



Labour Department:

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

User Manual

User Manual

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923**” 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

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923 aims for renewal of license for Registration of Boilers Manufactures under The Boilers Act, 1923. It aims to ensure public safety and prevent accidents by regulating the design, construction, and operation of equipment. 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.	Documents of office and works address	Any document related to address like Aadhaar card, driver's licence, passport, voter's ID, etc
2.	Documents related to experience	Document used to demonstrate experience like Experience letter, Experience certificate

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#	Documents Required	Detailed Description
3.	Upload List of Machineries	Document describing the list of machineries
4.	Upload list of manpower with documents	Document describing the manpower with documents
5.	Upload other documents	Additional documents

Timeline (WBRTPS)

Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923 has an WBRTPS timeline of 30 days till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Applicants Basic Information		
1.	Select Establishment	Select from the list of options provided if it's an organisation/owner/authorised
2.	Manufacturer Firm Name	Enter Manufacturer Firm Name
3.	Year of Establishment	Enter Year of Establishment
4.	Gender	Enter Gender
5.	Email	Enter Email
6.	Phone	Enter Phone
Address		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
Workshop Address		
1.	Select district of workshop	Select from dropdown list
2.	Select subdivision of workshop	Select any additional type
3.	Select Areatype of workshop	Select Areatype
4.	Maximum Capacity	Maximum Capacity
5.	Classification	Enter Classification
6.	Maximum Working Pressure	Enter Maximum Working Pressure

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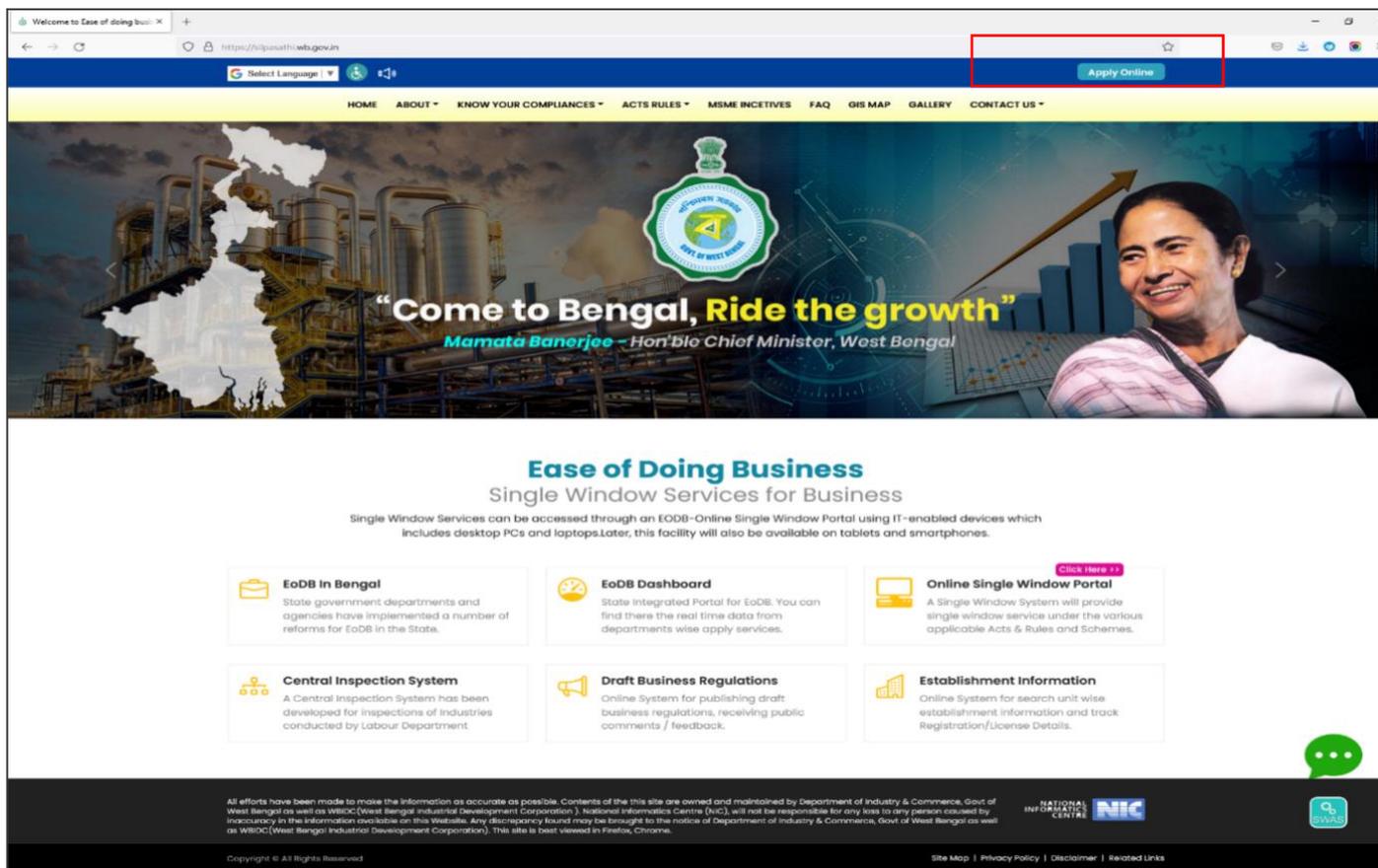
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Application Process through SilpaSathi

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.

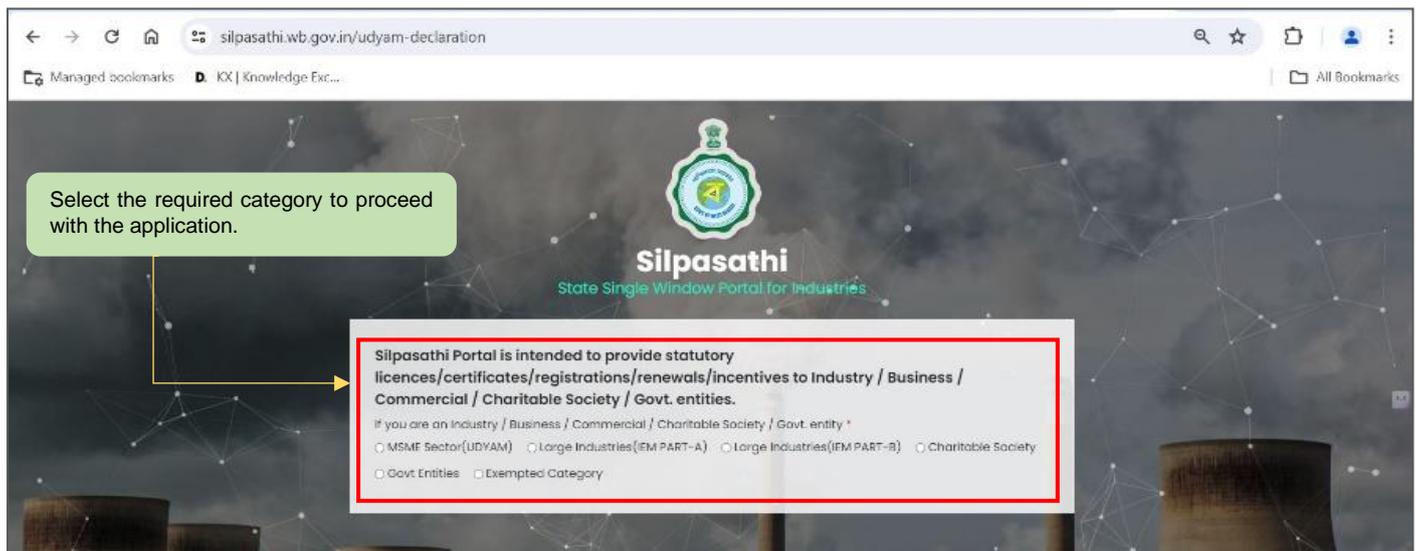


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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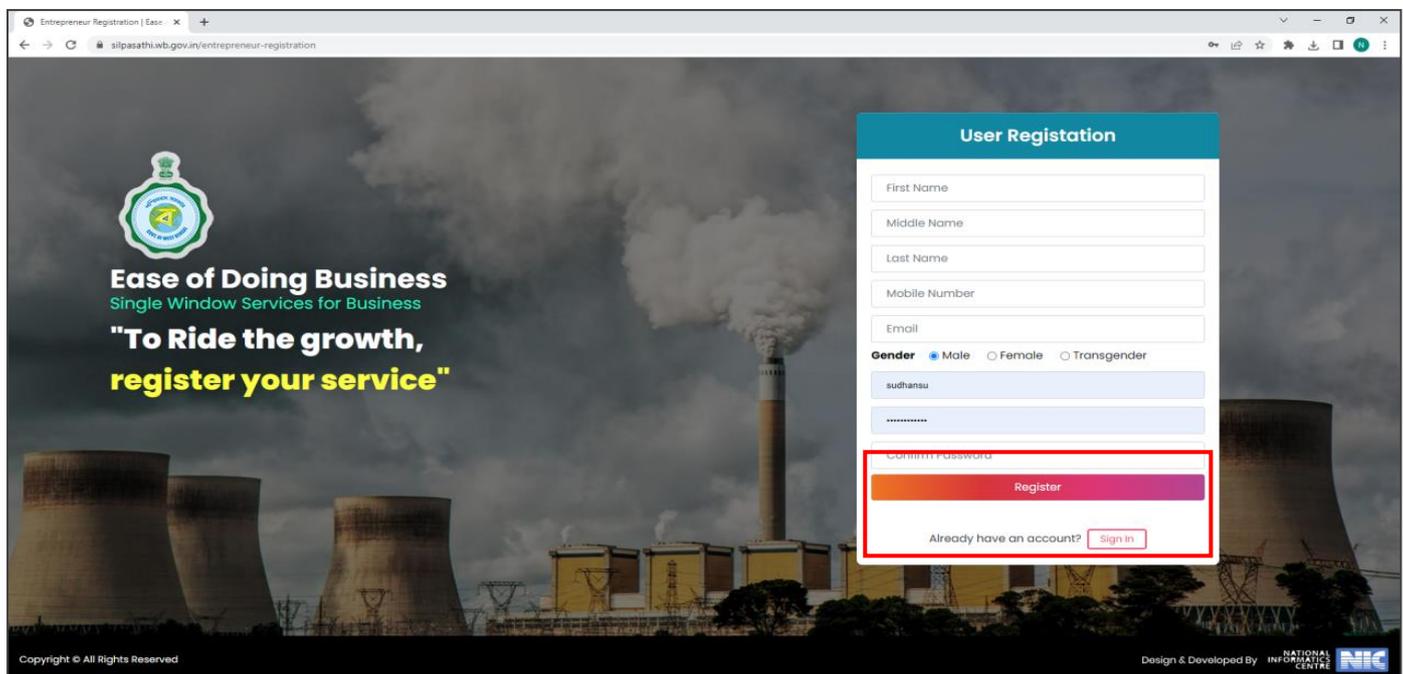
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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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.

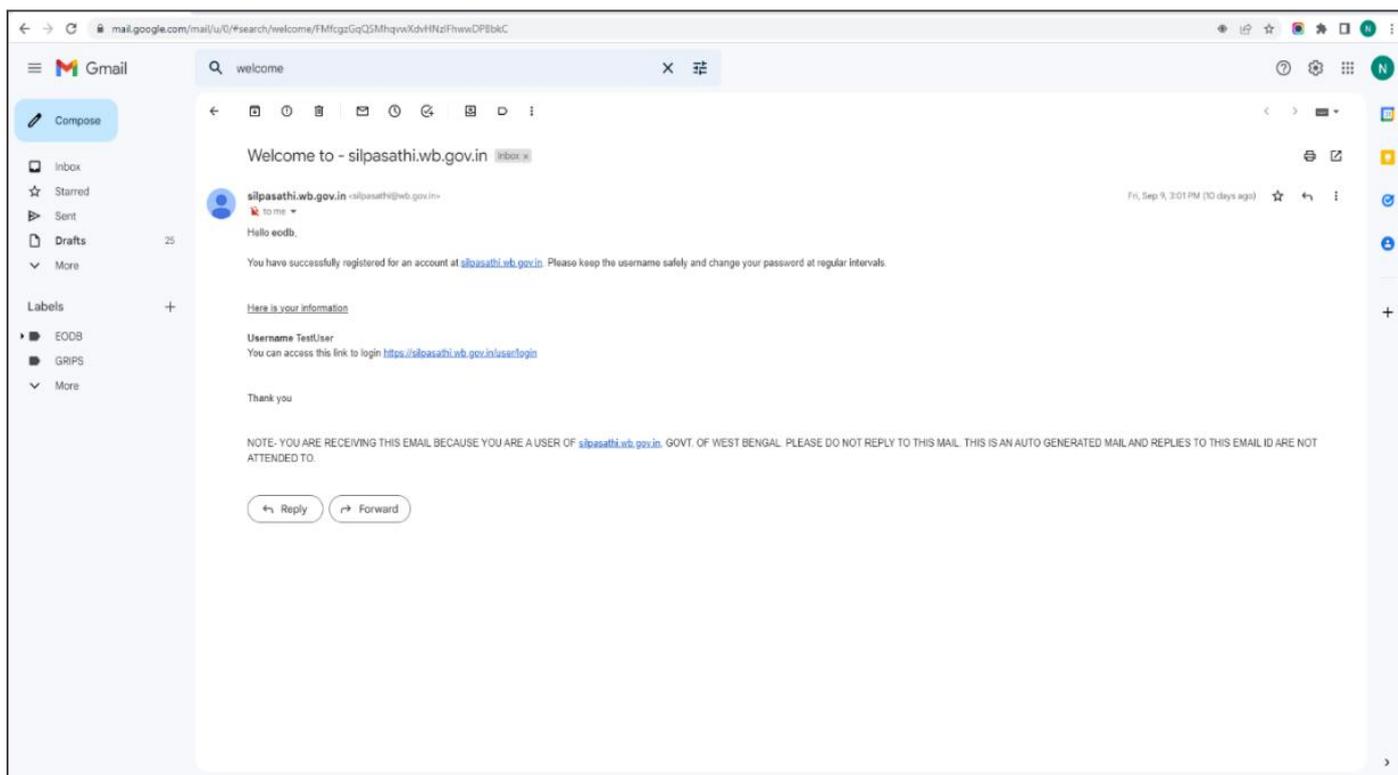


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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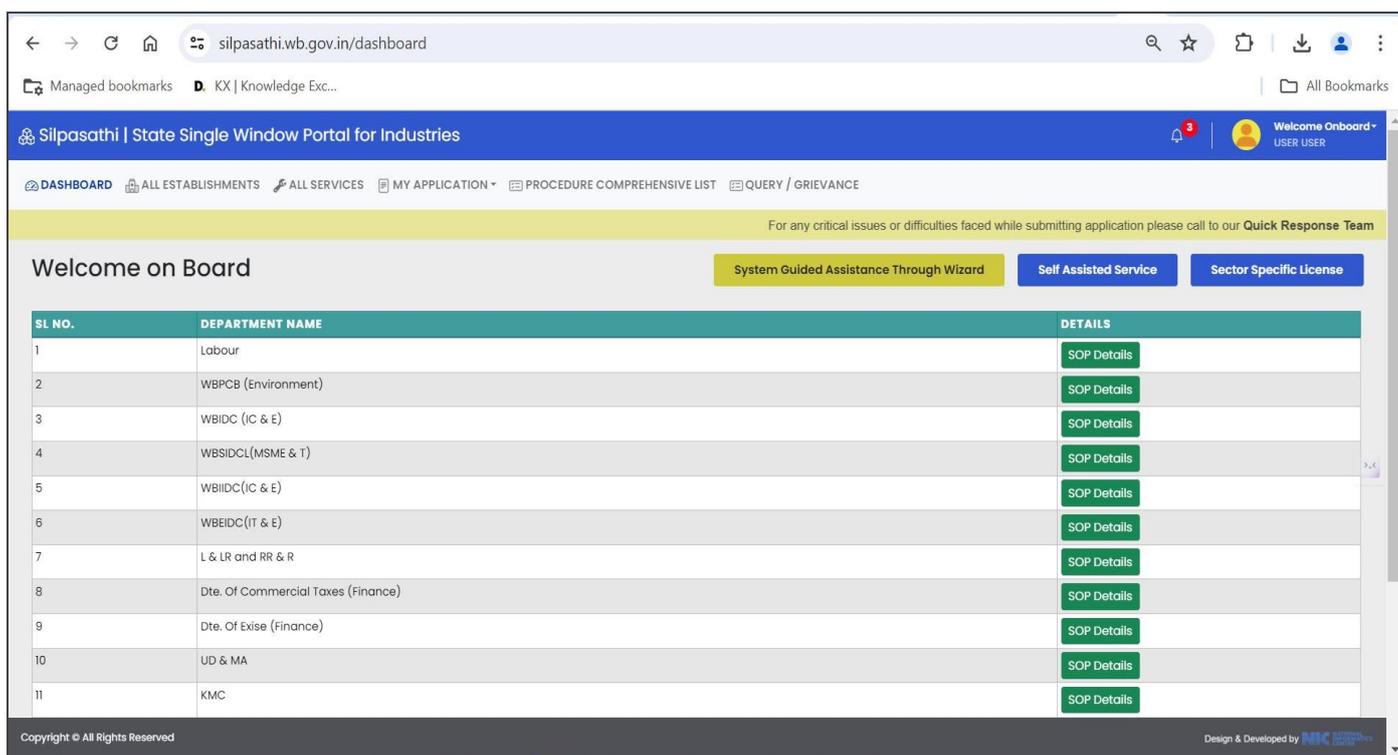
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Online Application submission

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

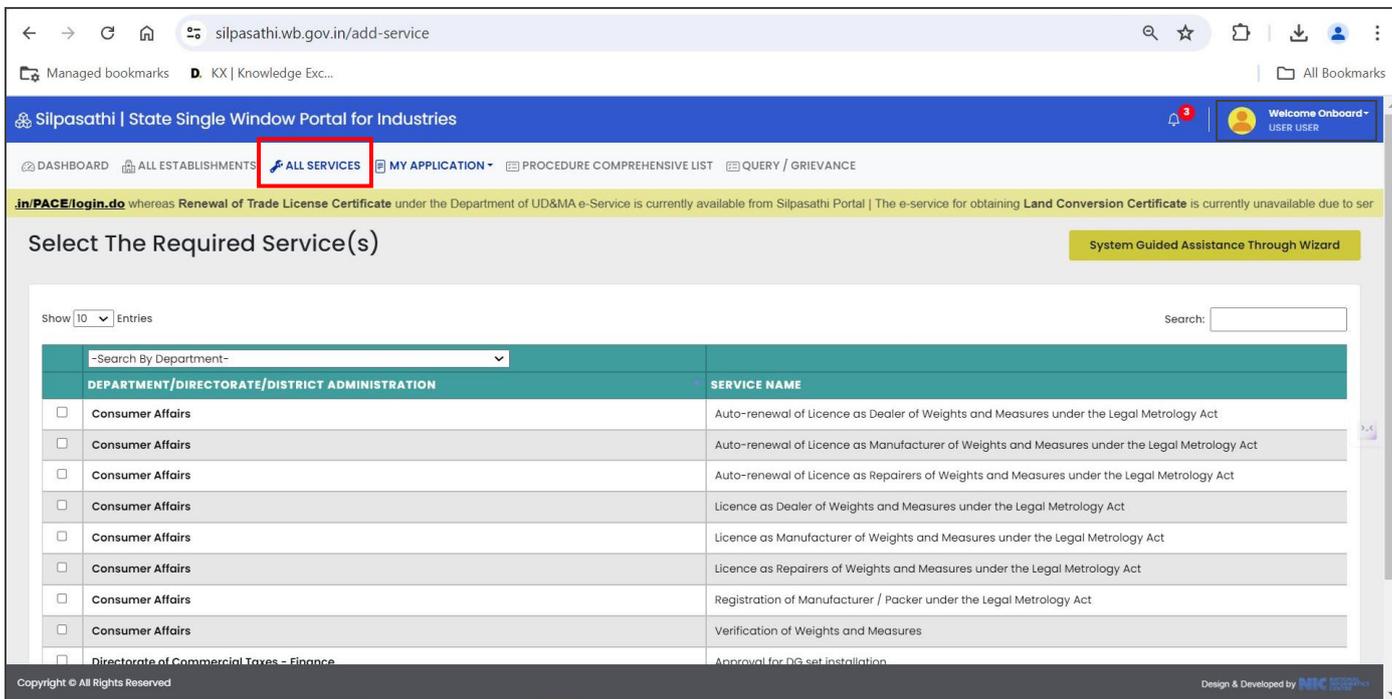


User Manual

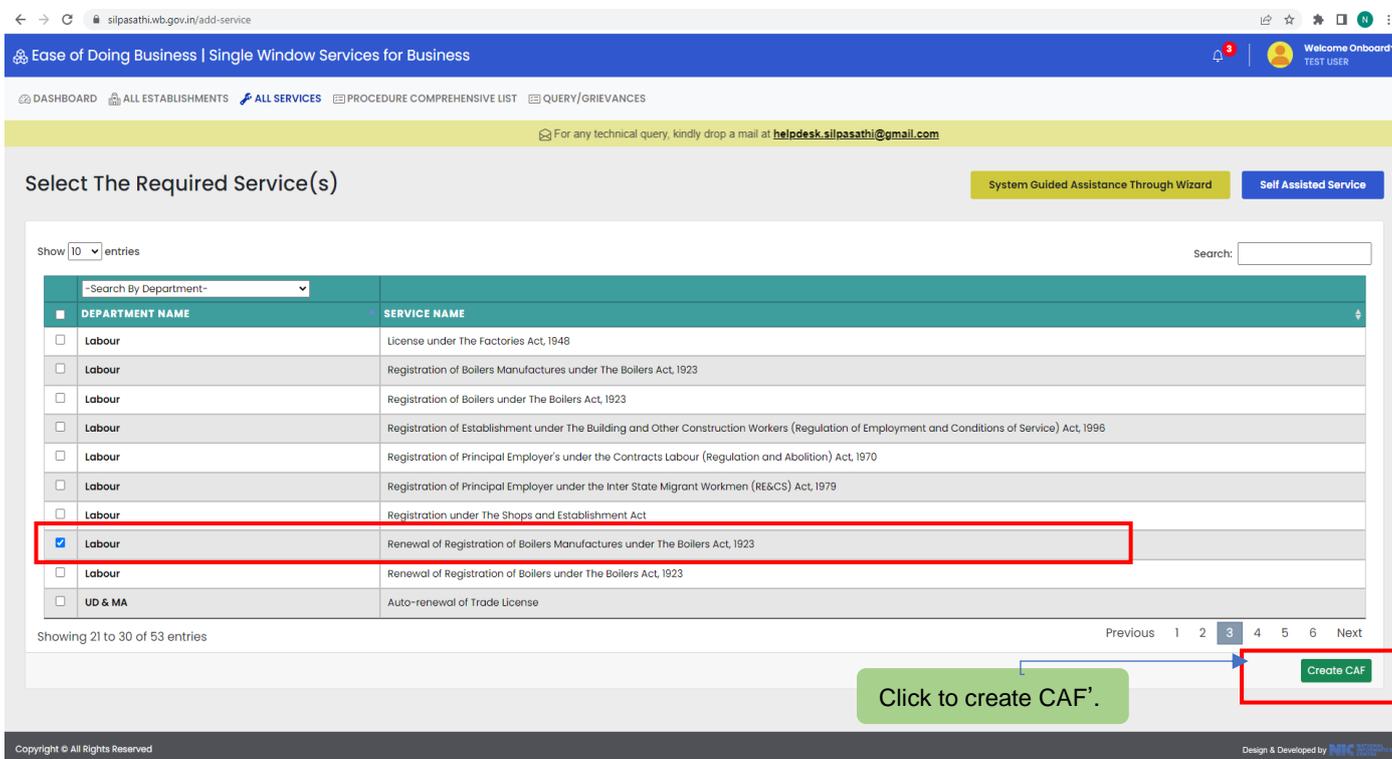
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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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 '**Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923**'



After selecting the service **Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923**, 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.

silpasathi.wb.gov.in/dashboard

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

Service Added Successfully

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Licenses For Tourism Industry

Query Submission / Tracking

Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000644

Apply Online

SL NO.	SERVICE	ACTION
1	Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923 (WBRTPS Timeline: 30 days) Basic Details Saved. Please Upload Questionnaire — Application Submitted / Forwarded to Inspector — Back for Correction (if Applicable) — Approved / Completed	

BUSINESS REFERENCE ID : CAF2022000624

Check Status

BUSINESS REFERENCE ID : CAF2022000605

Check Status

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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 applicant is required to upload Form V serial number after which the details are auto populated in the application form.

Ease of Doing Business | Single Window Services for Business

3 | Welcome Onboard*
TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Common Application Form - CAF2022000644

10%

Select Establishment *
Sample establishment name

1. Manufacturer Firm Name *
Sample establishment name

2. Year of Establishment *
2022

3. Category of Industry *
Small

Whether owner of the industry is female? *
 Male Female Transgender

Email *
test@gmail.com

Phone *
9895789789

Office Address:

Select District of Office *
Kolkata

Select Subdivision *
Kolkata

Select Areatype of Office *
Corporation

Select Area Name of Office *
Ward 9

Office Village/Premises *
Sample Address

Office Pin Code *
700009

Workshop Address

Select District of Workshop *
Alipurdwar

Select Subdivision of Workshop *
Alipurdwar

Select Areatype of Workshop *
Block

Select Area Name of Workshop *
Alipurdwar - 1

Workshop Village/Premises *
test

Workshop Pin Code *
700001

4. Classification Applied For *
 Boiler Manufacturer Components Manufacturer

4.a) Maximum Capacity (TPH): *
500

4.b) Maximum Working Pressure (kg/cm²): *
700

5. Number of qualified NDT Personnel with details of their name, educational qualification, certificate no and certificate validity date:

a) Personnel Name	b) Qualification	c) Certificate No	d) Validity Date
Personnel Name 1	Qualification 1	Certificate 1	24-10-2022
Personnel Name 2	Qualification 2	Certificate 2	25-10-2022
Personnel Name 3	Qualification 3	Certificate No 3	17-10-2022

[Add more field](#) [Remove Field](#)

6. List of qualified welders employed with copies of current certificate issued by a Competent Authority under the Indian Boiler Regulations, 1950:

a) Name	b) Certificate issued by Competent Authority
Name	Certificate issued by Competent Authority

[Add more field](#)

7. Detailed list of Technical Personnel with designation, educational qualification and relevant experience (attach copies of documents) who are permanently employed with the firm:

a) Name	b) Designation	c) Educational Qualification	d) Experience
Name	Designation	Educational	9

[Add more field](#)

8. Detailed list of design facilities available and its location within the firm:

a) Facility Name	b) Location
Facility Name	KOLKATA

[Add more field](#)

9. Details of manufacturing facilities available within the works? *
 Yes No

9. i) Give Details *
Details of manufacturing facilities available within the works

10. Details of testing facilities available within the works? *
 Yes No

10. i) Give Details *
Details of testing facilities available within the works

11. Details of R&D facilities, if any? *
 Yes No

12. Covered area available for manufacturing (sq. metre) *
500

13. Whether the firm has an internal quality control system for their own? *
 Yes No

14) Any other Relevant Information? *
 Yes No

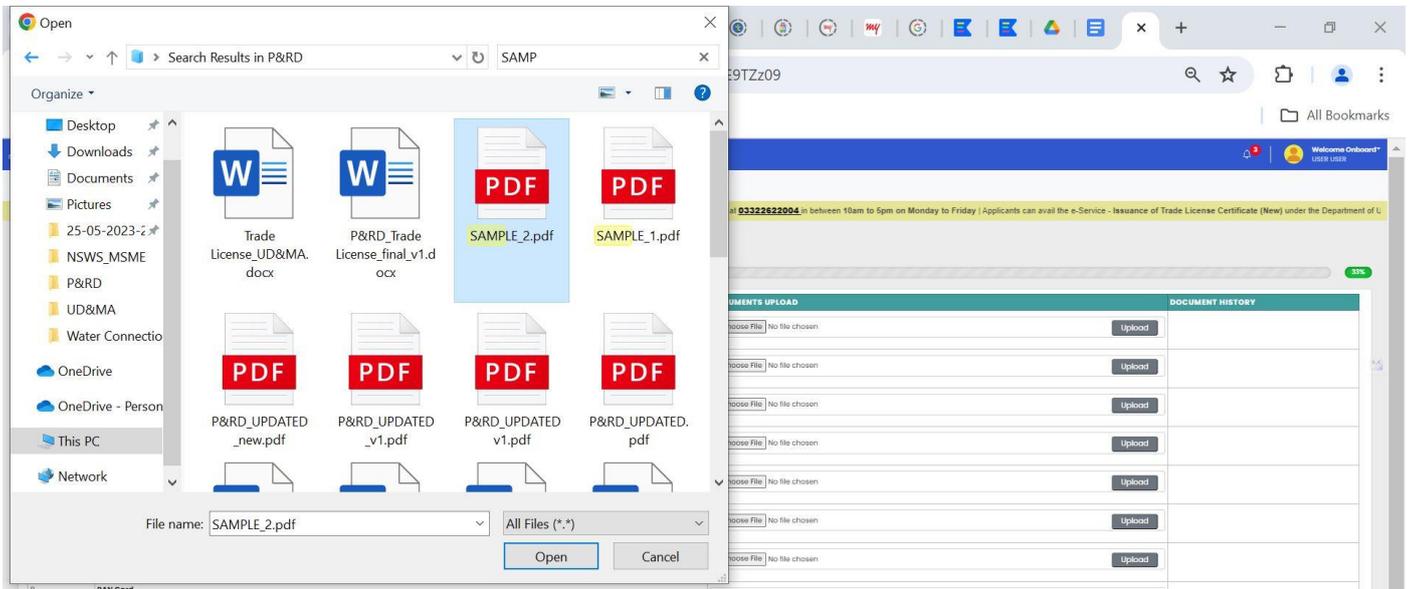
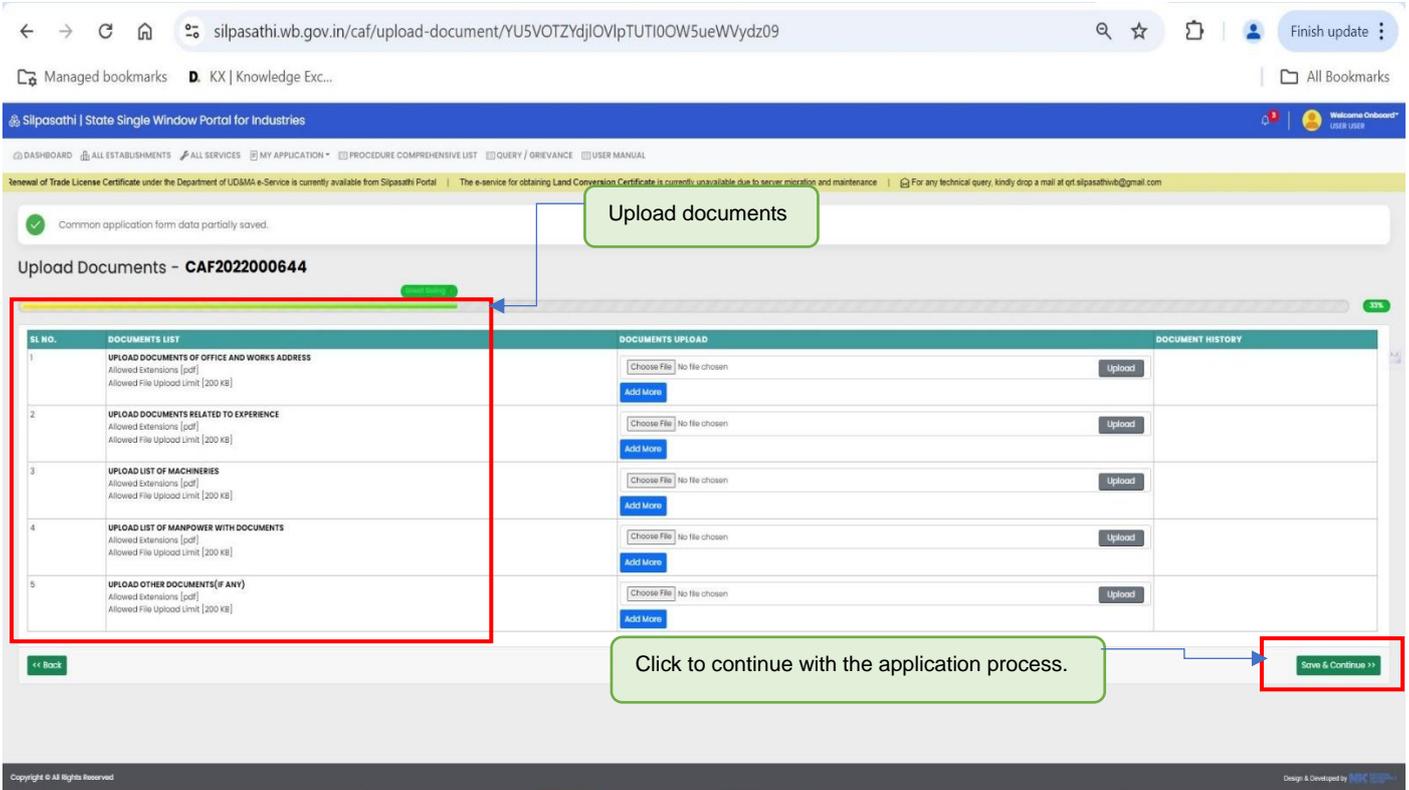
[Back](#) [Save & Continue >>](#)

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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 '**Choose File**'. Once the required file is selected, the applicant has to click on '**Upload**' button to upload the files successfully.

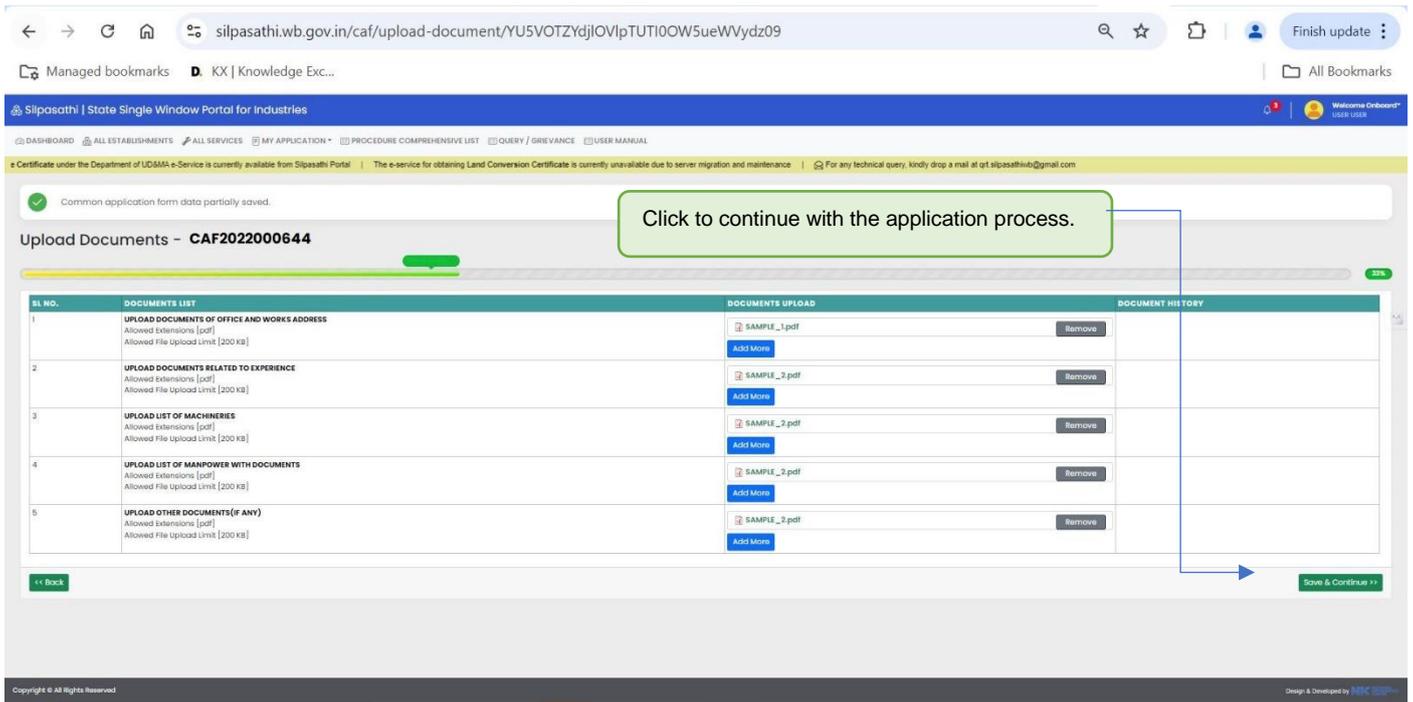


The applicant is required to upload **both the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

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The 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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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 helpline.silpasathi@gmail.com

Documents successfully uploaded.

Common Application Form Preview - CAF2022000644

Almost Completed 87%

PARAMETERS	INPUTS
Manufacturer Form Details	
1. Manufacturer Firm Name	Sample establishment name
2. Year of Establishment	2022
3. Category of Industry	small
Whether owner of the industry is female ?	Male
Office District	Kolkata
Office Subdivision	Kolkata
Office Address	Sample Address
Office PIN	700009
Workshop District	Allpurduar
Workshop Subdivision	Allpurduar
Workshop Address	test
Workshop PIN	700001
4. Classification Applied For	Boiler Manufacturer
4. a) Maximum Capacity	500
4. b) Maximum Working Pressure	700
5. Number of qualified NDT Personnel with details of their name, educational qualification, certificate no and certificate validity date	
a) Personnel Name	Personnel Name 1
b) Qualification	Qualification 1
c) Certificate No	Certificate 1
d) Validity Date	24-10-2022
a) Personnel Name	Personnel Name 2
b) Qualification	Qualification 2
c) Certificate No	Certificate 2
d) Validity Date	25-10-2022
a) Personnel Name	Personnel Name 3
b) Qualification	Qualification 3
c) Certificate No	Certificate No 3
d) Validity Date	17-10-2022
6. List of qualified welders employed with copies of current certificate issued by a Competent Authority under the Indian Boiler Regulations, 1950 :	
a) Name	Name
b) Certificate issued by Competent Authority	Certificate issued by Competent Authority
7. Detailed list of Technical Personnel with designation, educational qualification and relevant experience (attach copies of documents) who are permanently employed with the firm :	
a) Name	Name
b) Designation	Designation
c) Educational Qualification	Educational
d) Experience	9
8. Detailed list of design facilities available and its location within the firm :	
a) Facility Name	Facility Name
b) Location	KOLKATA
9. Details of manufacturing facilities available within the works ?	Yes
9. a) Details	Details of manufacturing facilities available within the works
10. Details of testing facilities available within the works ?	Yes
10. a) Details	Details of testing facilities available within the works
11. Details of R&D facilities, if any ?	No
12. Covered area available for manufacturing (sq. metre) ?	500
13. Whether the firm has an internal quality control system for their own ?	No
14. Any other Relevant information ?	No
UPLOADED SUPPORTING DOCUMENTS	
UPLOAD LIST OF MANPOWER WITH DOCUMENTS	View
UPLOAD LIST OF MACHINERIES	View
UPLOAD DOCUMENTS RELATED TO EXPERIENCE	View
UPLOAD DOCUMENTS OF OFFICE AND WORKS ADDRESS	View
UPLOAD OTHER DOCUMENTS (IF ANY)	View
<input checked="" type="checkbox"/> 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.

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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.

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

The screenshot shows the 'Current Status-CAF2022000644' page on the SilpaSathi portal. The page features a table with the following data:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Registration of Boilers Manufactures Under The Boilers Act, 1923	Basic Details Saved. Please Upload Questionnaire	Completed
	Application Submitted / Forwarded to Inspector	Pending
	Back for Correction (If Applicable)	Pending
	Approved / Completed	Pending

A red box highlights the 'Basic Details Saved. Please Upload Questionnaire' row, and a green box highlights the 'Completed' status. A blue arrow points from a green callout box 'Latest status updated.' to the 'Completed' status. The page also includes a navigation bar with 'EASE OF DOING BUSINESS | Single Window Services for Business' and a footer with '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.

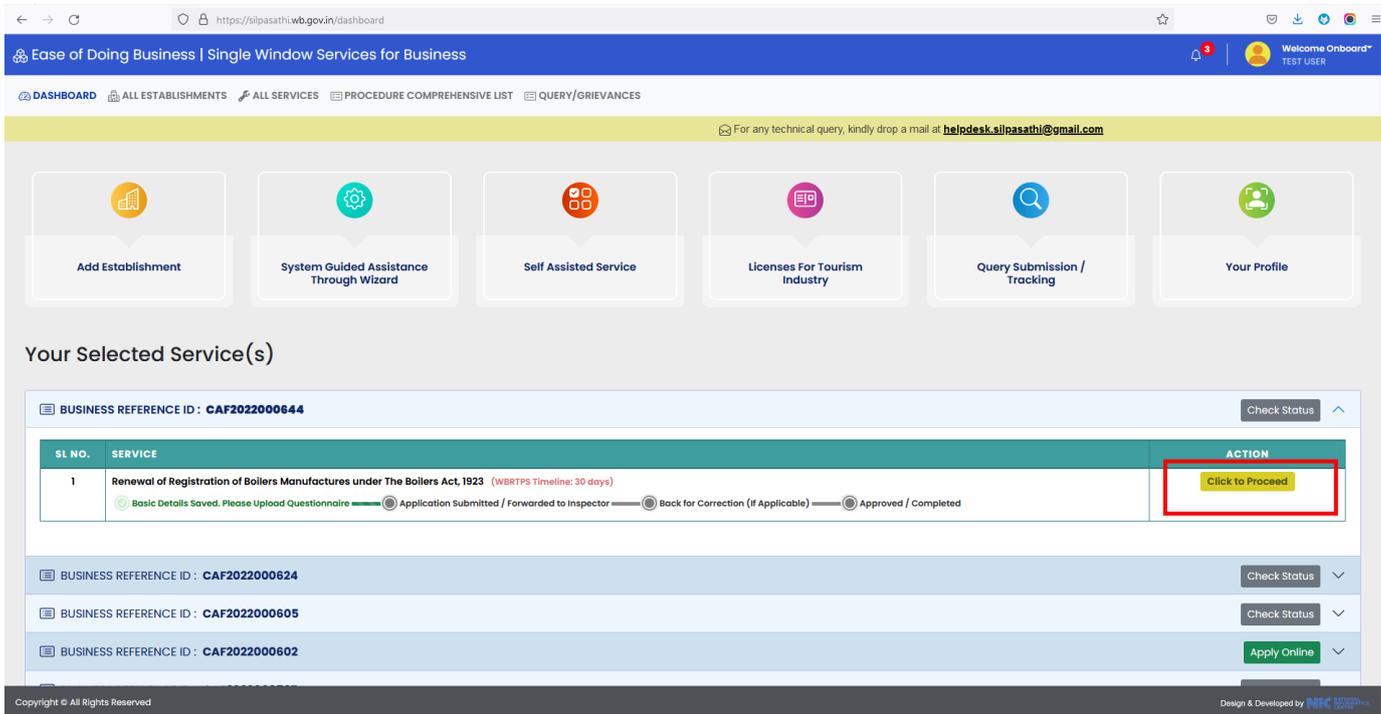
The diagram illustrates the notification process. It starts with an SMS notification: 'Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference. CAF No.: CAF2024XXXXXX Dt.: 22-07-2024 14:03:05 - Silpa Sathi SWP, Govt. of WB'. A green callout box 'Application status notified through SMS.' points to this message. Below it, an email notification is shown: 'Common Application Submitted - silpasathi.wb.gov.in'. The email content includes: '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'. A green callout box 'Application status notified through email.' points to this email. Arrows indicate the flow from the SMS notification to the email notification.

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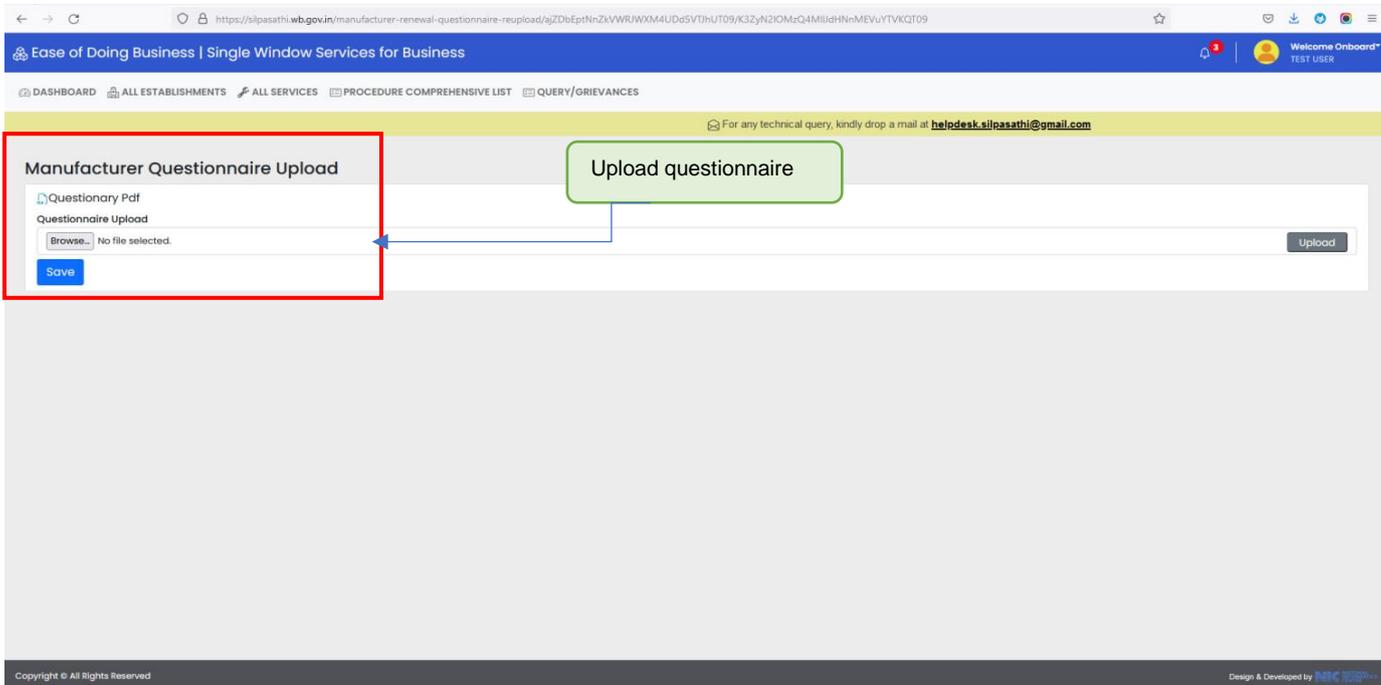
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The applicant has to click on 'Click to Proceed' and upload the questionnaire as described in the screenshots below.



The applicant has to click on 'Choose File' and upload the required questionnaire.



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MANUFACTURER FORM

Questionnaire form for Manufacturer / Component Manufacturer of boilers / economizer / steam lines / feed water lines

1. (a) Registered name of the firm and its permanent address: Sample establishment name
(b) Address of the office: Kolkata, Kolkata, Sample Address, 700009
(c) Address of the workshop: Alipurdhar, Alipurdhar, test, 700001

2. Year of establishment: 2022

3. Applied for : Boiler Manufacturer

(a) Boiler Manufacturer:
i) Maximum capacity: 500
ii) Maximum working pressure: 700

4. Number of qualified NDT Personnel with details of their name, educational qualification, certificate no and certificate validity date :

Personnel Name	Qualification	Certificate No	Validity Date
Personnel Name 1	Qualification 1	Certificate 1	2022-10-24
Personnel Name 2	Qualification 2	Certificate 2	2022-10-24
Personnel Name 3	Qualification 3	Certificate No 3	2022-10-17

5. List of qualified welders employed with copies of current certificate issued by a Competent Authority under the Indian Boiler Regulations, 1950 :

Name	Certificate issued by Competent Authority
Name	Certificate issued by Competent Authority

6. Detailed list of Technical Personnel with designation, educational qualification and relevant experience (attach copies of documents) who are permanently employed with the firm :

Name	Designation	Educational Qualification	Experience
Name	Designation	Educational	9

7. Detailed list of design facilities available and its location within the firm :

Facility Name	Location
Facility Name	KOLKATA

8. Covered area available for manufacturing (sq. metre) ? 500

9. Manufacturing facilities available within the works ? YES

8. Covered area available for manufacturing (sq. metre)? 500

9. Manufacturing facilities available within the works ? YES
Details : Details of manufacturing facilities available within the works

10. Testing facilities available within the works ? YES
Details : Details of testing facilities available within the works

11. R&D facilities, if any ? No

12. Whether the firm has an internal quality control system for their own ? No

13. Any other Relevant Information ? No

Date _____
Place _____

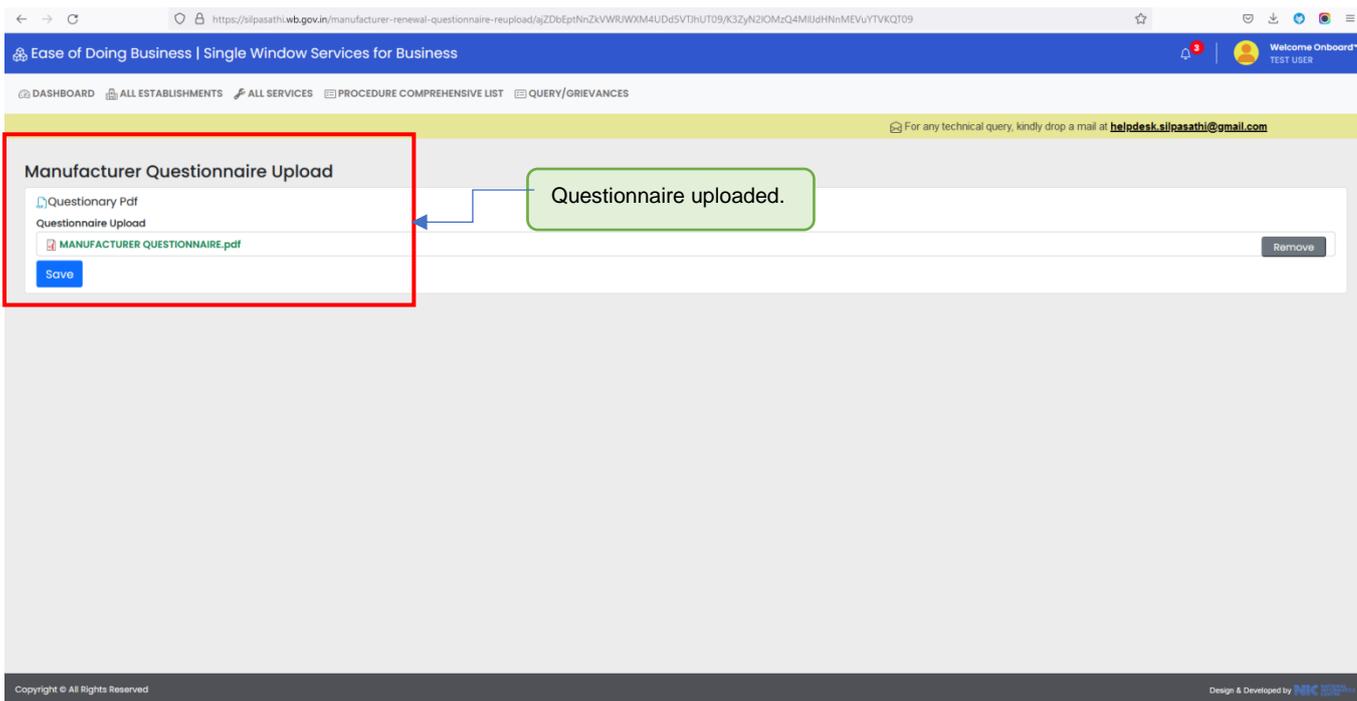
Name & Signature of the authorized signatory of the firm with stamp

[N.B: Sign here with Digital Signature or Fill up this Form on line, download this filled up form, Sign physically and upload it in the form no 5 of the Upload Document Field]

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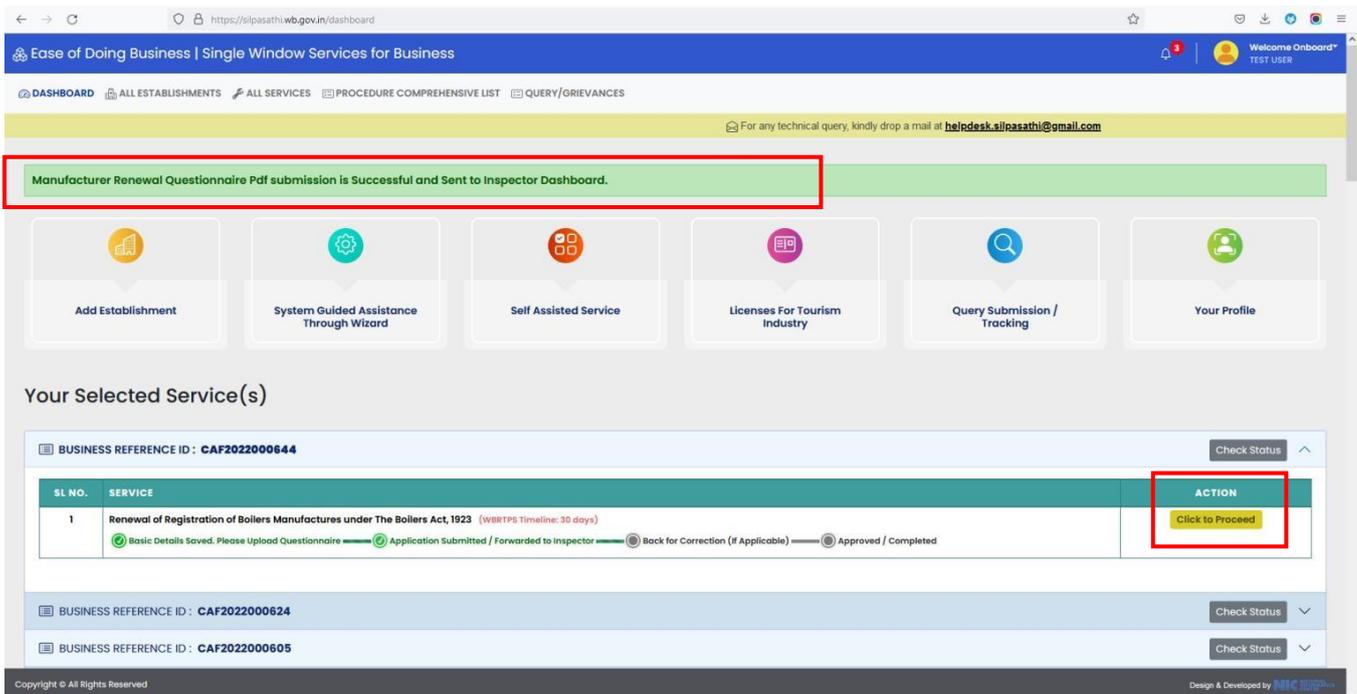
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After successful uploading of questionnaire, the applicant can move to the dashboard and proceed with the remaining procedure. The questionnaire is being forwarded to the Inspector.

The applicant shall click on 'Click to Proceed'. Applicant will be redirected to the 'View details' page where they can download the Form I.



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PARAMETERS	INPUTS
Manufacturer Form Details	
1. Manufacturer Firm Name	Sample establishment name
2. Year of Establishment	2022
3. Category of Industry	small
Whether owner of the industry is female?	Male
Office District	Kolkata
Office Subdivision	Kolkata
Office Address	Sample Address
Office PIN	700009
Workshop District	Alipurduar
Workshop Subdivision	Alipurduar

Form I
[see rule 4]

ACKNOWLEDGEMENT

From,
Name : Sri Subrata Ghosh
Designation : Deputy Director of Boilers, W.B.
(The designated Officer / Authorised Officer)

To,
Sample establishment name,
Village/Premises - test,
District- Alipurduar,
Pin - 700001
(Name and Address Of The Applicant)
Sub: The West Bengal Right to Public Services Act, 2013 - Acknowledgement of application
Ref: Your application dated 11/10/2022

I hereby acknowledge your application cited. Due date of service to be provided is _____

OR

The following defects in the application may be rectified,urgently : (Specify defects,if any)

Documents not submitted.

Place: _____ Yours faithfully
Date: 11-10-2022 Designated Officer / Authorised Officer
(Office Seal)

2. Online Payment of fees

The applicant is not required to pay any fees in the application process.

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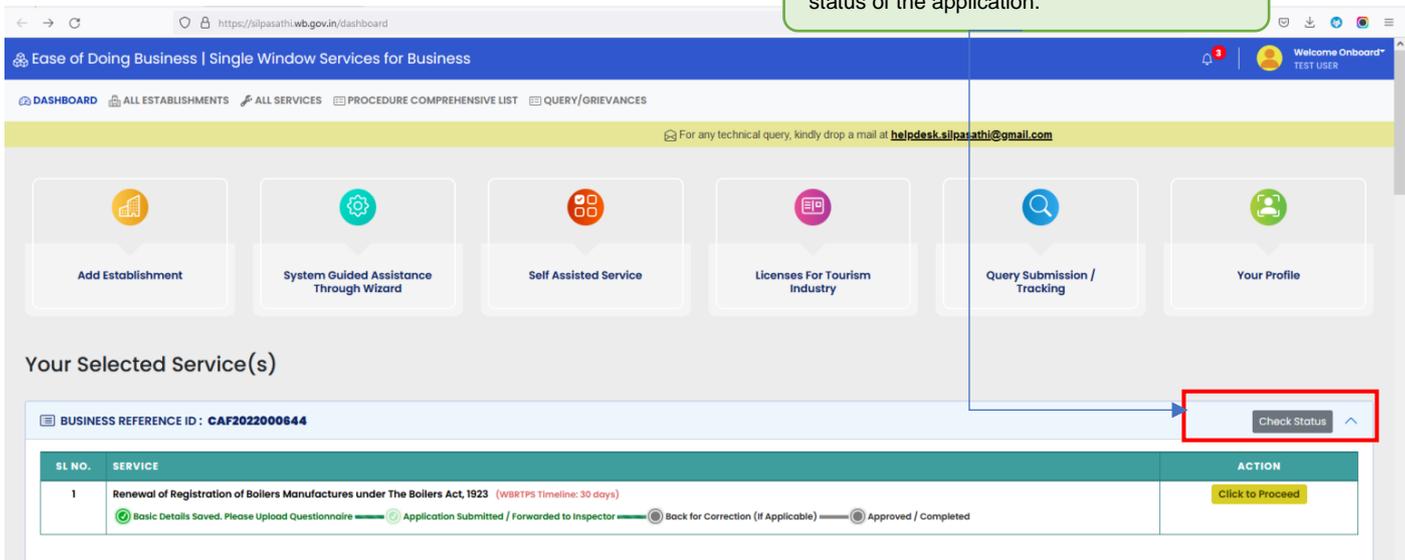
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

3. Track Status of Application

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

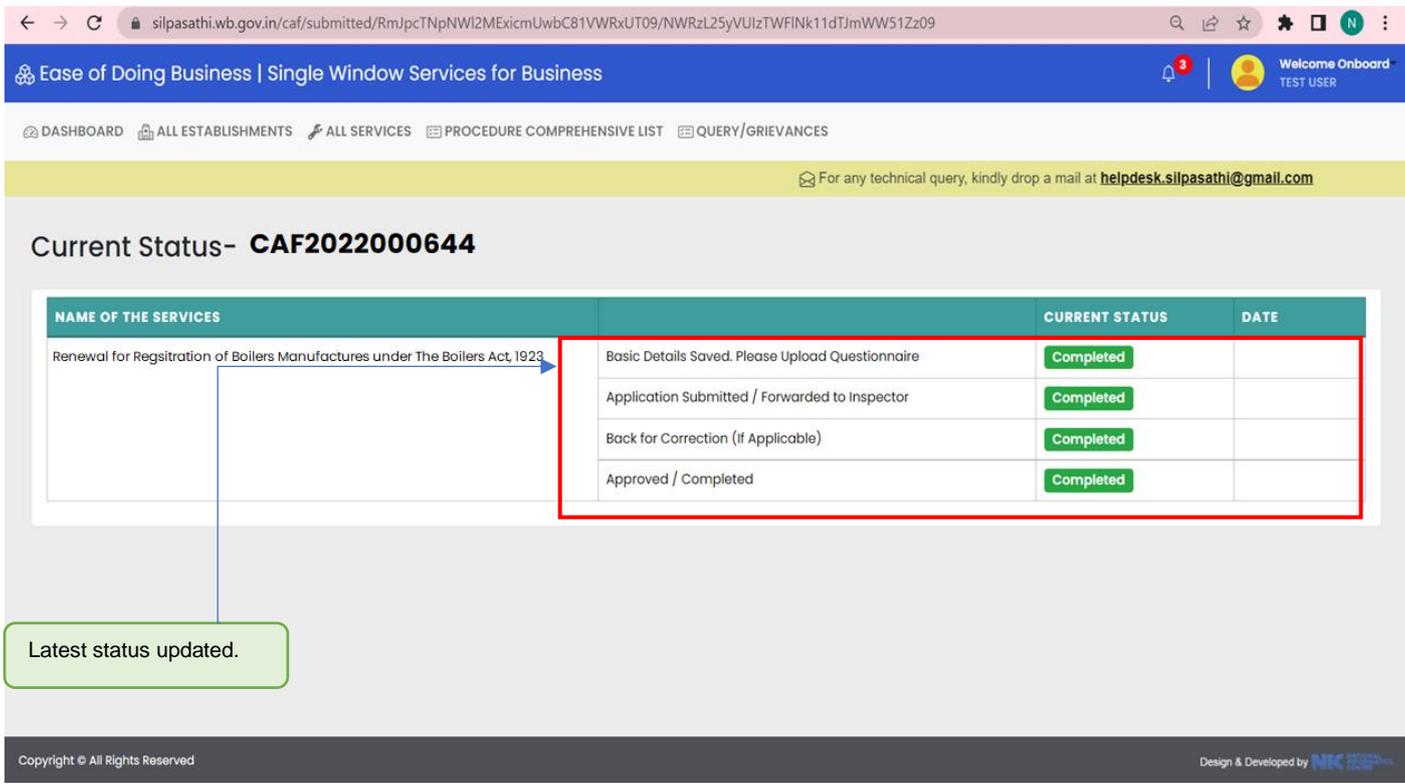
Applicant's Dashboard

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



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

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



Note: Applicant can refer to the dashboard to view application status and proceed for next step that is 'Back for correction' if necessary. If not, the application will be successfully approved.

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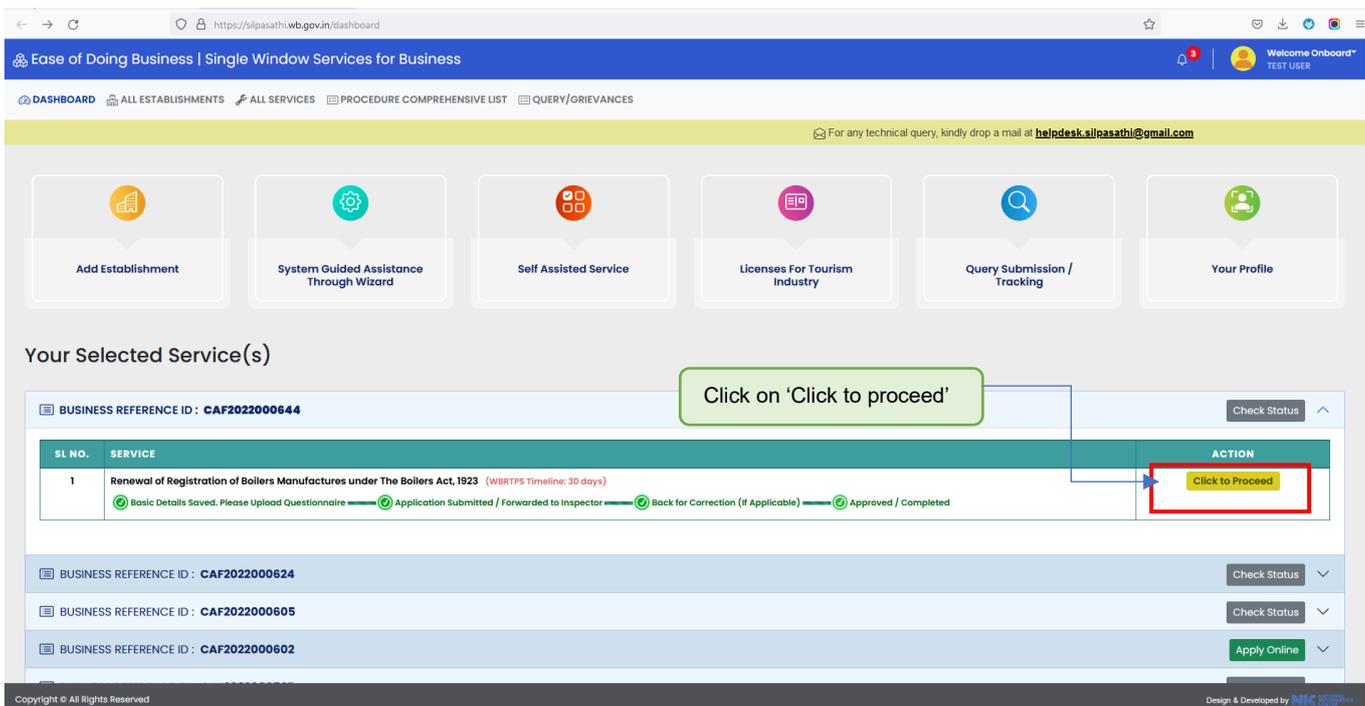
Renewal of Registration of Boilers Manufactures under The Boilers Act, 1923

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

4: Online Download of final approval certificate

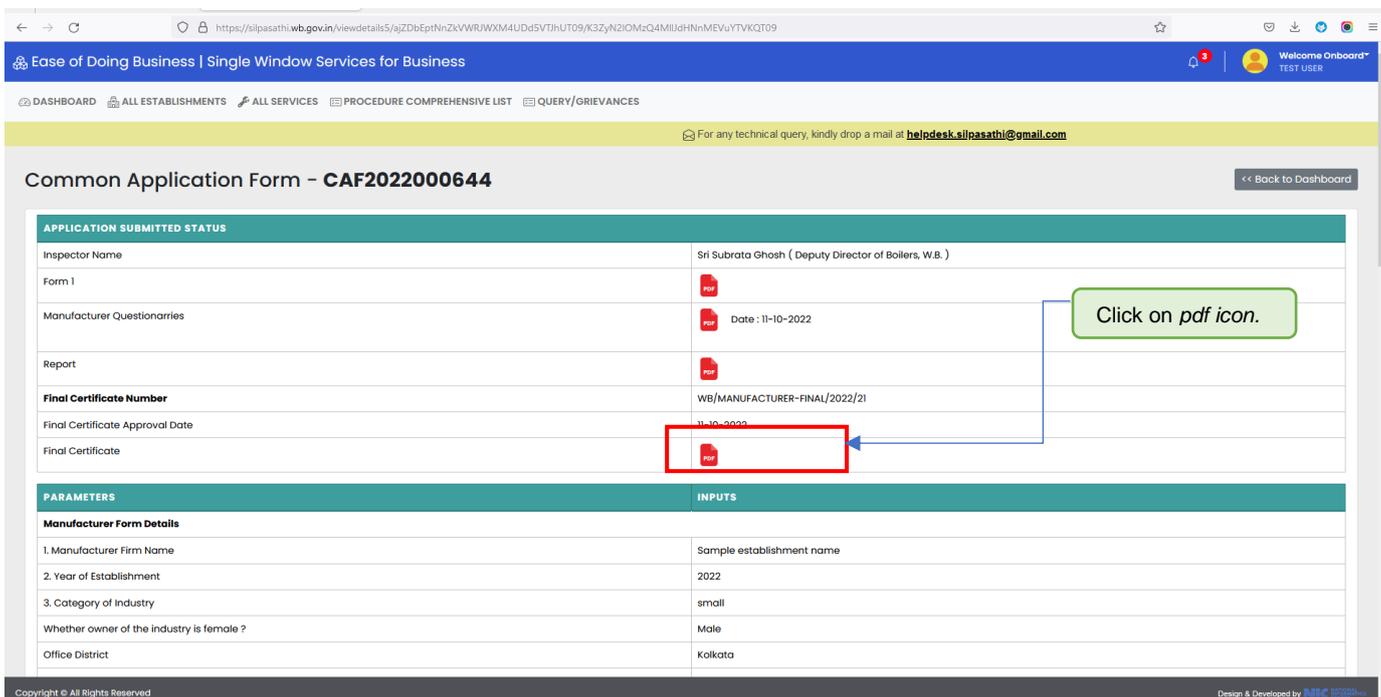
The applicant has to '**Click to Proceed**' to view further.

Applicant's Dashboard



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

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



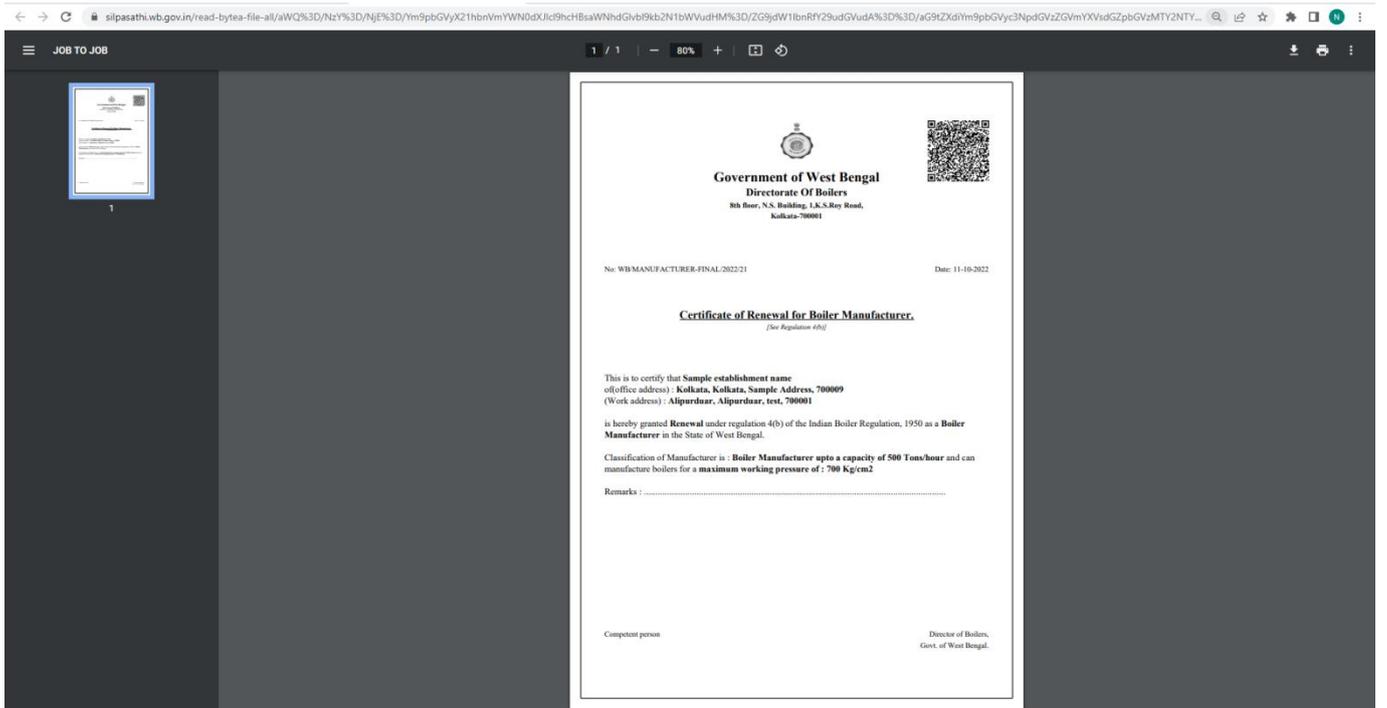
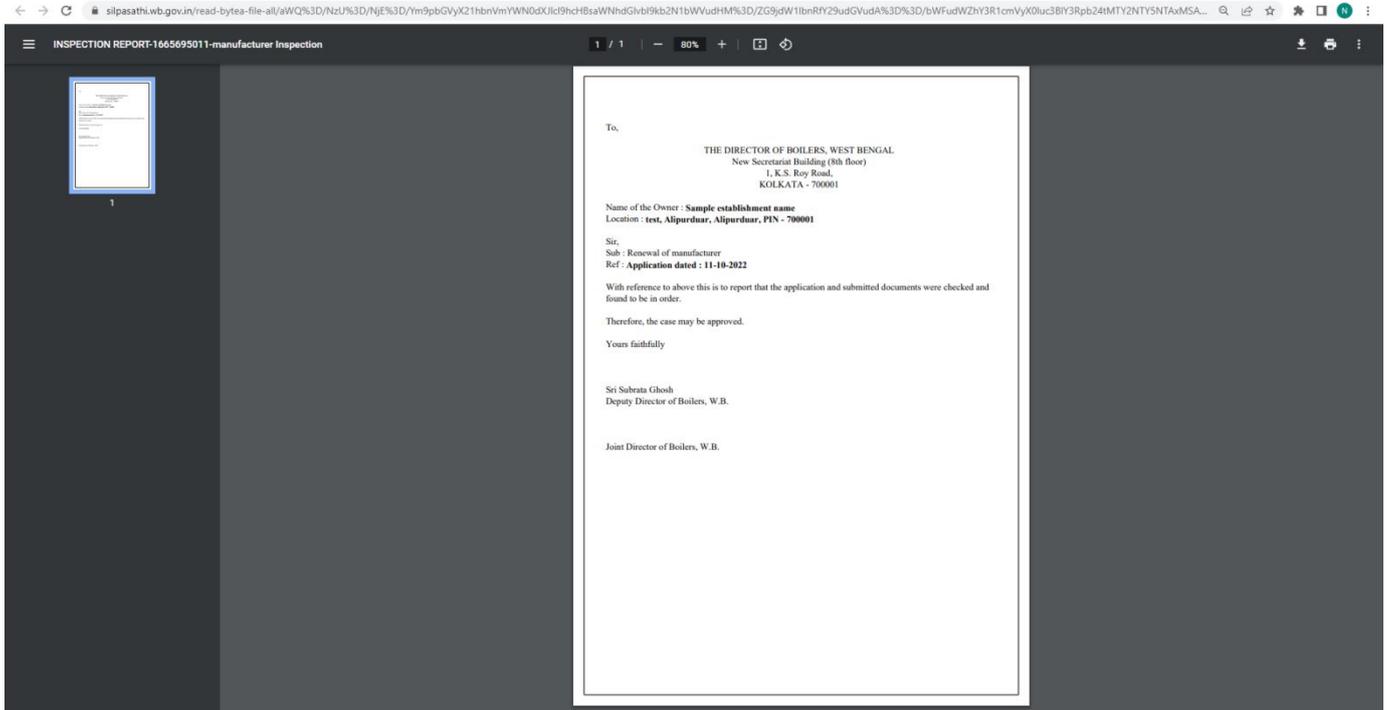
User Manual

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

The Final Certificate gets downloaded (Screenshot)



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One Approval certificate document has been illustrated below:

Government of West Bengal
Directorate Of Boilers
8th floor, N.S. Building, I.K.S.Roy Road,
Kolkata-700001

No: WB/MANUFACTURER-FINAL/2022/21 Date: 11-10-2022

Certificate of Renewal for Boiler Manufacturer.
[See Regulation 4(b)]

This is to certify that **Sample establishment name**
of (office address) : **Kolkata, Kolkata, Sample Address, 700009**
(Work address) : **Alipurduar, Alipurduar, test, 700001**

is hereby granted **Renewal** under regulation 4(b) of the Indian Boiler Regulation, 1950 as a **Boiler Manufacturer** in the State of West Bengal.

Classification of Manufacturer is : **Boiler Manufacturer upto a capacity of 500 Tons/hour and can manufacture boilers for a maximum working pressure of: 700 Kg/cm²**

Remarks :

Competent person Director of Boilers,
Govt. of West Bengal.

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.

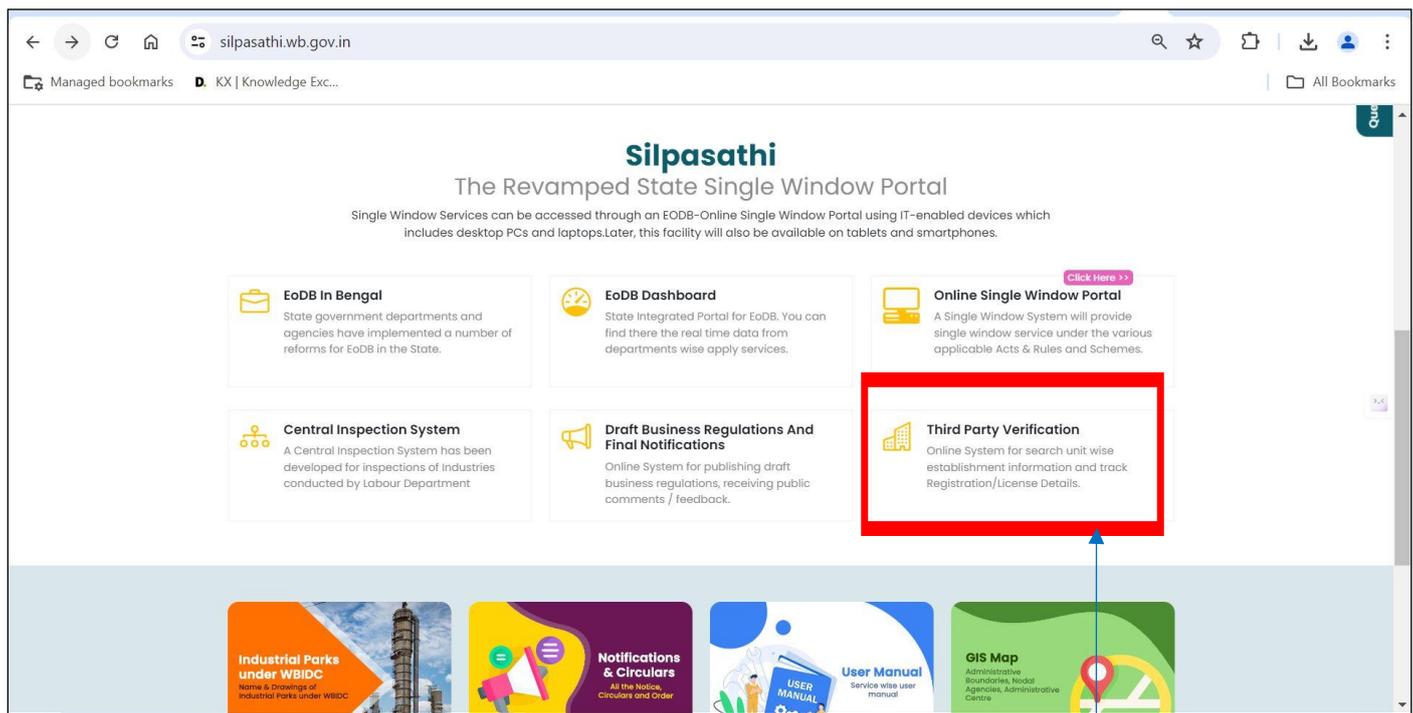
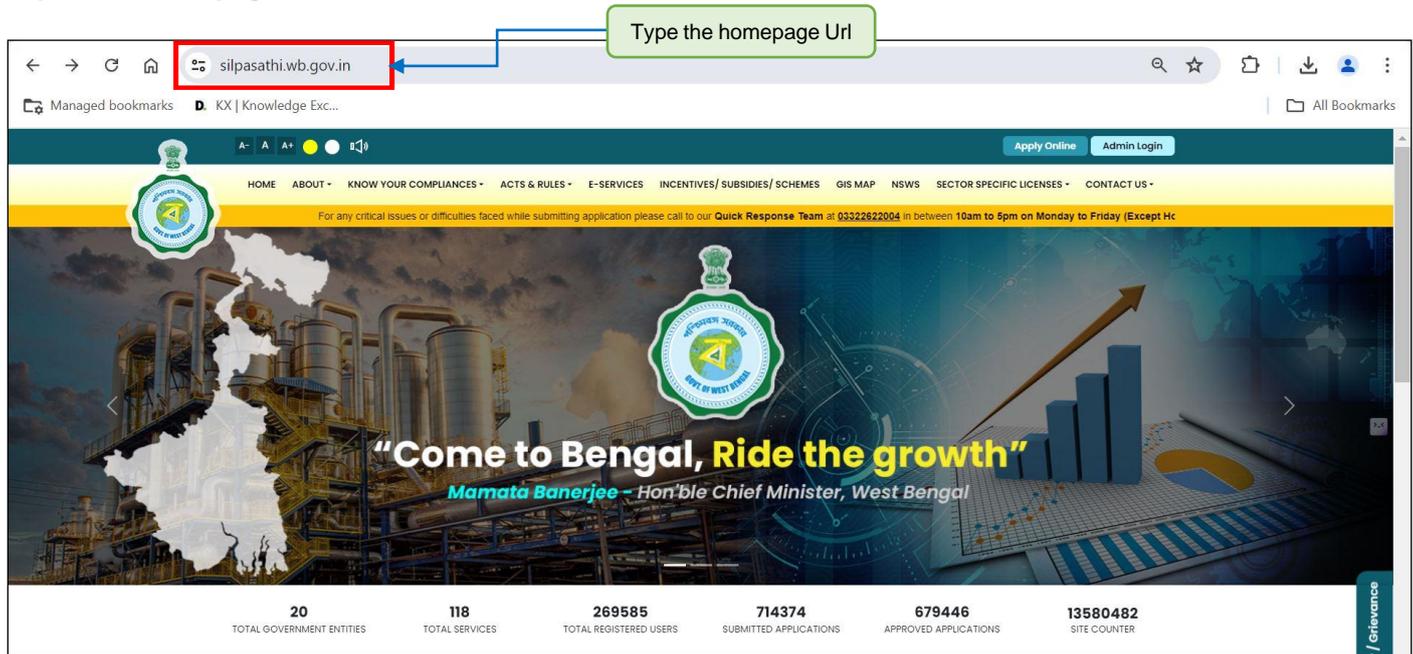
(Screenshots below):

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SilpaSathi Homepage



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.

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silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

Apply Online Admin Login

HOME ABOUT KNOW YOUR COMPLIANCES ACTS & RULES E-SERVICES INCENTIVES/ SUBSIDIES/ SCHEMES GIS MAP NSWS SECTOR SPECIFIC LICENSES CONTACT US

For any critical issues or difficulties faced while submitting application please call to c

Silpasathi

The Revamped State Single Window Portal

Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Select Services * Allotment of land in Industrial Area (WBIDC) - (Industry, C

Registration Number / License Number / Others * Search

SI 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 >>

Query / Enquiry

Enter Registration number/ License number to view details.

silpasathi.wb.gov.in/third-party-verification

Apply through Online Single Window Portal

HOME ABOUT KNOW YOUR COMPLIANCES ACTS RULES INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES FAQ GIS MAP GALLERY QUERY CONTACT US

Ease of Doing Business

Single Window Services for Business

Track Registration/License Details

Select Services * Renewal of Registration of Boilers Manufactures under The

Registration Number / License Number / Others * WB/MANUFACTURER-FINAL/2022/2 Search

SI 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 >>

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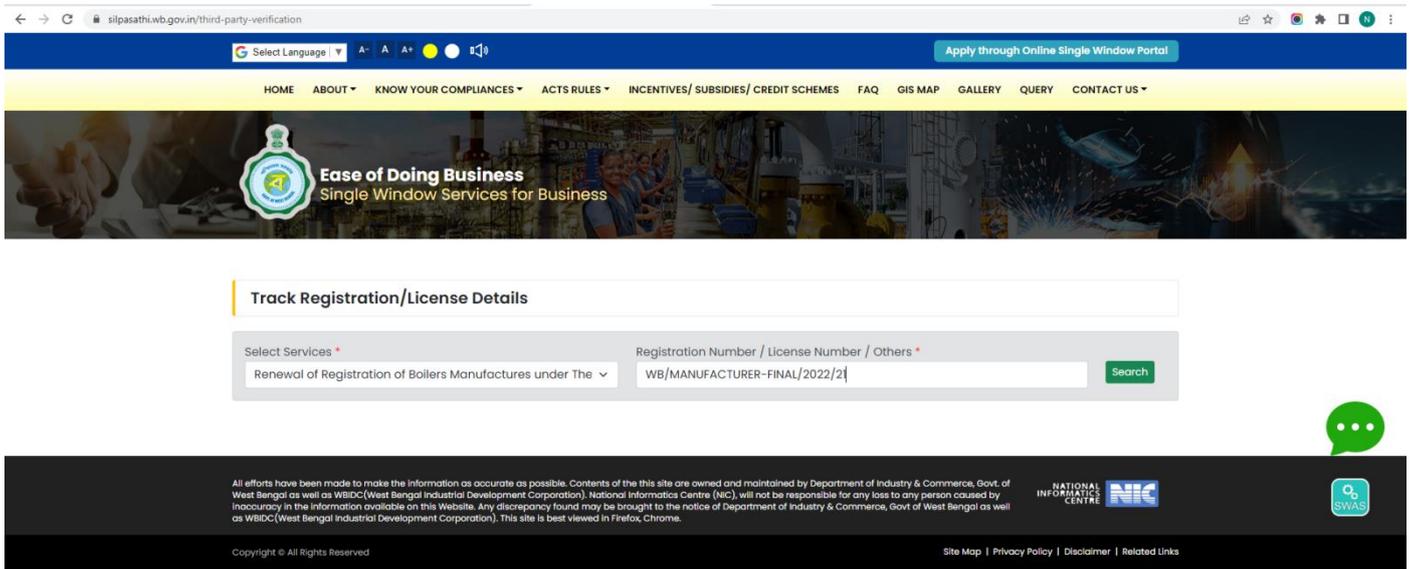
License details can be viewed after entering correct license number and clicking on Search.

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The third party can view the details as illustrated below:



The screenshot displays the SilpaSathi website interface. At the top, there is a navigation menu with links for HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS RULES, INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES, FAQ, GIS MAP, GALLERY, QUERY, and CONTACT US. Below the menu is a banner with the text "Ease of Doing Business" and "Single Window Services for Business". The main content area features a section titled "Track Registration/License Details". This section contains a search form with a dropdown menu for "Select Services" (currently showing "Renewal of Registration of Boilers Manufactures under The") and a text input field for "Registration Number / License Number / Others" (containing "WB/MANUFACTURER-FINAL/2022/21"). A green "Search" button is located to the right of the input field. The footer of the page includes a disclaimer, the National Informatics Centre (NIC) logo, and the SWAS logo.