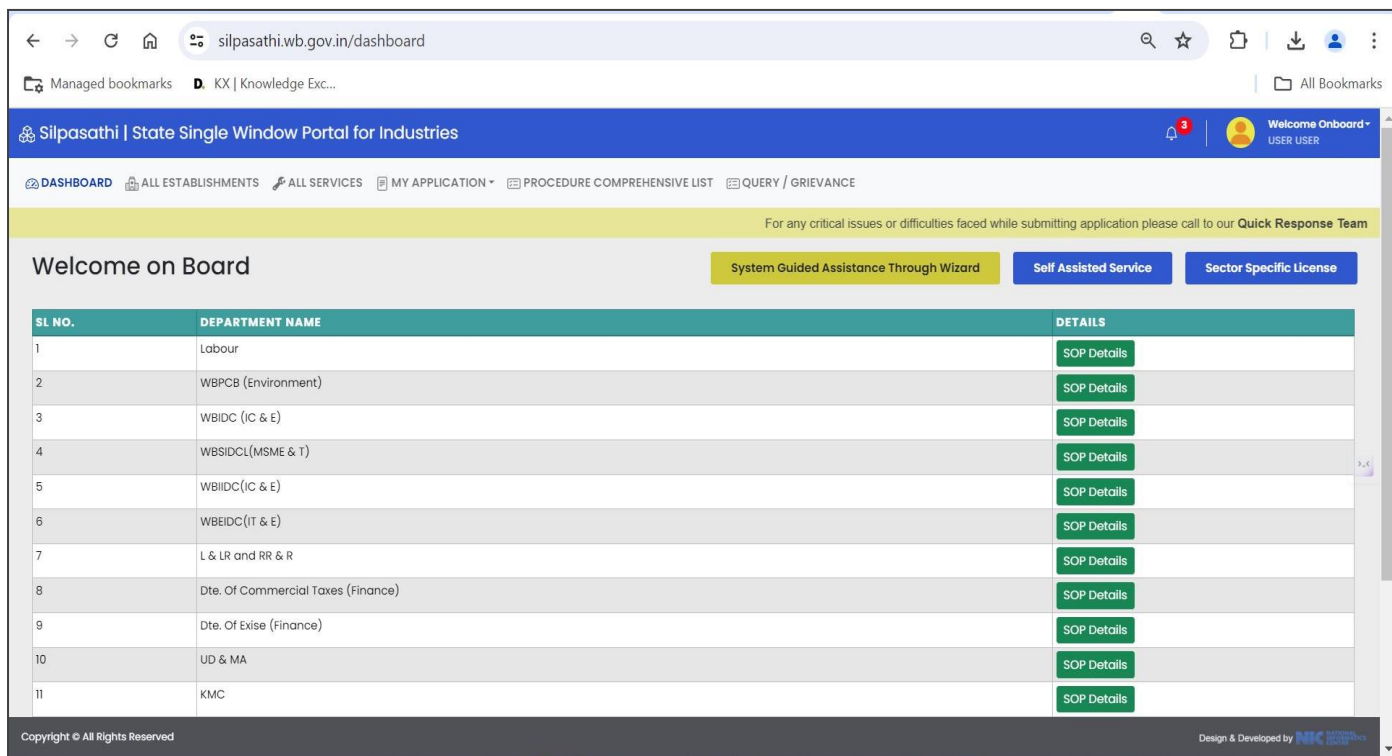
## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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.

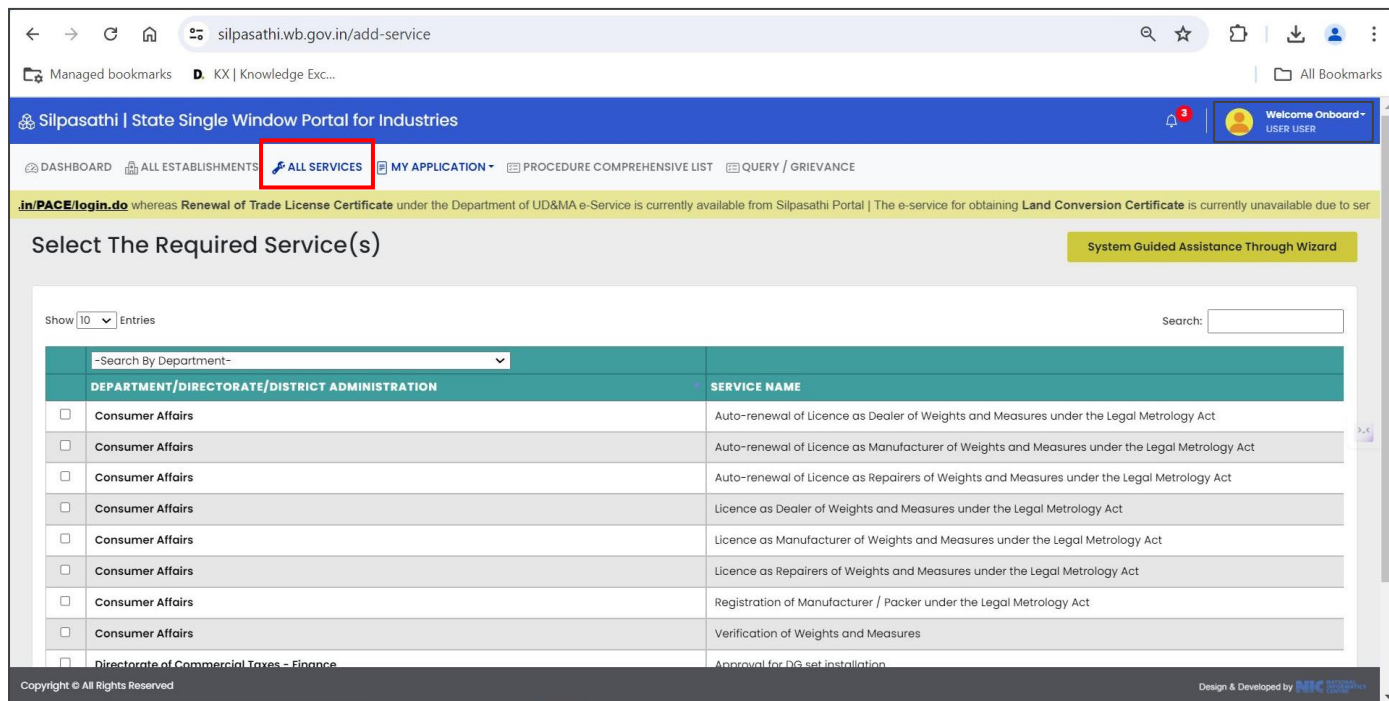


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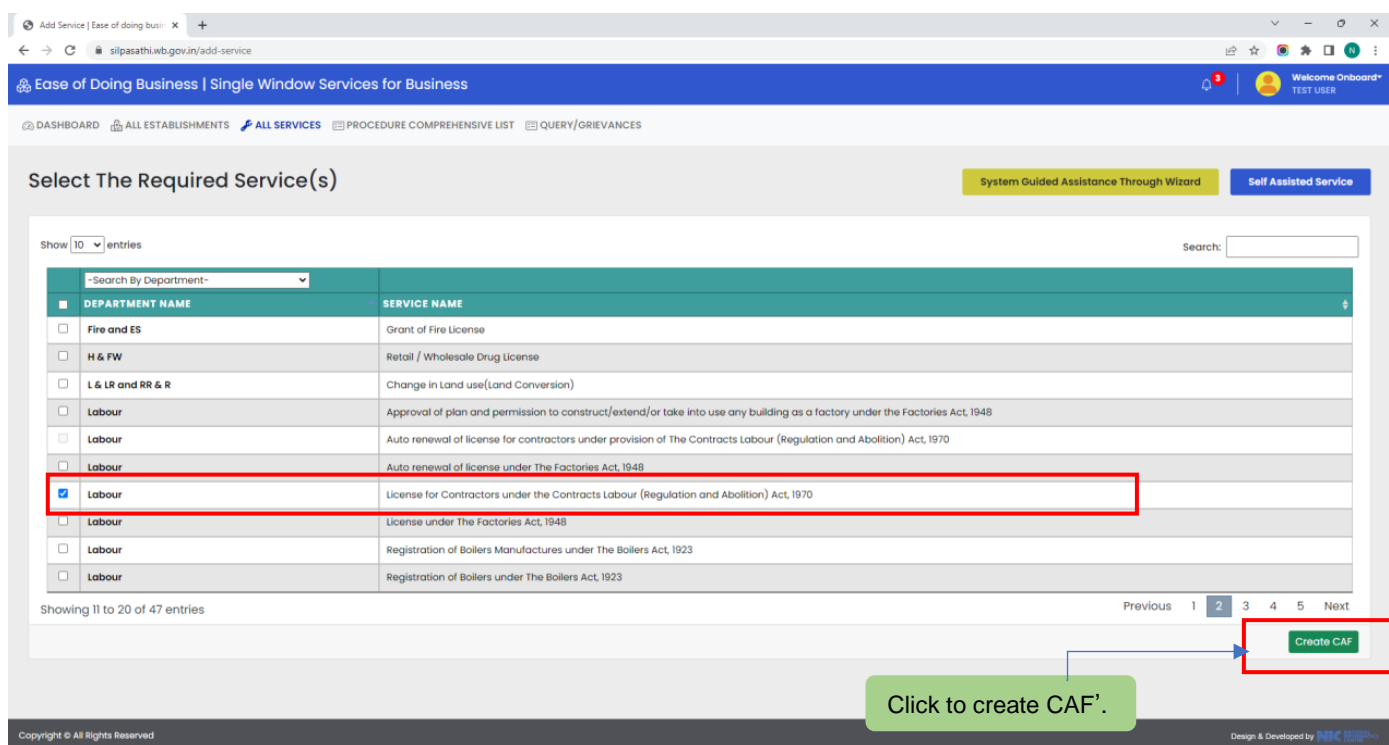
## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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 for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 – Labour Department.**



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## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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After selecting the service 'License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970', 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.

Establishment | Ease of doing bu... x +

silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

Service Added Successfully

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Track Your Query Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000439

Apply Online

SL NO.	SERVICE	ACTION
1	License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days) Applied Back for Correction(if required) Accept for Fees Payment Fees Paid/Form -IV Upload Pending Final Submit Form -IV Re-Upload(if required) 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):

Common Application Form | Ease of Doing Business | Single Window Services for Business

silpasathi.wb.gov.in/caf/application/8/bDU4aCtDUncRajfxdmt3UU12NE0xUT09/QiFYcW9NenIsaWdGly9qcDBqazZQQT09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

### Common Application Form - CAF2022000439

Process Starts 10%

#### 1. Form V Serial Number

Enter Form-V Serial No. \*

376214

#### 2. Name And Location Of The Establishment

Name of the Establishment *	Type of the Establishment *	Location of the Establishment *	District *
ABC PVT LTD	Medium	Test	South 24 Parganas
Subdivision *	Area type *	GP/Ward *	
Diamond Harbour	Block	Kulpi	kulpi
Police Station *	PIN Code *		
Kulpi	743329		

#### 3. Name And Address Of The Contractor

Name of the Contractor *	Category of Contractor *	Father Name of Contractor *	DOB of Contractor *
testcontractor3	<input checked="" type="radio"/> Individual <input type="radio"/> Company	test3 father	28-05-1990
Address of the Contractor *	Select District *	Select Subdivision *	Select Area type *
test address	South 24 Parganas	Diamond Harbour	Block

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## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Common Application Form | Ease | X +

silpasathi.wb.gov.in/caf/application8/bDU4aCtDUnRCajFxdm3UUI2NE0xUT09/QfYcW9NenJsaWdGly9qCD8qazZQQT09

Ease of Doing Business | Single Window Services for Business

test address South 24 Parganas Diamond Harbour Block

Select Block \* Kulpi

Select Gram Panchayat/Ward \* Kulpi

Police Station \* Kulpi

PIN Code \* 740011

#### 4. Worksite Address

Address Line 1 \* ABC PVT LTD

Select District \* South 24 Parganas

Select Subdivision \* Diamond Harbour

Select Areatype \* Block

Select Block \* Kulpi

Select Gram Panchayat \* Kulpi

Select Police Station \* Kulpi

Pin Code \* 743329

#### 5. Name And Address Of The Agent/Manager

Name of the Agent/Manager \* UTTAM SAMANTA

Select Country \* India

Address of the Agent/Manager \* KOLKATA

Select State \* West Bengal

Select District \* Kolkata

Select Subdivision \* Kolkata

Select Areatype \* Corporation

Select Corporation \* Kolkata

Select Ward \* Ward-67

Select Police Station \* Bansdroni

Pin Code \* 700023

#### 6. Particular Of Contract Labour (CL)

Maximum number of Contract Labour \* 200

Category/Designation/Nomenclature \* Loading And Unloading  
Exfitter, welder, carpenter, mazdor etc.

#### 7. Rate Of Wages (including DA & Other & Cash Benifites Paid/To Be Paid To Each Category) And Others Information

Unskilled *	Semi-skilled *	Skilled *	Highly-Skilled *	Hour(s) of Work *	Overtime Hour(s) *
1	2	3	4	5	6

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Common Application Form | Ease | X +

silpasathi.wb.gov.in/caf/application8/bDU4aCtDUnRCajFxdm3UUI2NE0xUT09/QfYcW9NenJsaWdGly9qCD8qazZQQT09

Ward-67 Bansdroni 700023

#### 6. Particular Of Contract Labour (CL)

Maximum number of Contract Labour \* 200

Category/Designation/Nomenclature \* Loading And Unloading  
Exfitter, welder, carpenter, mazdor etc.

#### 7. Rate Of Wages (including DA & Other & Cash Benifites Paid/To Be Paid To Each Category) And Others Information

Unskilled *	Semi-skilled *	Skilled *	Highly-Skilled *	Hour(s) of Work *	Overtime Hour(s) *
1	2	3	4	5	6

Overtime Wages (Per Hour) \* 1

Number of Annual Leave(s) [In Day] \* 3

Number of Casual Leave(s) [In Day] \* 4

Number of Sick Leave(s) [In Day] \* 3

Number of Maternity Leave(s) [In Day] \* 5

Number of Other Leave(s) [In Day] \* 6

Whether weekly holiday observed and on which day \*  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Whether the contractor was convicted of any offence within the preceding five years. If yes, give details \*  Yes  No

Details contractor was convicted of any offence within the preceeding five years  
ABC

Whether there was any order against the contract or revoking or suspending license or forfeiting security deposit in respect of an earlier contract. If so, the date of such order \*  Yes  No

The date of such order  
22-09-2022

Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer establishment and nature of work \*  Yes  No

Give your Previous License Number  
AAA, BBB

Give Registration Number of Principal Employer  
SSS, HHH

If you have multiple license number, provide your license number separated by comma(,);

If you have multiple Reg. No. of Principal Employer, provide Reg. No. separated by comma(,);

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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.

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

Upload Documents | Ease of do... x +

silpasathi.wb.gov.in/cat/upload-document/QJFYCW9Nen/saWdGLy9qcDBqazZQQT09

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 helpdesk.silpasathi@gmail.com

### Upload Documents - CAF2022000439

33%

Address proof Certificate/Trade Licence	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Any other licenses/registrations taken/applied to run the establishment	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Articles of Association and Memorandum of Association/Partnership Deed	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Form V	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>
Work Order	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Upload"/>

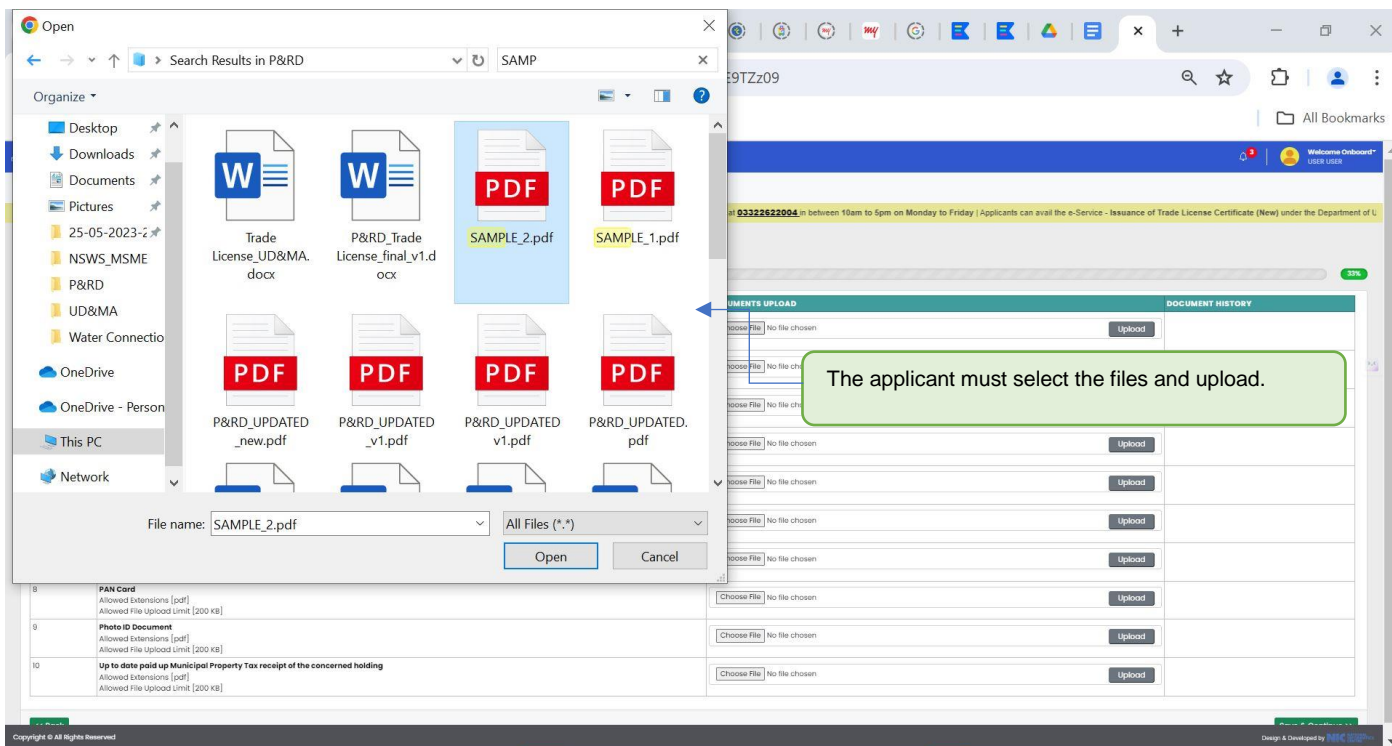
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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse**'. Once the required file is selected, the applicant has to click on '**Upload**' button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

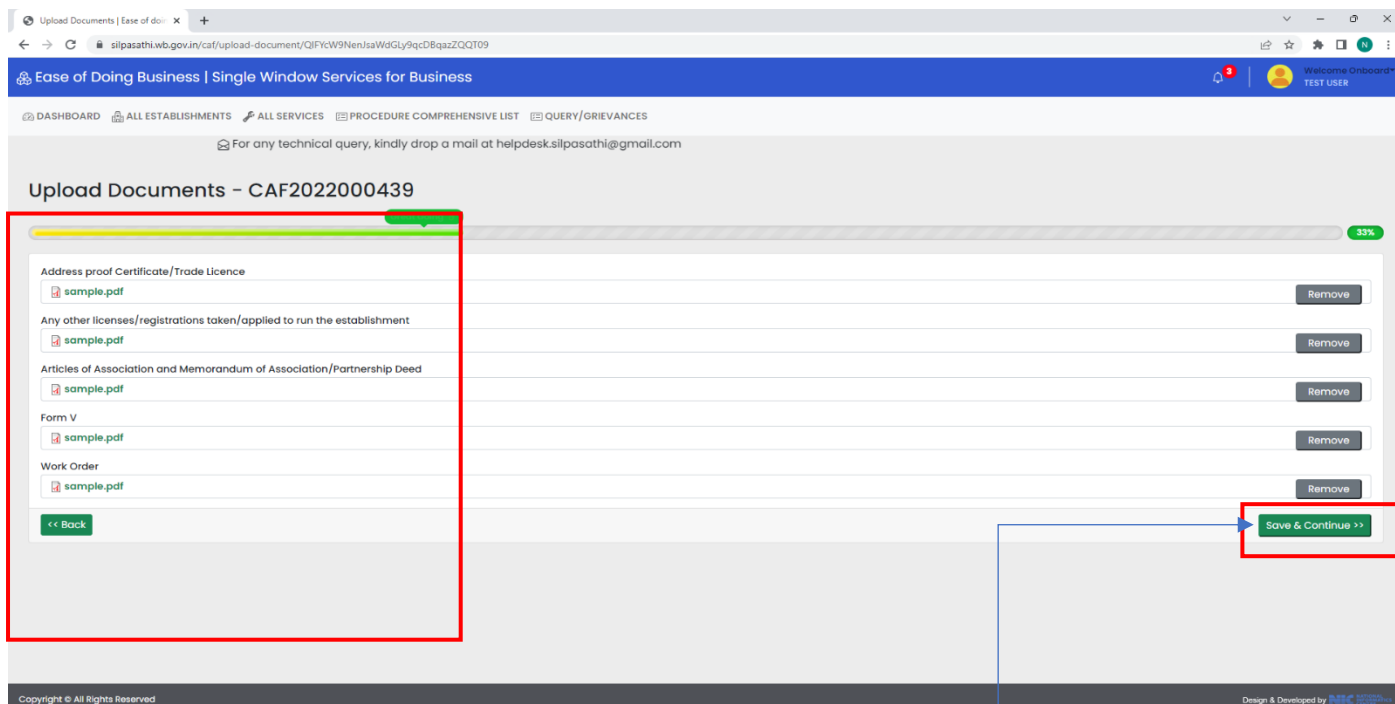
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The applicant is required to upload **both the required documents in pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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



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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.

Common Application Form Preview - CAF2022000439

PARAMETERS	INPUTS
Form-V Serial Number	376214
<b>1. Name And Location of the Establishment</b>	
Name of establishment	ABC PVT LTD
Location of establishment	Test kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS--Kulpi, PIN- 743329
Registration Number	DHR05/CLR/000129
<b>2. Name &amp; address of the contractor</b>	
Name of the Contractor	testcontractor3
Address of the Contractor	test address kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS--Kulpi, PIN- 740011
Worksite Address	ABC PVT LTD kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS--Kulpi, PIN- 743329
<b>3. Particular of Contract labour</b>	
Co-operative Society	No
Maximum no. of contract labour employed by the contractor on any day	200
Special benefits provided, if any	NIL
Contribution made under the Employees State Insurance Act,1984	NIL

Common Application Form Preview - CAF2022000439

Daily hours of work and spread over	5 hr(s) and NIL
Whether weekly holiday observed was on which day	Not Applicable
Whether weekly holiday so observed was paid holiday	NIL
Number of Annual leave	3
Number of Casual leave	4
Number of Earned leave	NIL
Number of Sick leave	3
Number of Maternity leave	5
Number of Other leave	6
<b>5. Rate of Wages, DA and other cash benefits paid / to be paid to each category</b>	
Rate of wages,DA and Other cash benefits paid/ to be paid to Unskilled of contract labour	1
Rate of wages,DA and Other cash benefits paid/ to be paid to Semi-skilled of contract labour	2
Rate of Wages,DA and Other cash benefits paid/ to be paid to Skilled of contract labour	3
Rate of Wages,DA and Other cash benefits paid/ to be paid to Highly-skilled of contract labour	4

UPLOADED SUPPORTING DOCUMENTS	
Any other licenses/registrations taken/applied to run the establishment	<a href="#">View</a>
Articles of Association and Memorandum of Association/Partnership Deed	<a href="#">View</a>
Any other licenses/registrations taken/applied to run the establishment	<a href="#">View</a>
Work Order	<a href="#">View</a>
Form V	<a href="#">View</a>
Address proof Certificate/Trade Licence	<a href="#">View</a>

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.

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The screenshot shows the 'Current Status-CAF2022000439' page on the SilpaSathi portal. It features a table with the following data:

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970	Applied	Completed	12/08/2024
	Back for Correction(if required)	pending	
	Accept for Fees Payment	Pending	
	Fees Paid/Form -IV Upload Pending	Pending	
	Final Submit	Pending	
	Form -IV Re-Upload(if required)	Pending	
	Issued	Pending	

Below the table, a green box indicates 'Application status updated.' The portal header includes navigation options like 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A footer note says 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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 notification flows for application status updates. It features a central text box with the following content:

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

Two green callout boxes point to the text box:

- 'Application status notified through SMS.' points to the top right of the text box.
- 'Application status notified through email.' points to the bottom right of the text box.

Below the text box is a screenshot of a Gmail inbox. A red box highlights an email from 'silpasathi.wb.gov.in' with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email body contains the same text as the central box. A blue arrow points from the 'Application status notified through email.' callout to the highlighted email in the screenshot.

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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. A notification box at the top left says 'Application status updated.' Below the dashboard cards, a business reference ID 'CAF2022000439' is displayed. A progress bar shows the application status: Applied (checked), Back for Correction (if required) (unchecked), Accept for Fees Payment (checked), Fees Paid (Form -IV Upload Pending) (unchecked), Final Submit (unchecked), Form -IV Re-Upload (if required) (unchecked), and Issued (unchecked). A 'Pay Now' button is highlighted in a red box. A callout box points to this button with the text 'For proceeding with payment'.

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-CAF2022000439' page. It includes a table for 'Details of the depositor' and a table for 'Service wise fees details'. The 'Proceed to Pay' button is highlighted in a red box. A callout box points to this 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	License for Contractors under the Contracts Labour (Regulation and Abolition) Act, 1970	Licence Fees	0230-00-106-001-16	500
2		Security Fees	8443-00-103-001-07	20000
Total				20500

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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:	2
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	9999999999	E-Mail:	testuser@gmail.com
Identification No:	05030120221664452537	Payment Ref. No.:	CAF2022000439
In favour of:	Labour	Payment Mode:	NA
Period From:	29/09/2022	Period To:	29/09/2022
Total Amount[*]:	20500	Remarks:	Payment for -License for Contractors under the Contracts Labour (Regulation and Abolition) Act, 1970

**CHALLAN DETAILS**

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
Receipt-contract labour	05030120221664452537	0230-00-106-001-16	Contract Labour(Regulation Abolition)Act 1970-Other Fees	500
	05030120221664452537	8443-00-103-001-07	Earnest Money Deposit	20000
				Total Amount: 20500
IN WORDS:				TWENTY THOUSAND FIVE HUNDRED ONLY.

Select payment mode. → Select Payment Mode: Payment Mode: SBI Epay

CONFIRM CANCEL

Payment amount displayed.

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

GRIPS : Select bank to make pay

Payments through GRIPS portal  
Labour Department  
Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:

Select Bank: SBI EPay

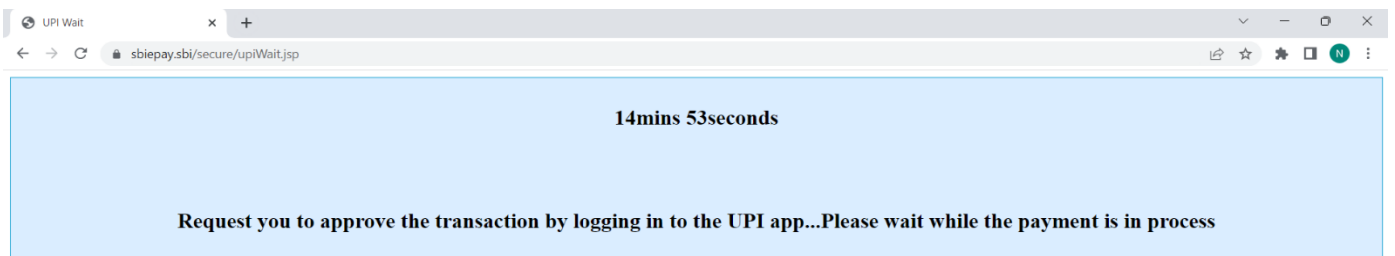
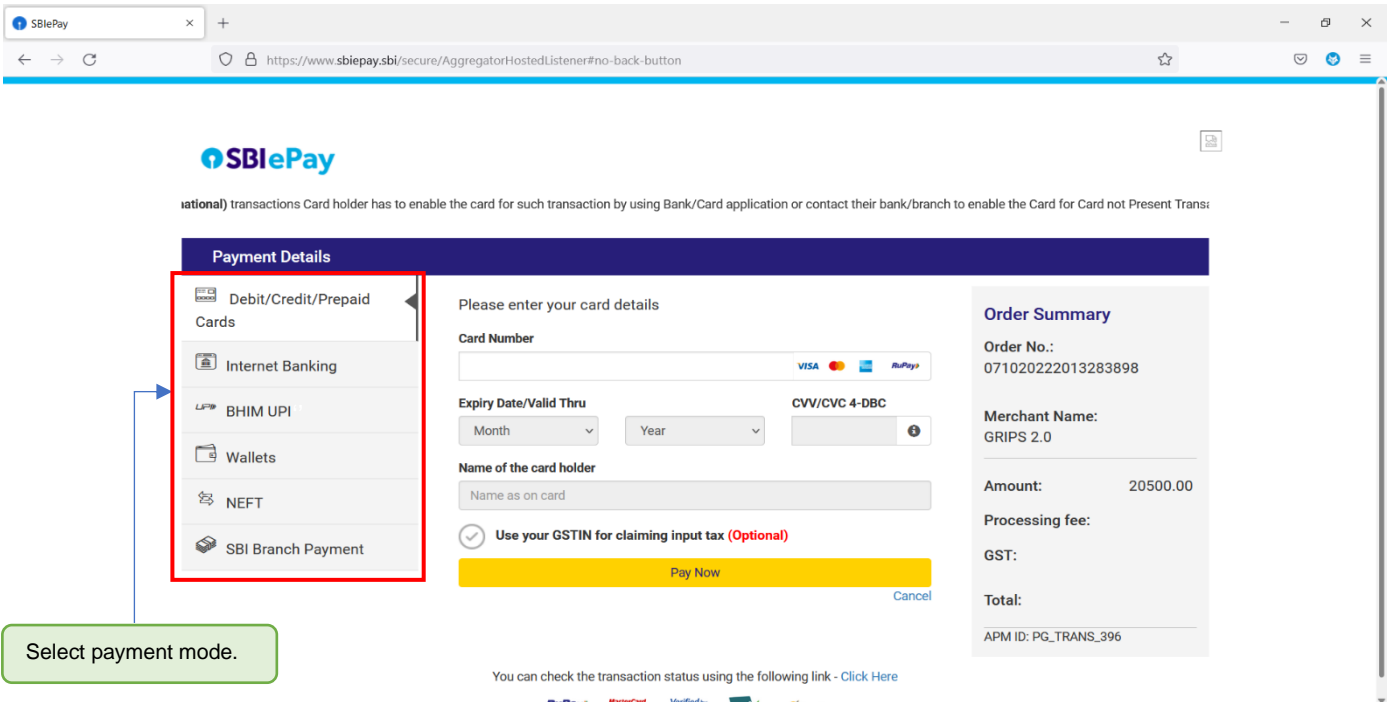
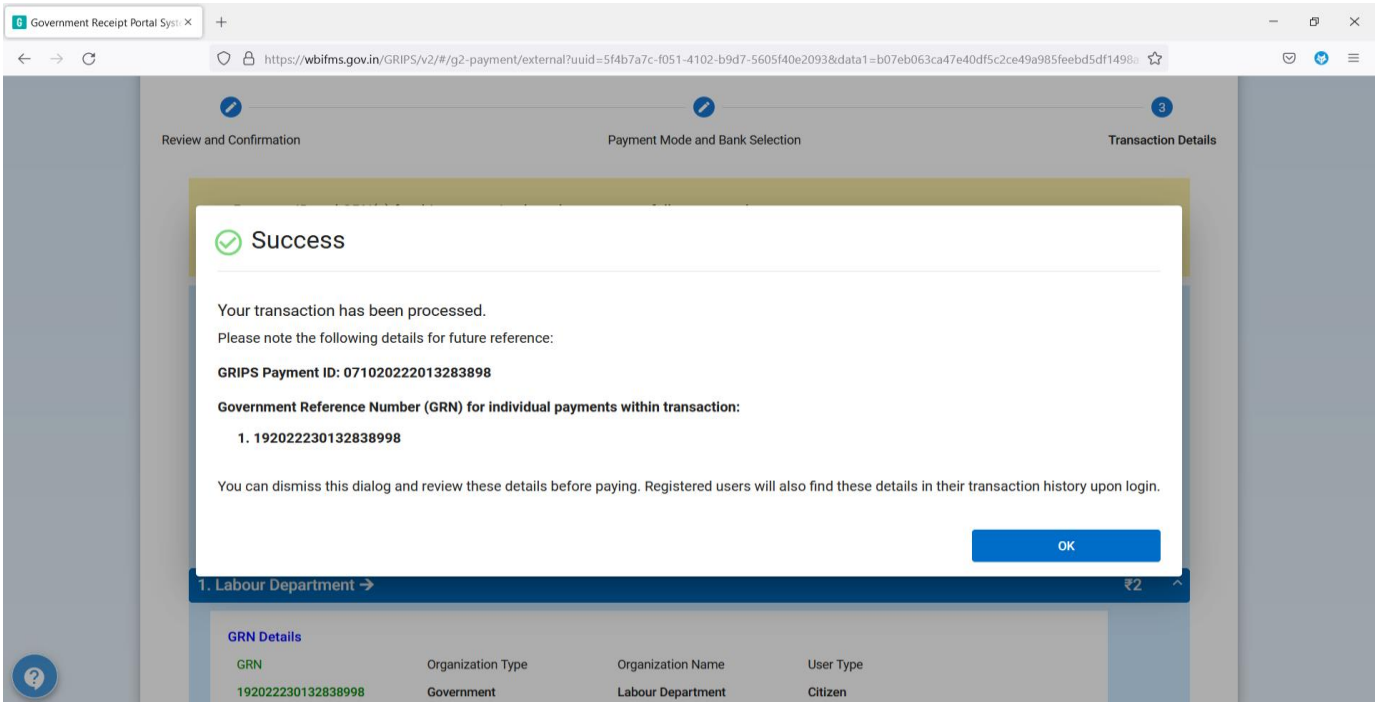
RESET PROCEED CANCEL

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

# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Government Receipt Portal System

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

GRIPS 2.0

Search our pages and functionalities

LOGIN Finance Department Government of West Bengal

### Transaction Status

**TRANSACTION MESSAGE**

✓ Payment successful!

Payment ID: 071020222013283898

Amount: ₹2 (Rupees Two only)

[VIEW CHALLAN DETAILS](#) [DOWNLOAD CHALLAN](#)

Please wait, redirecting to department portal in 8 seconds...

Challan generated.

Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/b2jL1A1WEkrQ09hZfPnBkIMVpUQT09/QIFcW9NenJsaWdGly9qcDBqazZQQT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)

### Current Status-CAF2022000439

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970	Applied	Completed	12/08/2024
	Back for Correction(if required)	completed	
	Accept for Fees Payment	completed	
	Fees Paid/Form -IV Upload Pending	completed	
	Final Submit	Pending	
	Form -IV Re-Upload(if required)	Pending	
	Issued	Pending	

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# User Manual

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The screenshot shows the SilpaSathi dashboard. At the top, a notification bar states: "Your Payment is successful. Please check action tab to proceed." Below this, there are six service tiles: "Add Establishment", "System Guided Assistance Through Wizard", "Self Assisted Service", "Licenses For Tourism Industry", "Query Submission / Tracking", and "Your Profile". Under the "Your Selected Service(s)" section, a table displays the progress for "License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970". The table has columns for "SL NO.", "SERVICE", and "ACTION". The "ACTION" column contains a "Click to Proceed" button. A callout box points to the "Click to Proceed" button with the text "Click to upload Form IV".

SL NO.	SERVICE	ACTION
1	License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days) Applied → Back for Correction (if required) → Accept for Fees Payment → Fees Paid/Form -IV Upload Pending → Final Submit → Form -IV Re-Upload (if required) → Issued	Click to Proceed

The applicant shall now download Form IV and upload it with signature.

The screenshot shows the "Upload Application Form" page for business reference ID CAF2022000439. It features a "Click here to Download Application (Form-IV)" button, a "Browse..." file selection area, and an "UPLOAD" button. A callout box points to the "Click here to Download Application (Form-IV)" button with the text "Click to download Form IV". Another callout box points to the "UPLOAD" button with the text "Click to upload the signed Form IV". A note states: "NOTE :- Form-IV should be download and duly sign by Contractor and uploaded for successful submission of the Application."

# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

Upload Application Form | Ease x CLRA-FORM-IV-CAF2022000439 x

Adobe Acrobat: PDF edit, convert, sign tools | chrome-extension://efaidnbmnnnibpcjpcgldefindmkaj/https://silpasathi.wb.gov.in/clra-license-application-form/bDU4aCtDUhRCajFxdmt3UU1...

Adobe Acrobat CLRA-FORM-IV-CAF2022000439

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Open in desktop app Tools

**FORM IV**  
(Prescribed under Rule 21(1) of the West Bengal Contract Labour(Regulation & Abolition) Rules)

**Application for License**

1. Name & address of the contractor (including his father's name incase of individuals)	test3 father test address, kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi , PIN- 740011
2. Date of Birth and age(incase of individuals)	28/05/1990
3. Particular of establishment where contract labour is to be employed	
(a)Name & address of the establishment	ABC PVT LTD Test, kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi , PIN- 743329
(b)Type of Business, trade, industry, manufacture or occupation which is carried on in the establishment	
(c)Number and date of Certificate	DHR05/CLR/000129 Date: 01/08/2022
(d)Name & Address of the Principal Employer	TEST PE NAME kolkata, Ward-11, PS - Beniapukur, Kolkata- 700252
4. Particular of Contract Labour	
(a)Nature of work in which Contract Labour is employed or is to be employed in the establishment	
(b)Duration of the proposed contract work (give particulars of proposed date of ending)	729 Day(s), From 01/01/2022 To 31/12/2023
(c)Name & address of the agent or Manager of Contractor at the work site	UTTAM SAMANTA , Ward-67, PS - Bansdroni, Kolkata- 700023
(d)Maximum number of Contract Labour proposed to be employed in the establishment on any date.	200
(e)(i)Category/designation/nomenclature of the contractor labour, namely, fitter, welder,carpenter, mazdor etc.	Loading And Unloading
(e)(ii)Rate of Wages, DA and other cash benefits paid/ to be paid to each category(i.e (a)Unskilled (b)Semi Skilled (c)Skilled	

Upload Application Form | Ease x CLRA-FORM-IV-CAF2022000439 x

Adobe Acrobat: PDF edit, convert, sign tools | chrome-extension://efaidnbmnnnibpcjpcgldefindmkaj/https://silpasathi.wb.gov.in/clra-license-application-form/bDU4aCtDUhRCajFxdmt3UU1...

Adobe Acrobat CLRA-FORM-IV-CAF2022000439

T

Open in desktop app Tools

(e)(iii)Hours of Work,Overtime and Overtime Wages	Hours of Work: 5 hr(s), Overtime: 6 hr(s), Overtime Wages: 1(per hour)
e(iv)Other Condition of service like leave (annual leave,casual leave,sick leave,maternity leave etc)Holidays etc. of the contract labour	Annual leave: 3, Casual leave: 4, Sick leave 3, Maternity leave: 5, Other leave: 6, Holidays: 2

Date of receipt of application: 07/10/2022  
Ref. No.- CAF2022000439

Signature of the Principal Employer  
Name: testcontractor3

5. Whether the contractor was convicted of any offence within the preceding five years. If so, give details	ABC
6. Whether there was any order against the contract or revoking or suspending license or forfeiting security deposit in respect of an earlier contract. If so, the date of such order.	22/09/2022
7. Whether the contractor has worked in any other establishment within the past five years. If so, give details of the principal employer, establishment and nature of work	SSS, HHH
8. Whether a certificate by the principal employer in Form V is enclosed	Form V enclosed
9.Amount of Licence Fees/ Security deposit treasury challan and date	Amount:Rs.2.00 GRN: 192022230132838998 CRN Time: 07/10/2022 08:53:16 Id. No.: 05030120221665112959 BRN Time: 07/10/2022 08:58:18

# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970	Applied	Completed	12/08/2024
	Back for Correction(if required)	completed	
	Accept for Fees Payment	completed	
	Fees Paid/Form -IV Upload Pending	completed	
	Final Submit	completed	
	Form -IV 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 to view latest status.

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

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

# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970	Applied	Completed	12/08/2024
	Back for Correction(if required)	completed	
	Accept for Fees Payment	completed	
	Fees Paid/Form -IV Upload Pending	completed	
	Final Submit	completed	
	Form -IV Re-Upload(if required)	completed	
	Issued	completed	

### 4. Online Download of final approval certificate

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

### Applicant's Dashboard

SL NO.	SERVICE	ACTION
1	License for Contractors under The Contracts Labour (Regulation and Abolition) Act, 1970 (WBRTPS Timeline: 30 days)	Download License

**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.



# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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One Approval certificate document has been illustrated below:

**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 - VI**  
[ See Rule 25 (1) ]

**Licence No. :DHR05/CLL/000072**      **Date : 11th Oct, 2022**

Lic Fees	₹ 500
S. Deposit	₹ 20000

*Licence*

Licence is hereby granted to **testcontractor3** at test address, **Kulpi, Block- Kulpi, Diamond Harbour, PS - Kulpi, District - South 24 Parganas, Pin Code - 740011** under Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970 subject to the conditions specified in Annexure.

The Licence shall remain in force till: **10th Oct, 2023**.

**Signature and Seal**  
of  
**Licensing Officer**

**Establishment Information:**  
ABC PVT LTD [DHR05/CLL/000129]  
Test  
Kulpi, Block - Kulpi,  
Diamond Harbour, PS - Kulpi,  
South 24 Parganas , PIN- 743329  
**Work Site :**  
ABC PVT LTD,  
Kulpi, Block - Kulpi, Diamond Harbour,  
PS - Kulpi, South 24 Parganas, PIN-743329

**\*\*This is system generated certificate and does not require any signature.**  
**For authenticity, please scan the QR Code.**

# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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

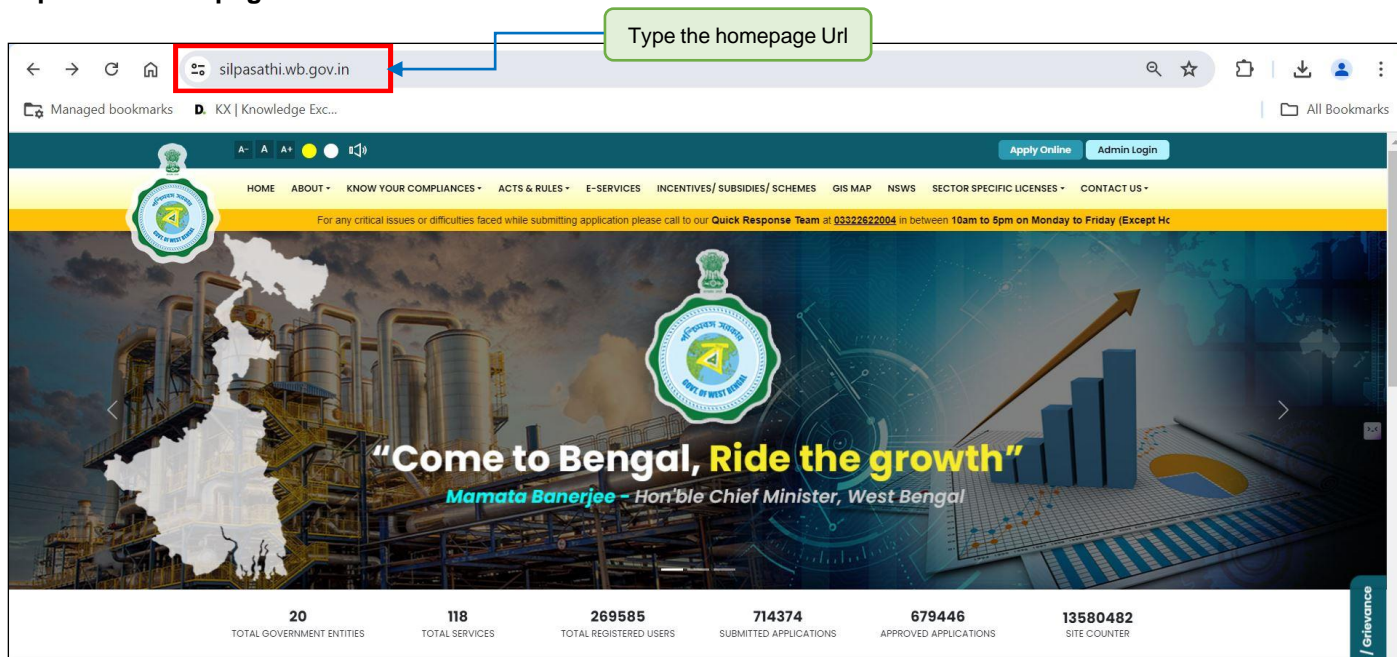
#### Third part verification process

The applicant or any user has to log in to [www.silpasathi.wb.gov.in](http://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):

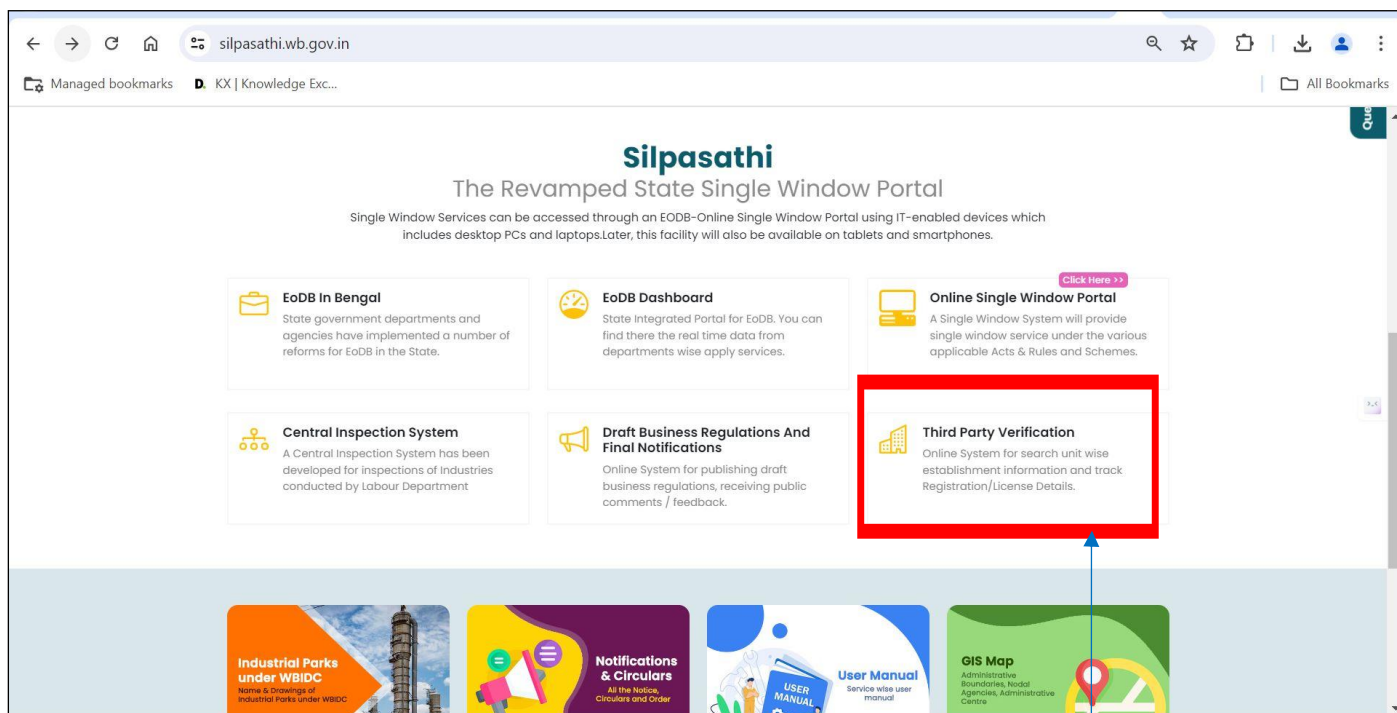
#### SilpaSathi Homepage



# User Manual

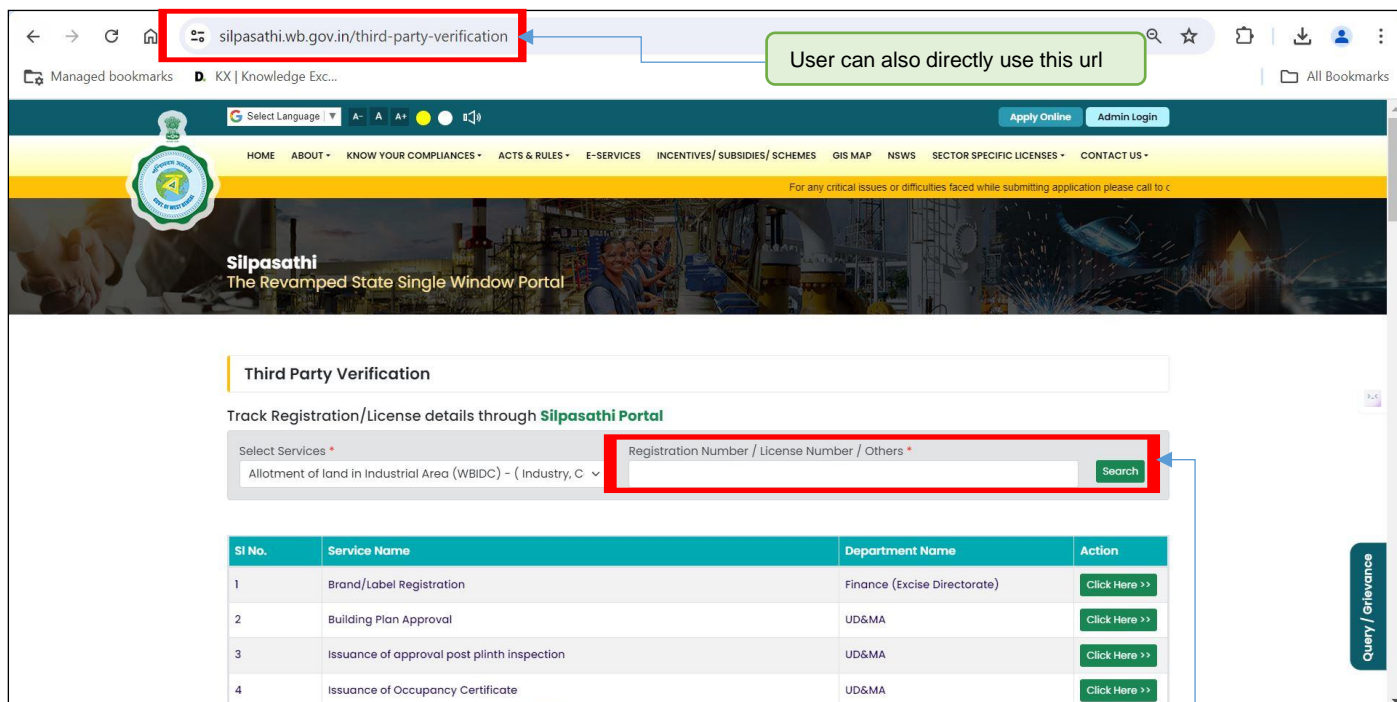
## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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.



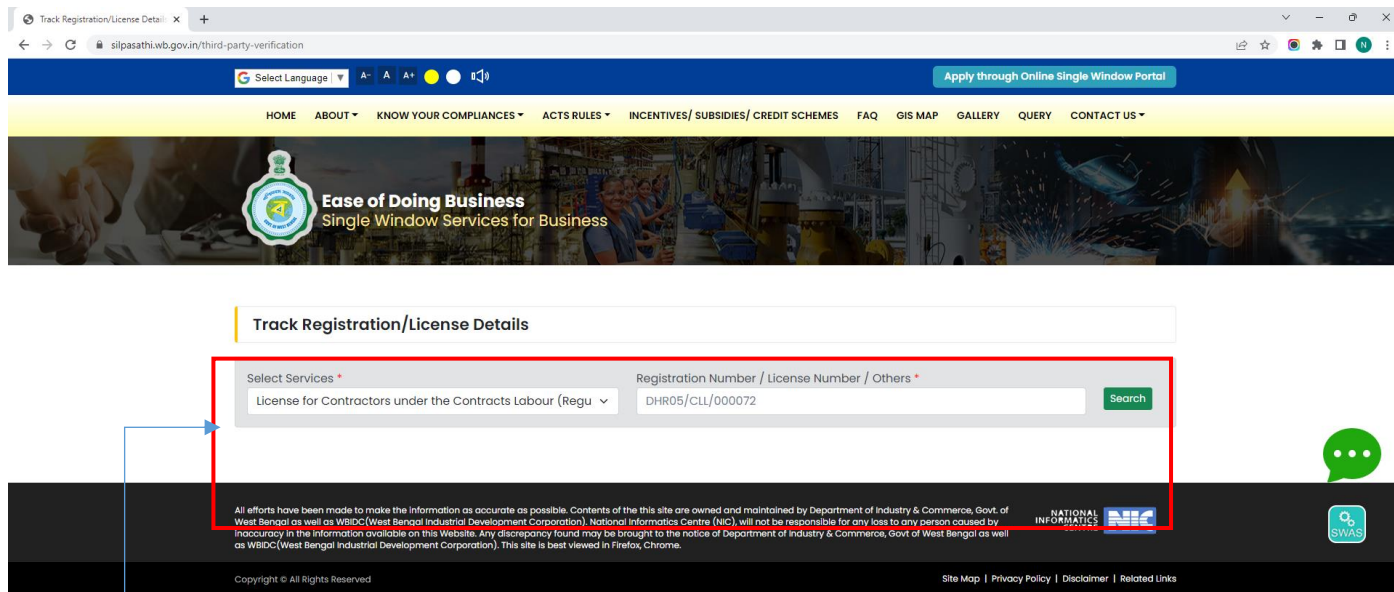
User can also directly use this url

Enter Registration number/ License number to view details.

# User Manual

## License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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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:

