



WBEIDC - IT&E: Mobile Tower Approval

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

User Manual

User Manual

Mobile Tower Approval (WBEIDC – IT&E) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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Mobile Tower Approval (WBEIDC – IT&E) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Introduction

This document is intended to serve as a User Manual for grant of the service **Mobile Tower Approval by IT&E 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

Mobile Tower Approval by IT&E Govt. of West Bengal is to ensure that local laws and regulations are followed when installing a mobile tower. 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 in order to apply for the service:

#	Documents Required	Detailed Description
1.	Applicant / Licensee’s License / Registration Certificate granted by Central Government	document issued by the Indian government to entities or individuals who have been granted a license or registration to operate a particular activity or business
2.	NOC given by the Land / Building owner	A No Objection Certificate (NOC) is a legal document that a land or building owner can provide to certify that there are no objections to transferring property

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#	Documents Required	Detailed Description
3.	For Forest / Protected Areas, the copy of NOC from State Environment and Forest Department (if applicable)	This document is necessary to ensure compliance with environmental regulations and to verify authorization for development activities within protected areas or forests
4.	Signed project report with details of installation of all items / machineries / fitting with description of all dimensions/ length/ height/ weight/ technical specifications with technical vetting from competent Authority	This document is likely a comprehensive summary of a construction or installation project.
5.	Adequate Bank Guarantee to indemnify the restoration work, self-assessed and self-certified by the applicant	An Adequate Bank Guarantee (ABG) is a financial instrument that ensures timely completion of restoration work
6.	Signed Deed with Land / Building Owner	A signed deed with a land or building owner is a formal document that transfers ownership of a property
7.	Location map from any publicly available source (scale 1: 1000) showing the site with its latitude and longitude	Location map
8.	Detailed technical design and drawing of tower / past or other above ground infrastructure including the specification of foundation	detailed technical design and drawing of tower/past above ground infrastructure, including the specification of the foundation
9.	Underwriting to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the applicant shall take special precaution for fire safety, lightning and he shall be slowly responsible for civil or criminal case arising therefrom) (should be given in company letterhead with seal and signature)	Underwriting to take care of any loss or injury due to accident caused by the tower

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#	Documents Required	Detailed Description
10.	Structural stability certificate	
11.	Signed NOC issued by the fire and emergency department (in case of high rise buildings where fire clearance is mandatory)	A signed No Objection Certificate (NOC) from the fire and emergency department is a document that verifies a structure's overall fire safety and ensures the safety of its occupants
12.	SACFA clearance certificate / SACFA application for the said location submitted to WPC wing of the DOT with Registration number as WPC acknowledgement	A SACFA clearance certificate is a document that allows a service provider to operate a radio station or similar facility within a specific frequency range
13.	Acknowledge received/ issued by TERM cell on the basis of self-certificate submitted by license in respect of mobile / base Trans receiver station (BTS) / establishing / certifying that all general public areas around the tower shall be within safe electromagnetic radiation (EMR) exposure limit as per peak measurement after the antenna's starts radiating	Acknowledge received/ issued by TERM cell
14.	Any other documents (old NOC)	Any other documents

Timeline (WBRTPS)

Mobile Tower Approval (Timeline not issued)

Instructions related to the application form

Sl. No.	Field Name	Instructions
<i>Details of Proposed Trade</i>		
1.	District	Enter district name for the proposed trade

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Sl. No.	Field Name	Instructions
2.	Block	Enter block name for the proposed trade
3.	Gram Panchayat	Enter gram panchayat name for the proposed trade
4.	Name of Trade	Enter name of the trade for which the license is applied
5.	Select type of trade	Choose between different types of trade which include medical, carpenter, decorator, etc
Address Details		
6.	Village	Enter Village name for the proposed trade
7.	Samsad	Mention Samsad Name
8.	Post Office	Enter post office details
9.	Police Station	Enter police station details
10.	Pincode	Enter address pincode
11.	Mouja JL No.	Enter MoujaJL No.
12.	Dag No.	Enter Dag No.
13.	Khatian No.	Enter Khatian Number
Applicant Details		
14.	Name of the applicant	Enter name of the applicant
15.	Father's/Guardian's Name	Mention Father's/Guardian's Name
16.	Identity Proof	Proof describing the identity of the applicant
17.	Identity Card No.	Unique Number on the provided ID card
18.	Type of Ownership	Find from the drop down list: Autonomous, board, Govt, etc
19.	Category	Find from the drop down list : Corporate, Government, GP citizen, etc
20.	Mobile No.	Enter Contact Details
21.	Address of the applicant same as above	Applicant details if matched with the business address details
Boundary Details		
22.	East	Latitude Longitude details
23.	West	Latitude Longitude details
24.	North	Latitude Longitude details
25.	South	Latitude Longitude details
Organization Details		
26.	Name of the Company	Name of the proposed business organization
27.	Number of Employee	Number of employees working in the organization
28.	Investment in last FY	Capital investment made in the last financial year
29.	Revenue/Income in last FY	Income made in the last financial year

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Sl. No.	Field Name	Instructions
30.	Category of fees	Category of fees is to be selected based on the mentioned criteria which include paying professional tax, capital investment, etc
31.	Fees for 3 years	Fees shall be calculated and provided in the data box as per the business details mentioned

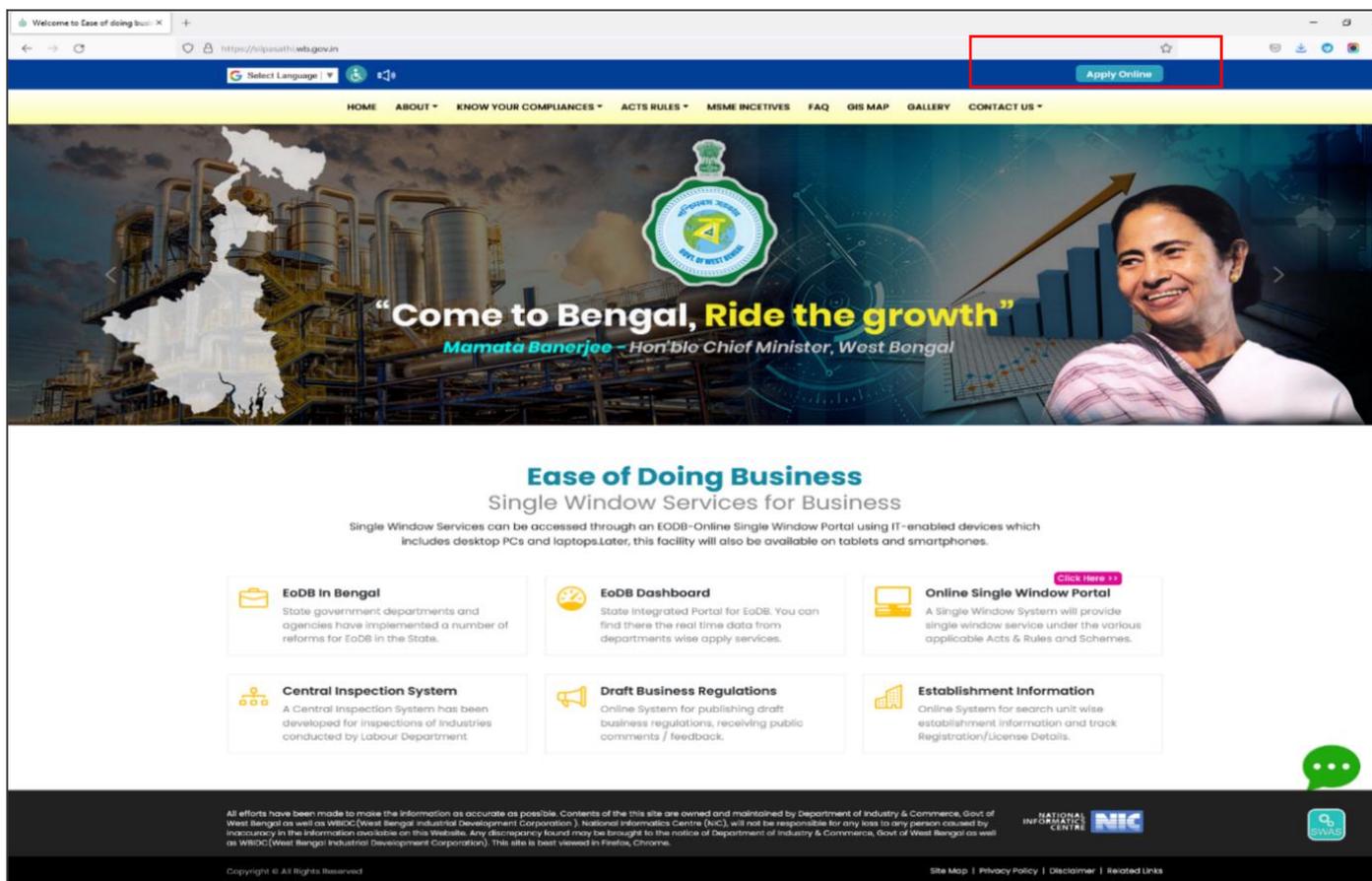
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

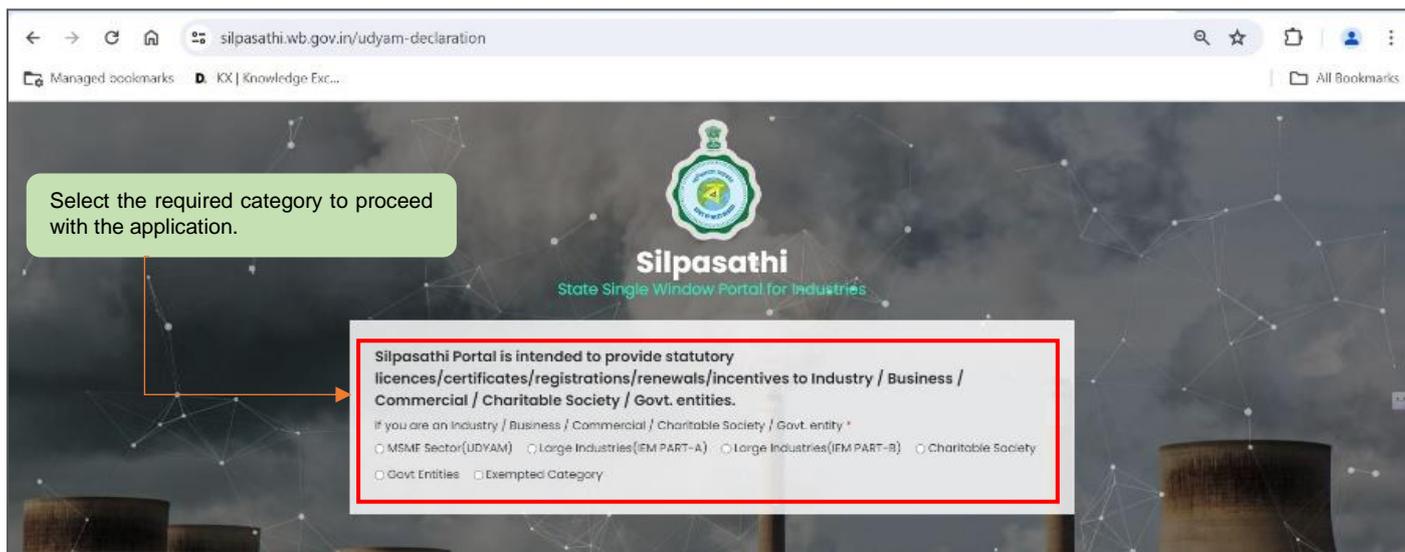
In order to complete the user registration, the applicant has log on to www.silpasathi.wb.gov.in and click on ‘Apply online’ button.



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

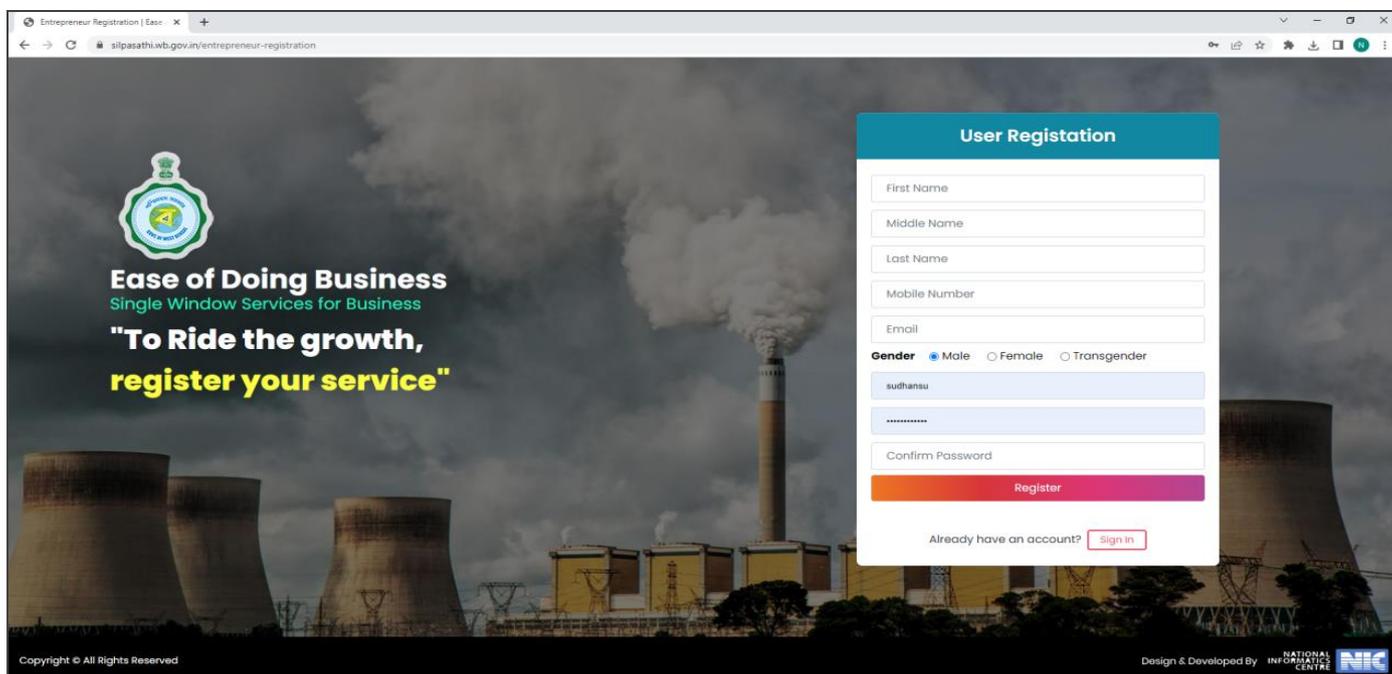
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A sign-up window appears on the screen. The user has to select ‘[Create New](#)’ if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

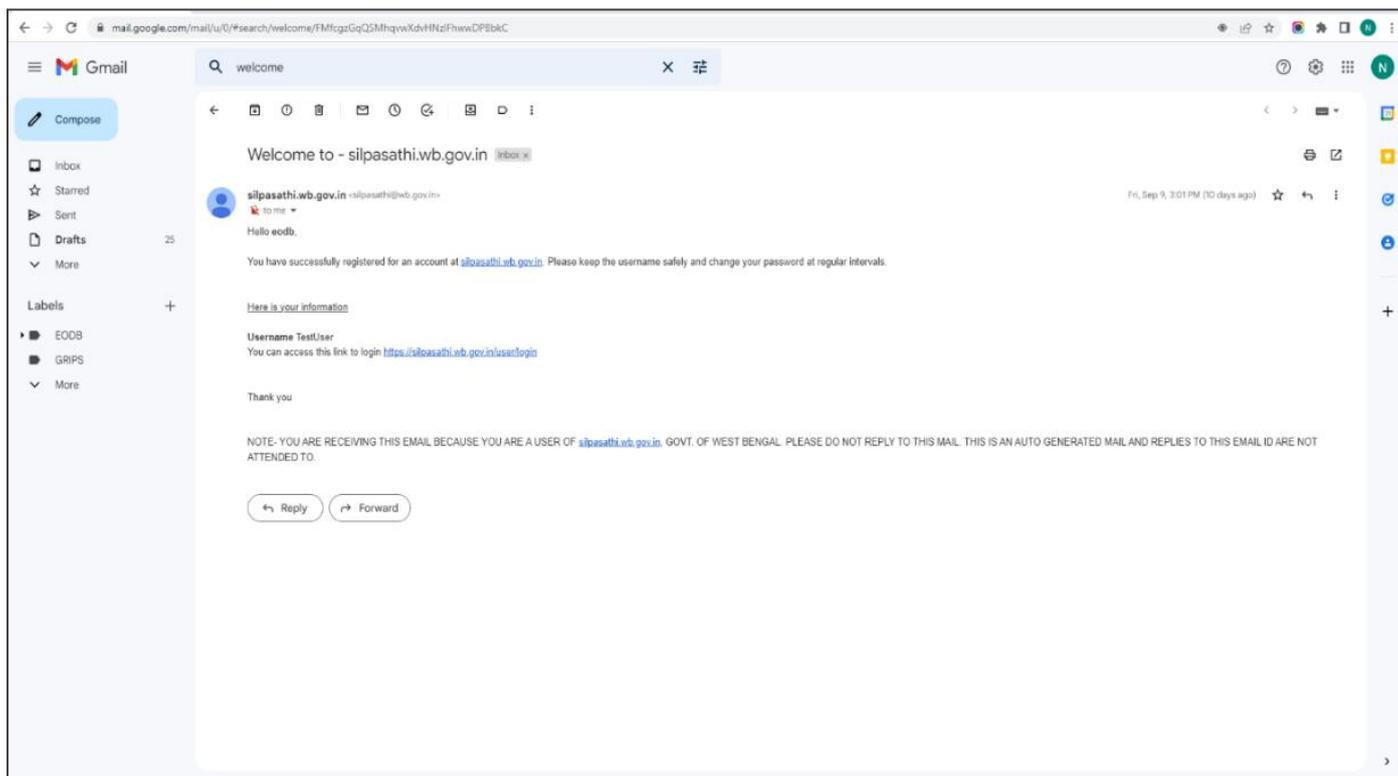
The ‘[User Registration](#)’ window will appear with the relevant fields that the applicant needs to fill accurately and click on ‘[Register](#)’ as shown by the below screenshot. In case the applicant already has an account, click on the ‘[Sign In](#)’ button and login using valid **User ID, password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



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

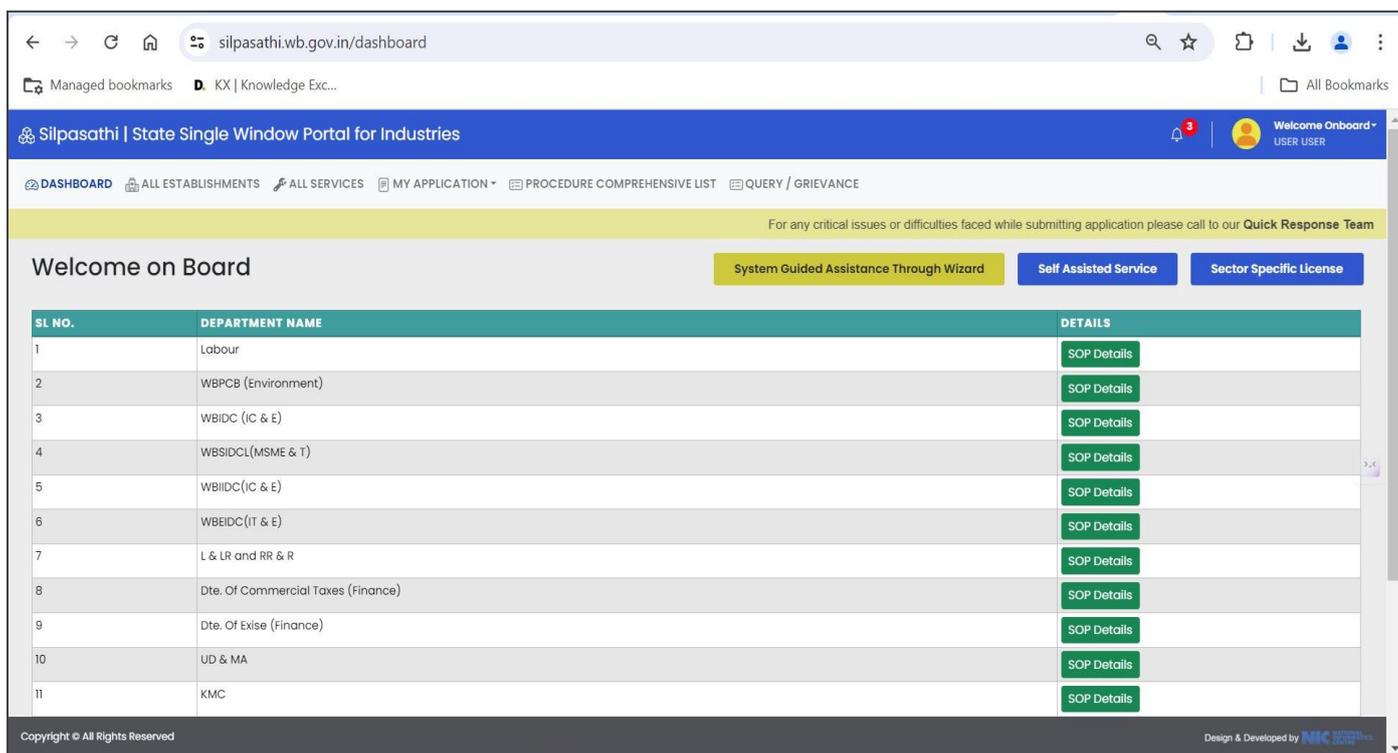
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Online Application submission

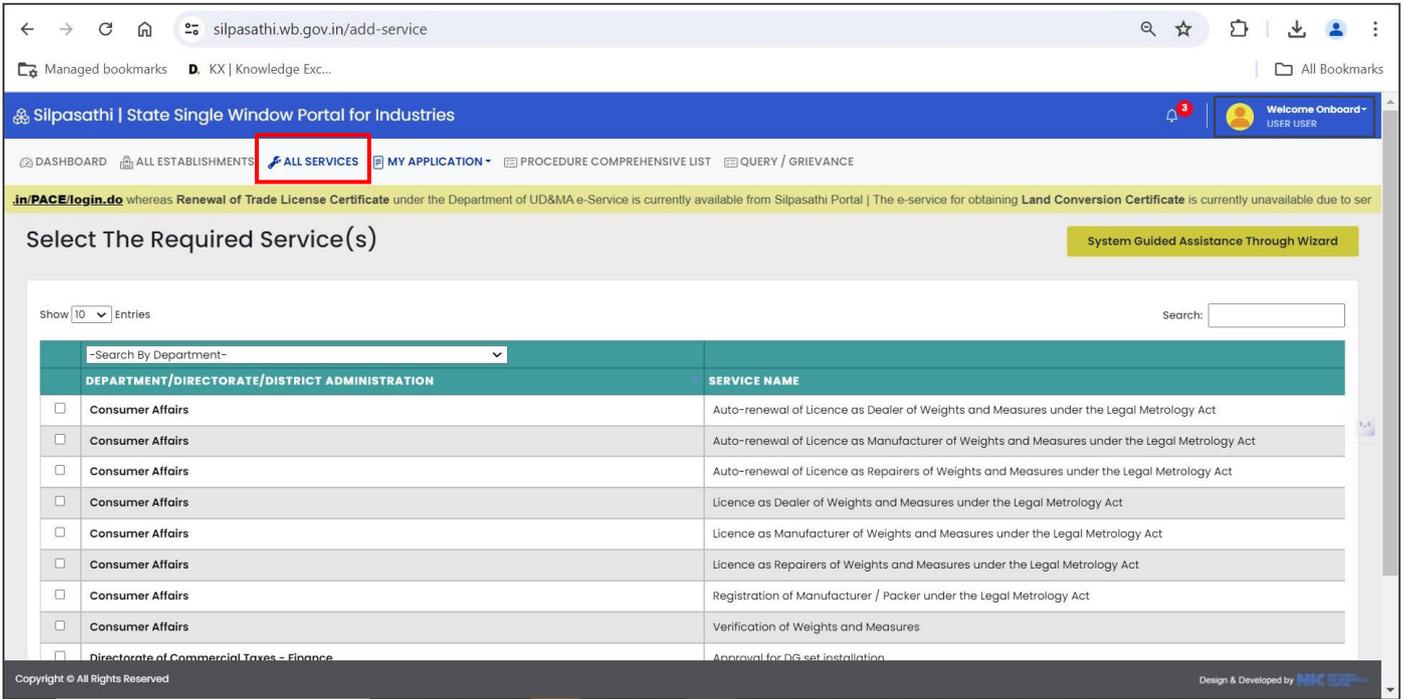
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



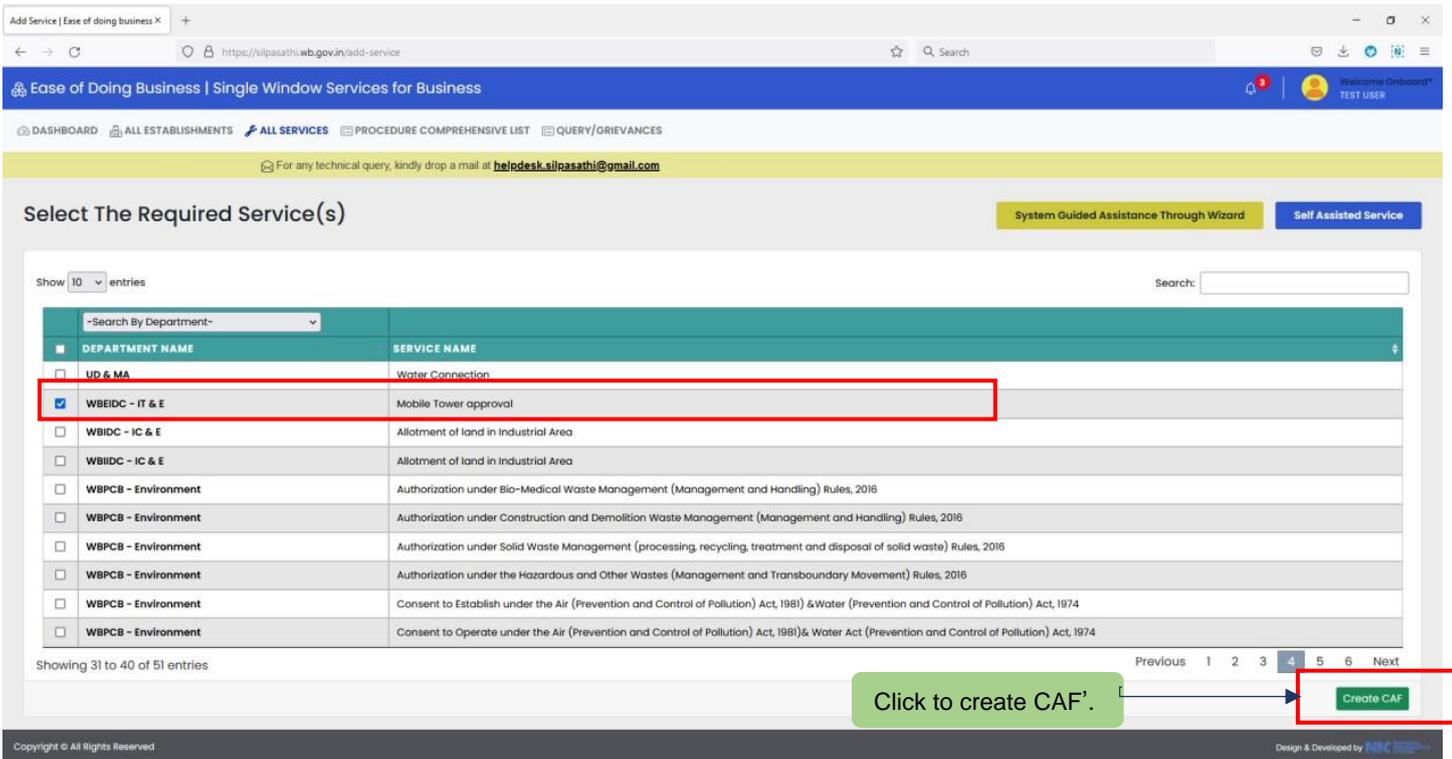
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The applicant has to click on **‘ALL SERVICES’** to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on **the checkbox** adjacent to the service named **Mobile Tower Approval**



After selecting the service Mobile Tower Approval, 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.

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Applicant’s Dashboard

CAF ID generated.

Click on ‘Apply Online’ to proceed with the application.

The screenshot shows the Applicant's Dashboard on the SilpaSathi portal. The dashboard includes a navigation bar, a search bar, and a grid of service options. A green box highlights the 'Service Added Successfully' message. A red box highlights the 'Apply Online' button. A blue box highlights the 'BUSINESS REFERENCE ID : CAF2022000505'.

SL NO.	SERVICE	ACTION
1	Mobile Tower approval Application saved successfully / Fees pending — Fees Paid — In-Progress — Query Raised By Field Unit (If required) — Applicant Compliance Awaited (If required) — Under Evaluation (If required) — Application Rejected with Reason (If required) — NOC 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):

Application Form

The screenshot shows the Common Application Form on the SilpaSathi portal. The form is titled 'Common Application Form : CAF2022000505'. It contains several sections for data entry:

- Details Of The Applicant / Licensee:** Name of Applicant / Licensee (NIC E008), Complete Registered Postal Address with PIN (700001), Mobile No. (999998888), Alternate Mobile No. (999999999), Email ID (niceoab@nic.in), Landline No. (9877898789).
- Details Of The Proposed Work:** Application Type (Installation of Tower (Telecom/Mobile)), Infrastructure Type (Overground), Area of Land or Roof-top (88), Specific Name & Nature of Work, Complete Site Address (7000002).
- Details Of The Property:** Property Type, Property Region Type, District, Police Station.

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

Property type: Public Property, Property region type: Rural, District: Kolkata, Police Station: Amhers Street Women PS

Consent given by Land/Building owner? * Yes

Name and Address of the Owner of the Land or Building with Contact No. *
Name and Address of the Owner of the Land or Building with Contact No. 987456321

Land Owner Contact No. * 989898989

Other Information

Entire time Duration for execution of the work * 58, Entire restoration work to be completed within [According to telecom guidelines Para 6.(b)(3)(iv)] * 65, Approximate amount of money (in INR) to be spent by the applicant for the restoration work to bring back the work-site to its erstwhile state * 1150

Specific measures taken to mitigate Public Inconvenience *
Test Specific measures taken to mitigate Public Inconvenience

Any other relevant matter (in the opinion of the Licensee) no

Location Map From Any Publicly Available Source (Scale 1:1000) Showing The Site With It's Latitude & Longitude

Latitude * 22.232323, Longitude * 88.898989

Save & Continue >>

Upon completion of the application process the applicant clicks on the **‘Submit’** button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

Upload Documents | Ease of doing |

Application Saved Successfully

Upload Documents - CAF2022000505

33%

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

1. Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating

2. Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant.

3. Applicant / Licensee's License / Registration Certificate granted by Central Govt.

4. For Forest / Protected Areas, the copy of NOC from State Environment & Forest Department (if applicable)

5. Location Map from any publicly available source (Scale 1:1000) showing the site with its Latitude & Longitude

6. NOC given by the Land / Building Owner

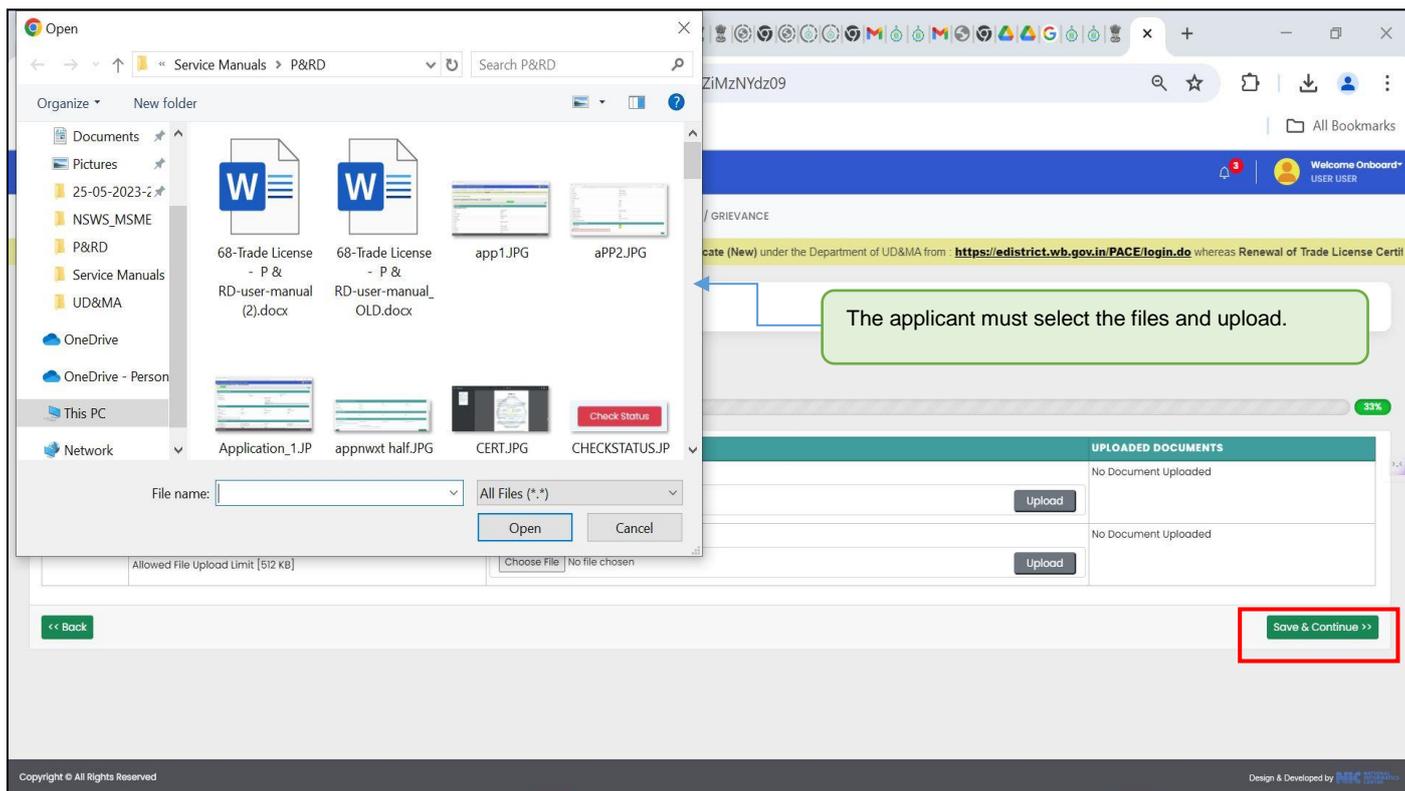
7. SACFA Clearance Certificate / SACFA application for the said location submitted

Click to continue with the application process.

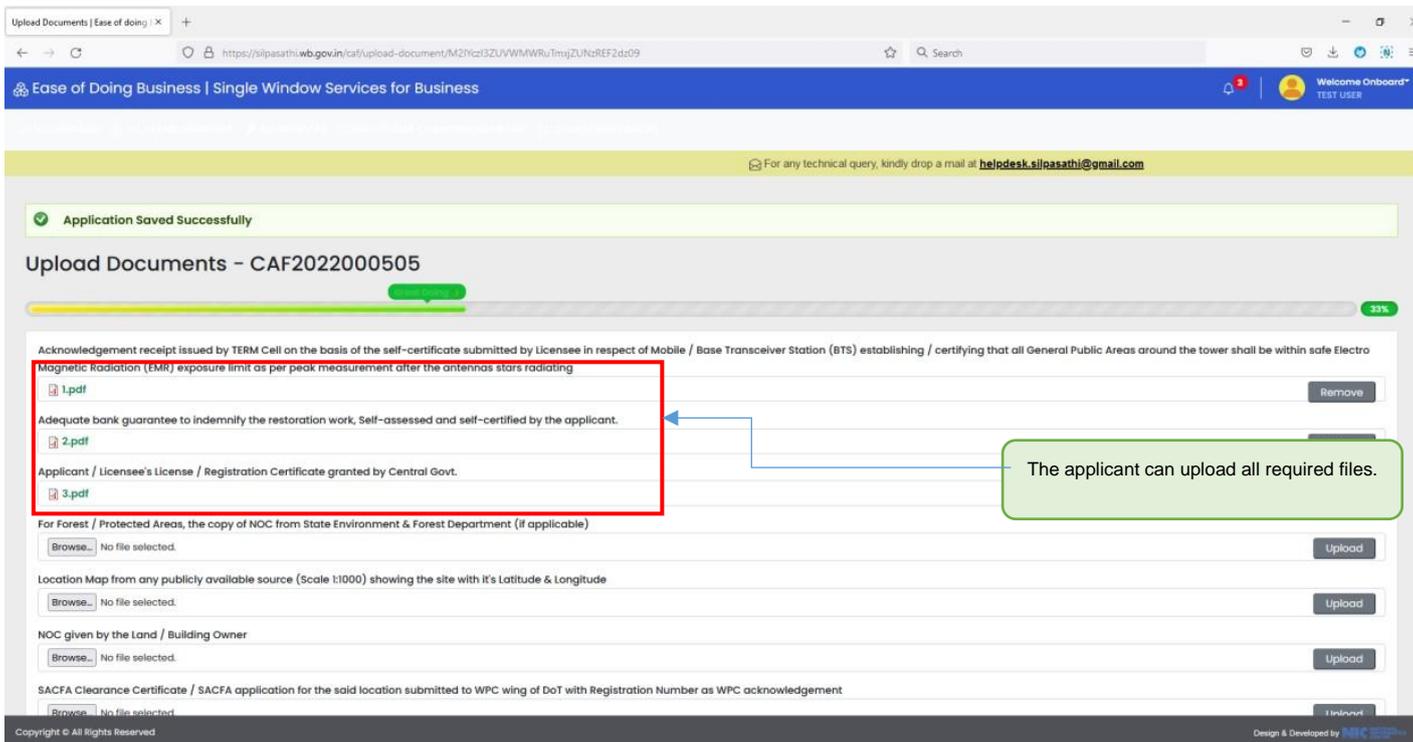
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on **‘Browse’**. Once the required file is selected, the applicant has to click on **‘Upload’** button to upload the files successfully.

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The applicant is required to upload **both the required documents** in **pdf formats** 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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Common Application Form Preview - X

https://silpasathi.wb.gov.in/caf/application-preview/M2Yvcz3ZUVVMWRuTmjZUNzREF2dz09

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Documents successfully uploaded.

Common Application Form Preview – CAF2022000505

Almost Completed 67%

PARAMETERS	INPUTS
1. Details of the Applicant / Licensee	
Name of Applicant / Licensee	NIC EODB
Complete Registered Postal Address with PIN	Complete Registered Postal Address with PIN 700001
Mobile No.	9999988888
Alternate Mobile No.	9999999999
Email ID	niceodb@nic.in
Landline No.	9877888789
2. Details of the Proposed Work	
Application Type	Installation of Tower (Telecom/Mobile)
Infrastructure Type	Overground
Specific Name & Nature of Work	Specific Name & Nature of Work
Complete Site Address	Complete Site Address 7000002
Area of Land or Roof-top	88

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Common Application Form Preview - X

https://silpasathi.wb.gov.in/caf/application-preview/M2Yvcz3ZUVVMWRuTmjZUNzREF2dz09

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3. Details of the Property

Property Type	Public Property
Property Region Type	Rural
District	kolkata
Police Station	amhers-street-women-ps
Block	
Consent given by Land/Building owner?	Yes
Name and Address of the Owner of the Land or Building with Contact No	Name and Address of the Owner of the Land or Building with Contact No. 987456321
Land Owner Contact No.	9999988888

4. Other Information

Entire time Duration for execution of the work	58
Entire restoration work to be completed within [According to telecom guidelines Para 6.(b)(3)(iv)]	65
Approximate amount of money (in INR) to be spent by the applicant for the restoration work to bring back the work-site to its erstwhile state	1150
Specific measures taken to mitigate Public Inconvenience	Test Specific measures taken to mitigate Public Inconvenience
Any other relevant matter (in the opinion of the Licensee)	no

5. Location Map from any publicly available source (Scale 1:1000) showing the site with its Latitude & Longitude

Latitude	22.232323
Longitude	88.889989

UPLOADED SUPPORTING DOCUMENTS

Applicant / Licensee's License / Registration Certificate granted by Central Govt.	View
Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishments / facilities that are General Public Areas around the tower, shall be with its scope Electr...	View

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Common Application Form Preview - X
https://silpasathi.wb.gov.in/caf/application-preview/M2Yiczi3ZUVVMMWRuTmjZUNzREF2dz09

Land Owner Contact No.	9899898989
4. Other Information	
Entire time Duration for execution of the work	58
Entire restoration work to be completed within [According to telecom guidelines Para 6.(b)(3)(iv)]	65
Approximate amount of money (in INR) to be spent by the applicant for the restoration work to bring back the work-site to its erstwhile state	1150
Specific measures taken to mitigate Public Inconvenience	Test Specific measures taken to mitigate Public Inconvenience
Any other relevant matter (in the opinion of the licensee)	no
5. Location Map from any publicly available source (Scale 1:1000) showing the site with its Latitude & Longitude	
Latitude	22.232323
Longitude	88.898989
UPLOADED SUPPORTING DOCUMENTS	
Applicant / Licensee's License / Registration Certificate granted by Central Govt.	View
Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating	View
Any Other Documents	View
Any Other Documents	View
Adequate bank guarantee to indemnify the restoration work, Self-assessed and self-certified by the applicant.	View
Acknowledgement receipt issued by TERM Cell on the basis of the self-certificate submitted by Licensee in respect of Mobile / Base Transceiver Station (BTS) establishing / certifying that all General Public Areas around the tower shall be within safe Electro Magnetic Radiation (EMR) exposure limit as per peak measurement after the antennas starts radiating	View

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

[Submit](#)

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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.

Common Application Form Preview - X
https://silpasathi.wb.gov.in/caf/submitted/OUx2dkhRDFWNzdzRY05z0M0h6UT09/M2Yiczi3ZUVVMMWRuTmjZUNzREF2dz09

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Current Status-CAF2022000505

NAME OF THE SERVICES	CURRENT STATUS	DATE
Mobile Tower approval	Application saved successfully / Fees pending	Completed
	Fees Paid	Pending
	In-Progress	Pending
	Query Raised By Field Unit (if required)	Pending
	Applicant Compliance Awaited (if required)	Pending
	Under Evaluation (if required)	Pending
	Application Rejected with Reason (if required)	Pending
	NOC issued	Pending

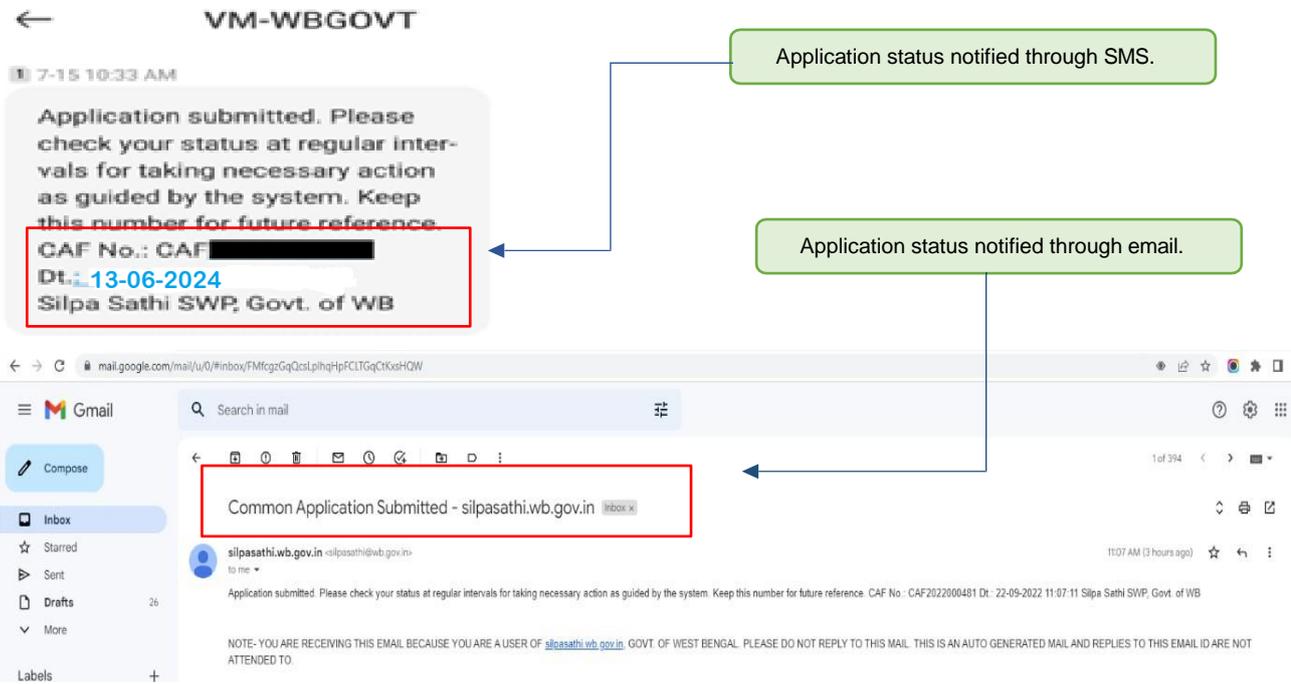
Status updated.

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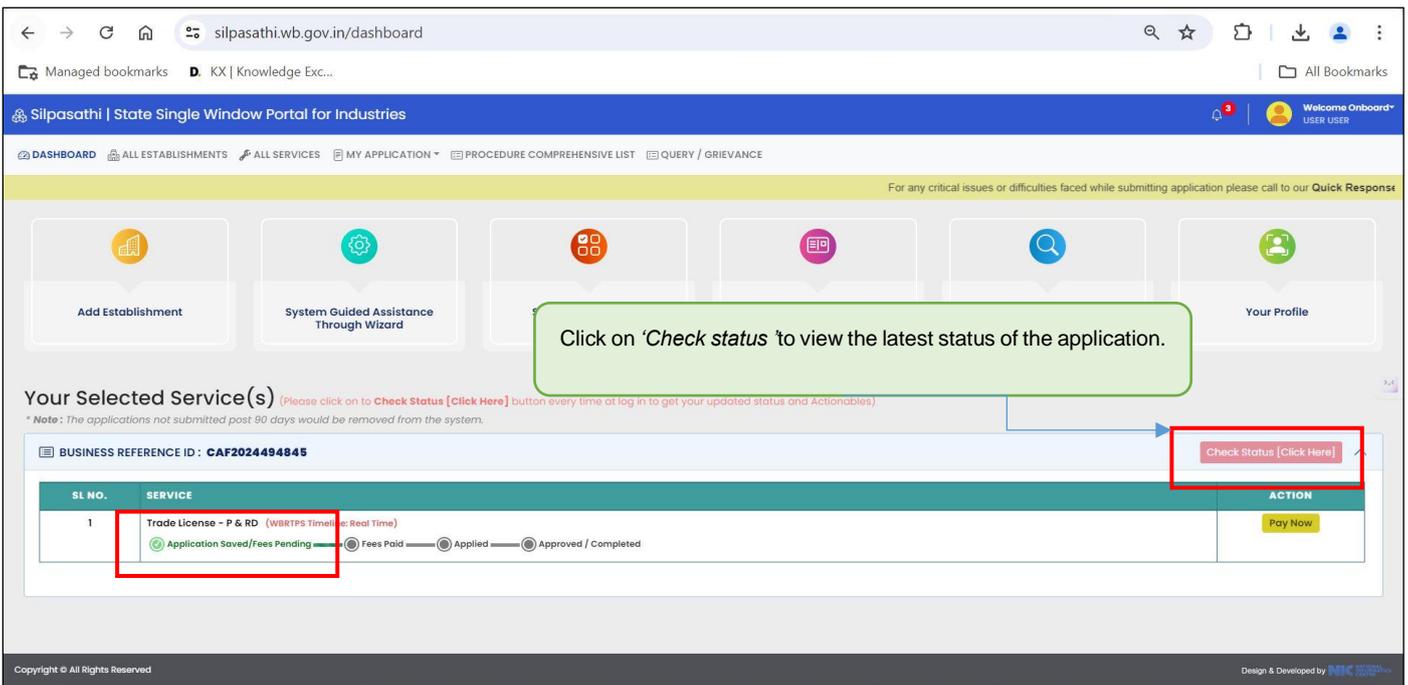
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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



2. Track Status of Application

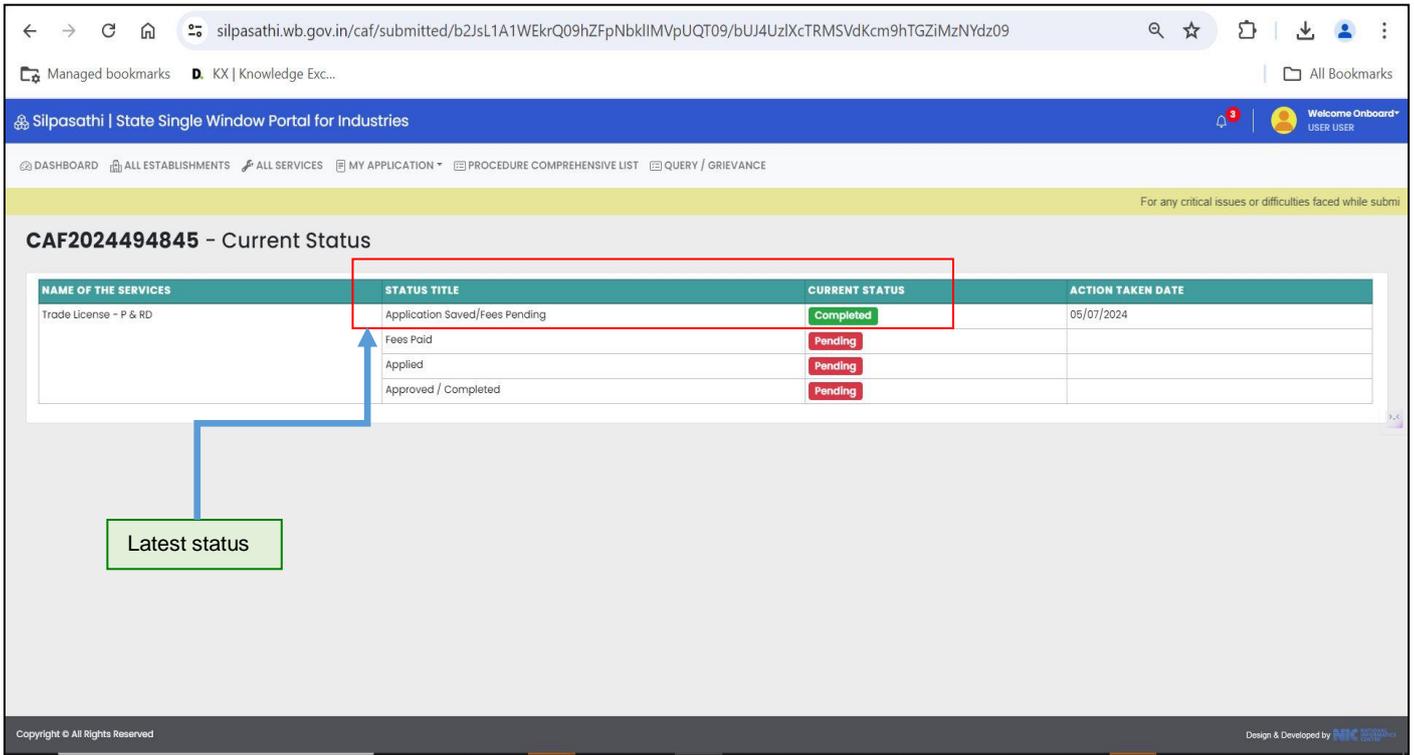
Applicant's Dashboard



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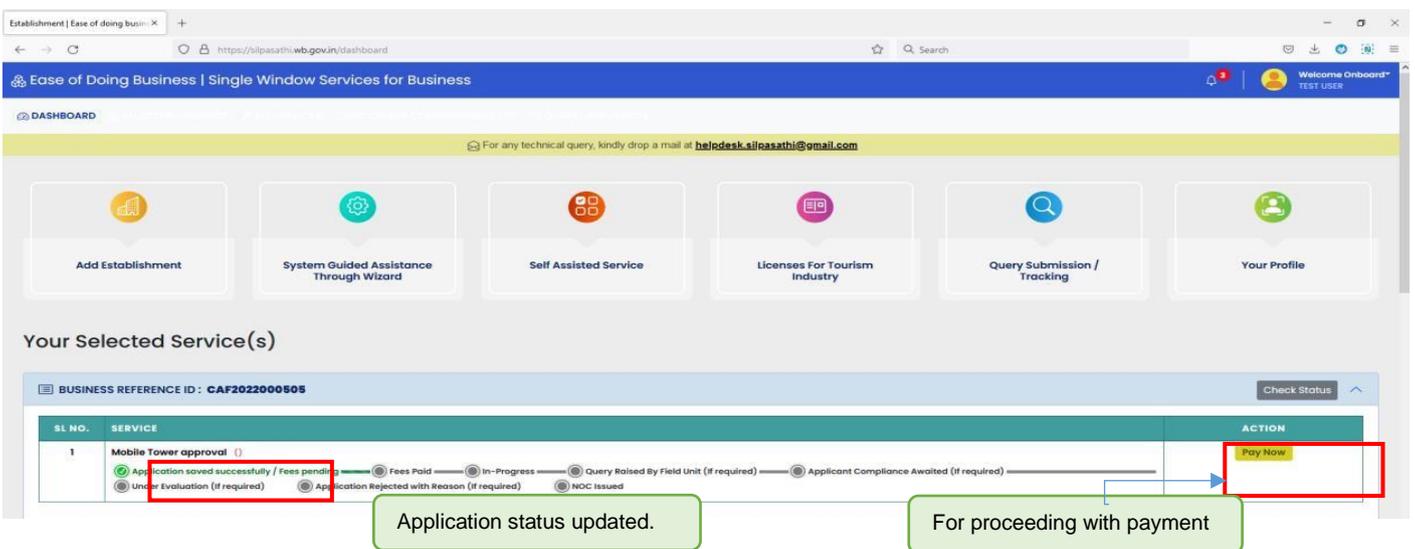
Current status appears in the Status Dashboard (Screenshot below).



3. 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 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.

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

Payments Details-CAF2022000505

Details of the depositor

Dept. Payment Reference Number	EODB2061549984804555	<i>Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.</i>
CAF Number	CAF2022000505	
Name	Test User	
Email	das22rima@gmail.com	
Mobile	7980357067	

Service wise fees details

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(Rs.)
1	Mobile Tower approval	Application Charges	1275-00-102-001-16	10000
Total				10000

[← Back](#) [Confirm Payment](#)

Click here to proceed with the payment in PayU portal.

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.

GRIPS Payment Details

https://wbifms.gov.in/GRIPS/silpaSathiEodbd

iFMS Integrated Financial Management System **GRIPS**

Finance Department Government of West Bengal

Payable amount displayed.

Details of Payment

Department:	Information Technology	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	7980357067	E-Mail:	das22rima@gmail.com
Identification No:	04630120221664357169	Payment Ref. No.:	CAF2022000505
In favour of:	WBEIDC - IT & E	Payment Mode:	NA
Period From:	28/09/2022	Period To:	28/09/2022
Total Amount[*]:	10000	Remarks:	Payment for -Mobile Tower approval

CHALLAN DETAILS

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[*]
other fees	04630120221664357169	1275-00-102-001-16	Other Communication Services Receipts from Monitoring Organization Administrative expenses for Underground Telegraph infrastructure and one-time fee for Over ground Telegraph infrastructure	10000
Total Amount: 10000				IN WORDS: TEN THOUSAND ONLY.

Select Payment Mode:

[CONFIRM](#) [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.

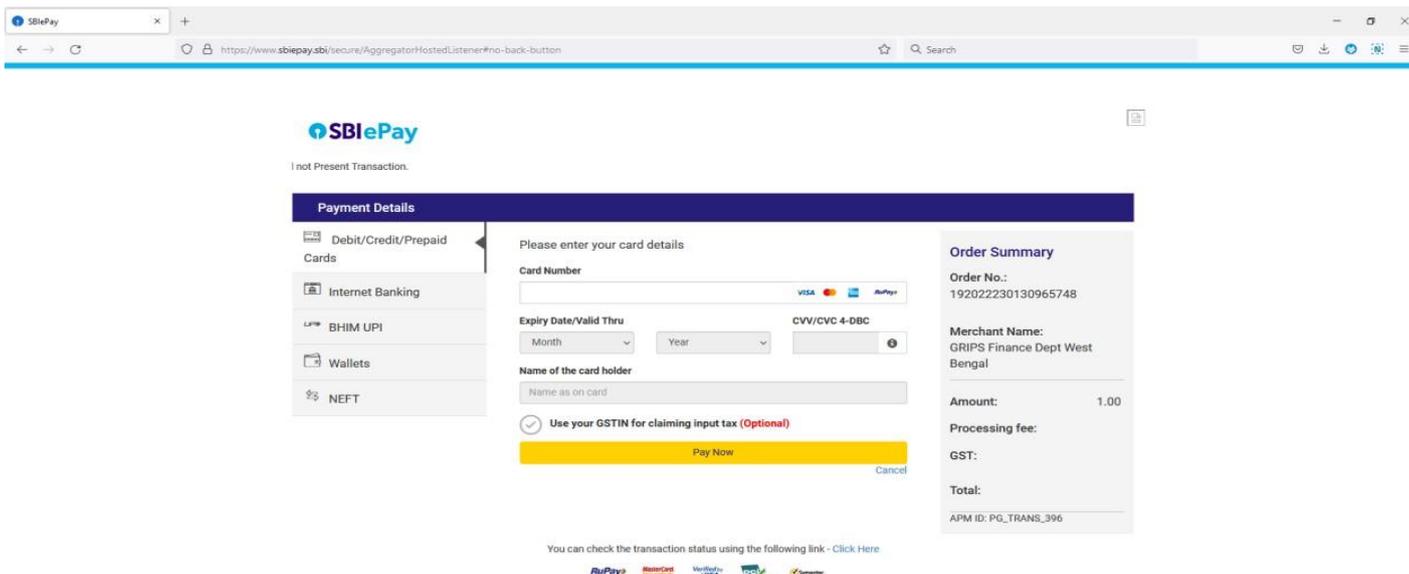
The applicant has to enter the correct details for payment transaction and proceed with the payment process.

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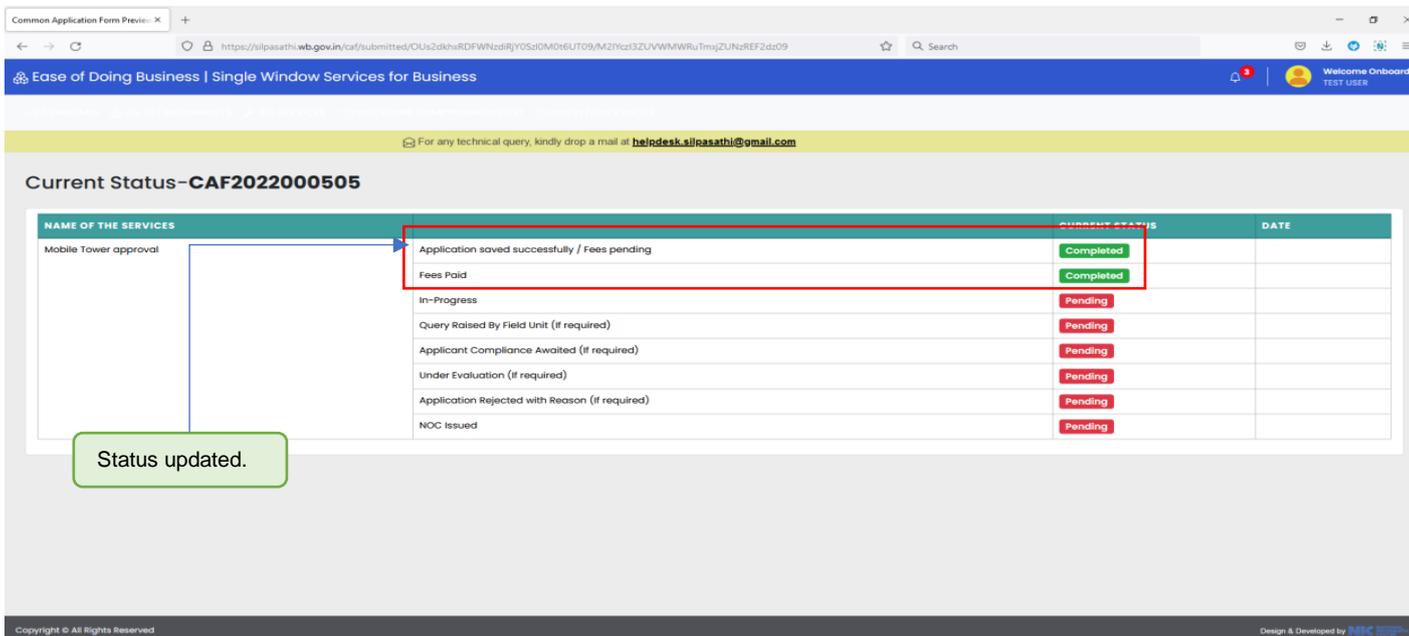
Mobile Tower Approval (WBEIDC – IT&E) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against “Fees Paid”.



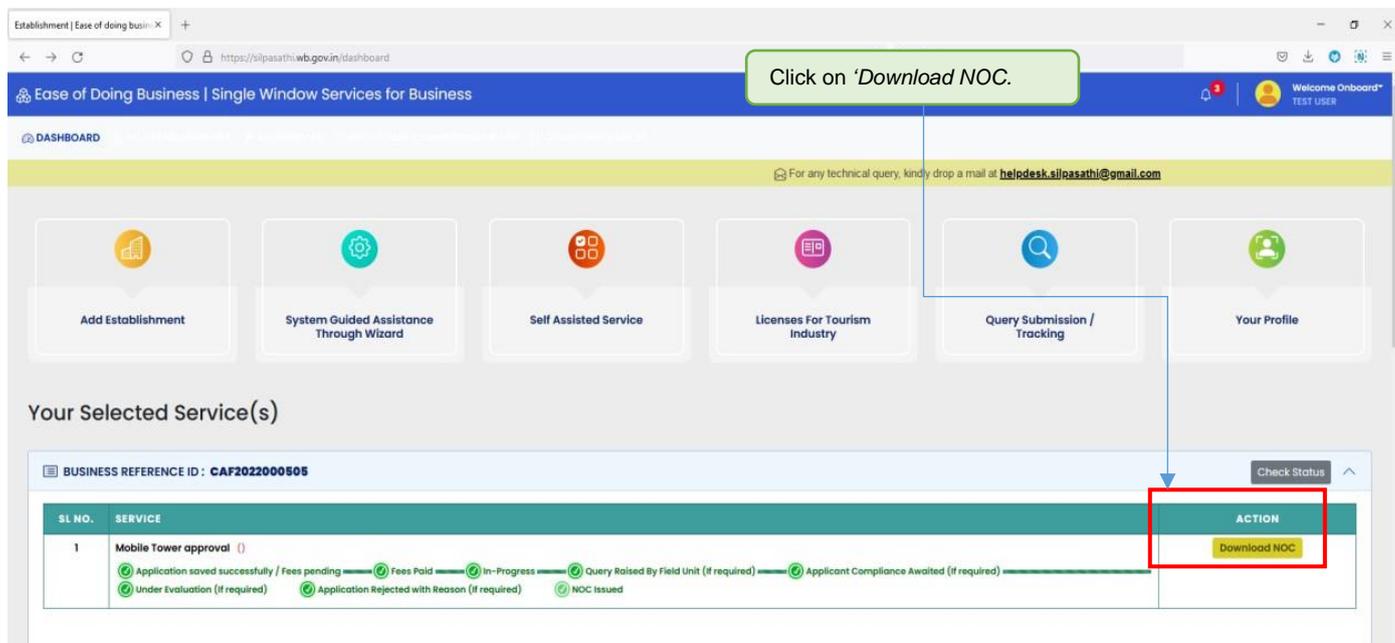
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4: Online Download of final approval certificate

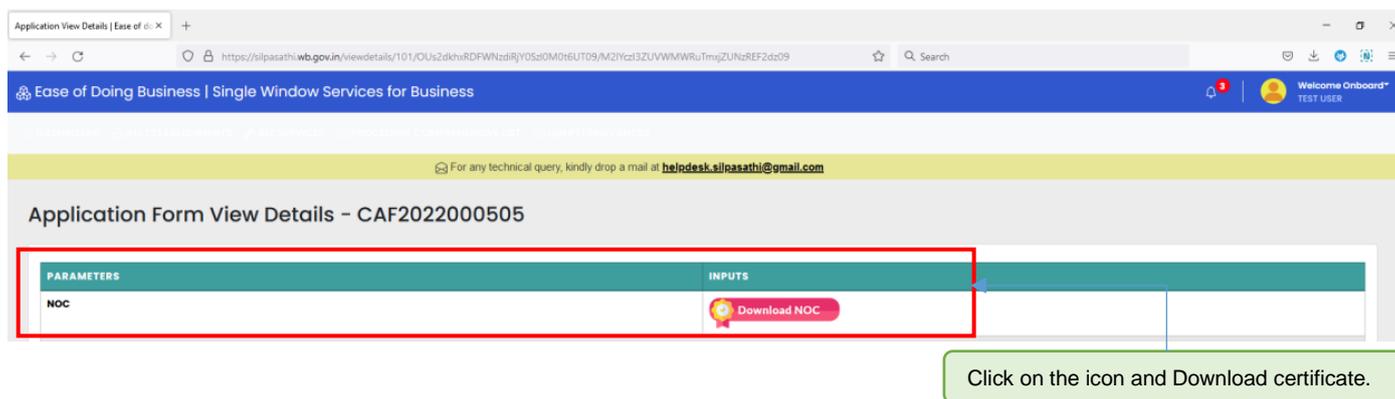
Applicant’s Dashboard

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.

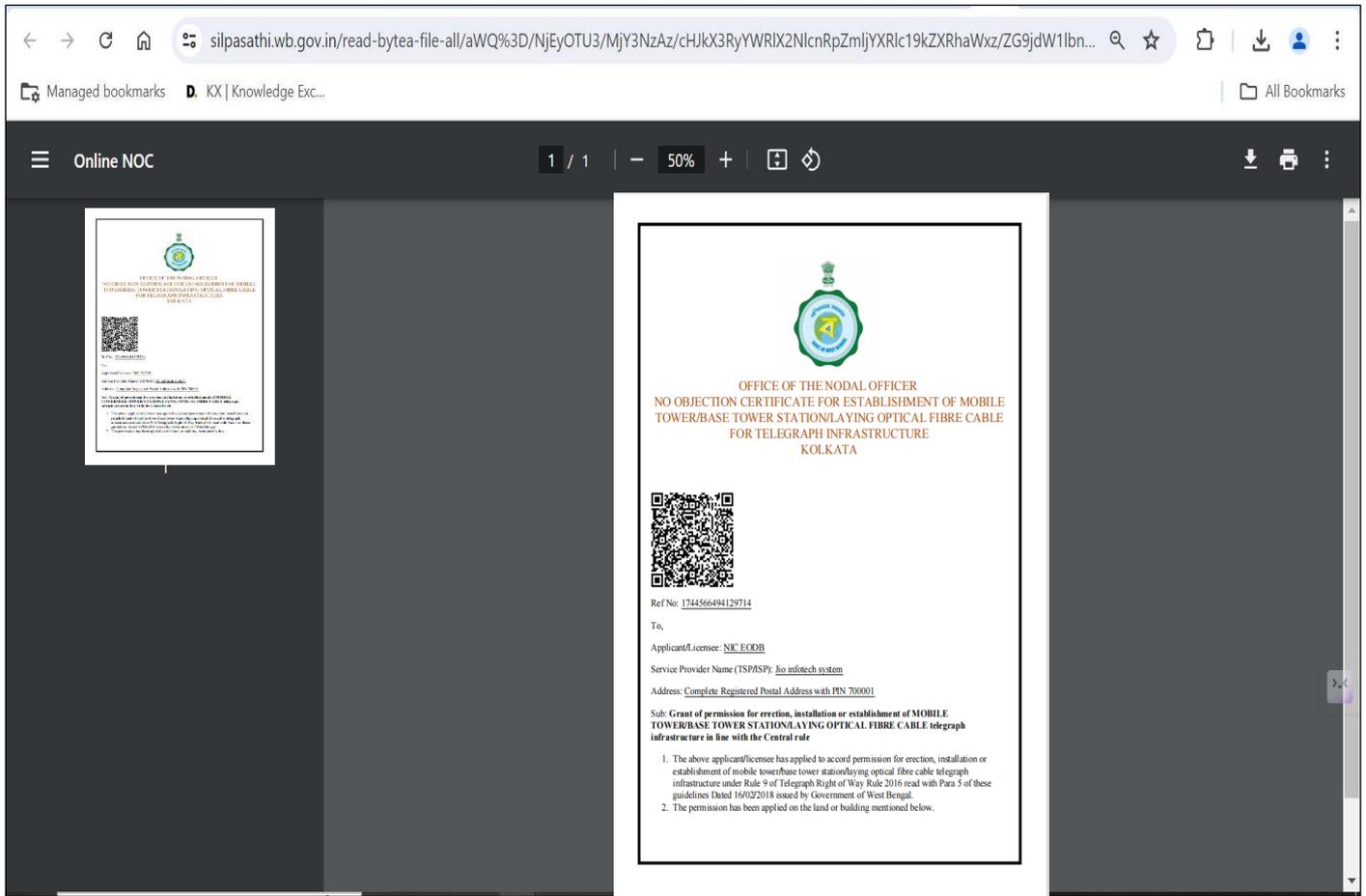
The certificate as downloaded has been illustrated in the screenshot below:



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The Final Certificate gets downloaded (Screenshot)



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One Approval certificate document has been illustrated below:



OFFICE OF THE NODAL OFFICER
NO OBJECTION CERTIFICATE FOR ESTABLISHMENT OF MOBILE
TOWER/BASE TOWER STATION/LAYING OPTICAL FIBRE CABLE
FOR TELEGRAPH INFRASTRUCTURE
KOLKATA



Ref No: 1744566494129714

To,

Applicant/Licensee: NIC EODB

Service Provider Name (TSP/ISP): Jio infotech system

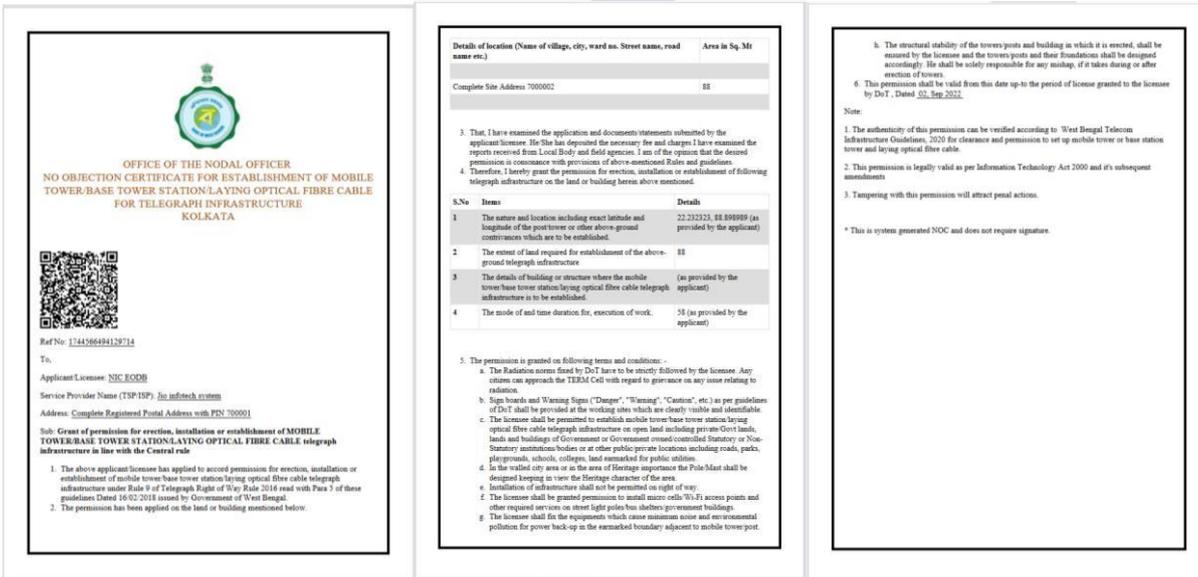
Address: Complete Registered Postal Address with PIN 700001

Sub: Grant of permission for erection, installation or establishment of MOBILE TOWER/BASE TOWER STATION/LAYING OPTICAL FIBRE CABLE telegraph infrastructure in line with the Central rule

1. The above applicant/licensee has applied to accord permission for erection, installation or establishment of mobile tower/base tower station/laying optical fibre cable telegraph infrastructure under Rule 9 of Telegraph Right of Way Rule 2016 read with Para 5 of these guidelines Dated 16/02/2018 issued by Government of West Bengal.
2. The permission has been applied on the land or building mentioned below.

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5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual’s license and registration details online check authenticity of the Certificate.

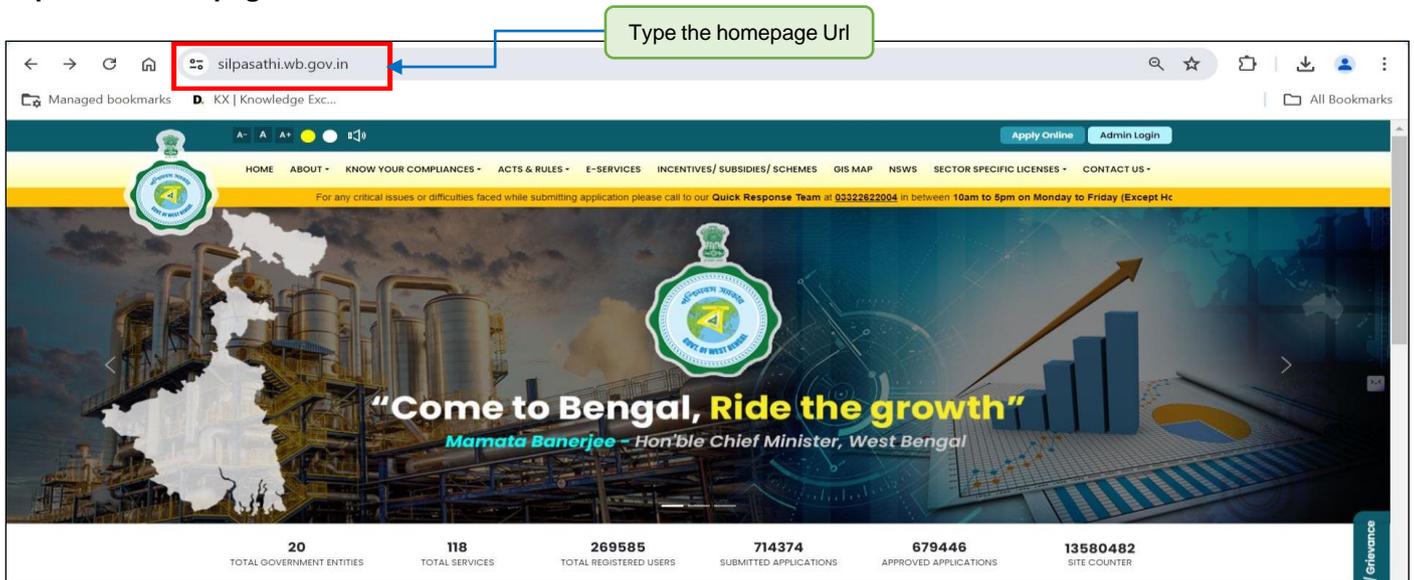
Third part verification process

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

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

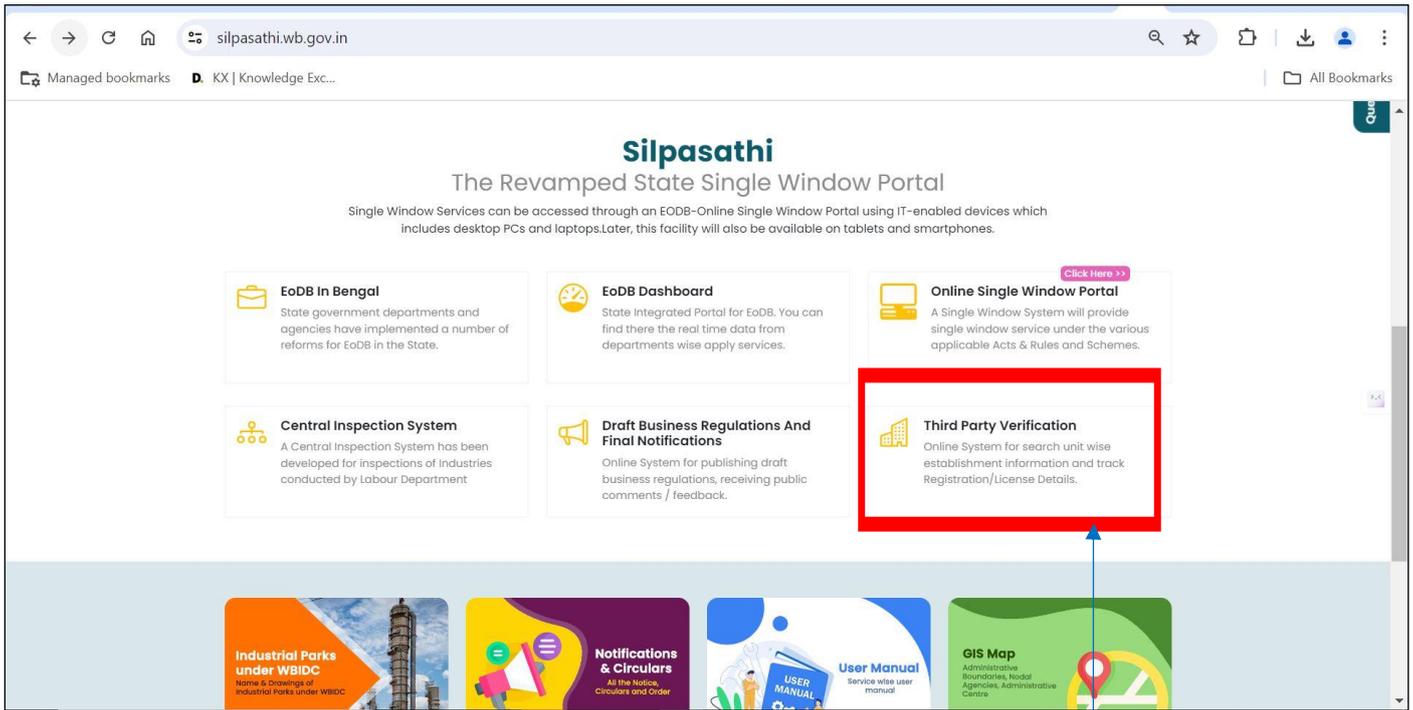
(Screenshots below):

SilpaSathi Homepage

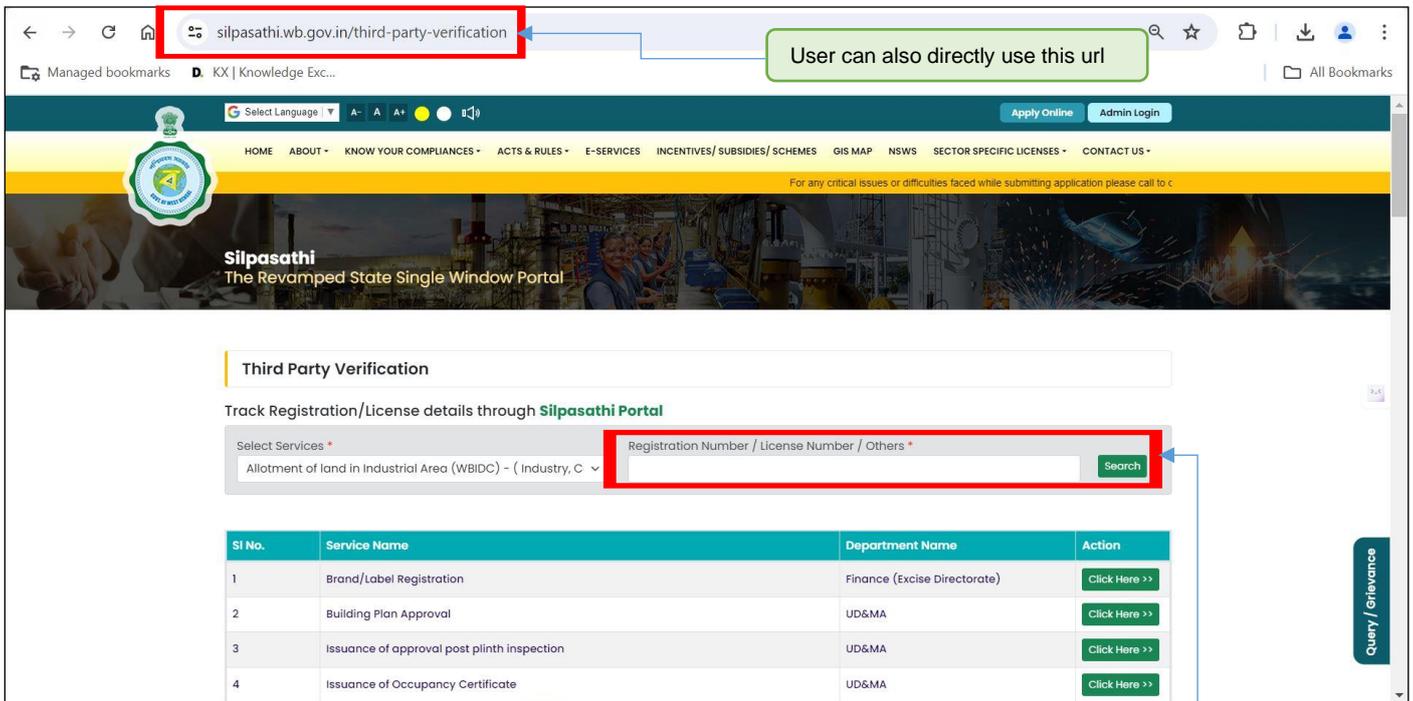


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Applicant selects the service and then enter the Certificate/ Approval number and clicks on 'Search' to view details of certificate.



Enter Registration number/ License number to view details.

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The screenshot shows the 'Track Registration/License Details' page. The search bar contains the following information:

Select Services *	Registration Number / License Number / Others *	Search
Mobile Tower approval - (WBEIDC) - (WBEIDC - IT &E)	1744566494129714	Search

A blue arrow points from the text box below to the search bar.

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

The third party can view the details as illustrated below:

The screenshot shows the search results table with the following data:

Parameter	Output
NOC ID	1744566494129714
NOC Issued Date	21-09-2022
Name of the Establishment	Jio infotech system
Location of the Factory	Complete Registered Postal Address with PIN 700001