



**WBIDC :**

## **Allotment of land in Industrial Area**

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

*User Manual*

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Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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Allotment of land in Industrial Area (WBIDC) 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 **Allotment of land in Industrial Area– (WBIDC)**, 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

**Allotment of land in Industrial Area** is a crucial process for setting up a new industrial project or expanding an existing one. 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.	Details of the proposed project	Details relevant to the particular project
2.	Requirement and justification of land	Reasons and rationale behind the need for a specific piece of land for a particular purpose, eg. Planning permissions

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#	Documents Required	Detailed Description
3.	Project Feasibility Report	A Project Feasibility Report is a document that assesses the viability of a proposed project
4.	Audited Financial Statement/ Annual Accounts included audit reports and directors report & MGT-9	An Audited Financial Statement is a financial report that has been examined and verified by an independent external auditor
5.	Identity proof and Address Proof	PAN (Identity Proof) and Address Proof (eg. Voter ID/Aadhar/ Passport/ Driving License)
6.	Net Worth Statement for all Directors	A Net Worth Statement for Directors is a financial document that outlines the personal financial position of each director within an organization.
7.	Partnership Deed	A Partnership Deed is a legal document that outlines the terms and conditions of a partnership agreement between two or more individuals or entities
8.	Certificate of Registration (if any)	A Certificate of Registration is an official document that certifies the registration of a business, organization, or entity with a governing body or authority
9.	Trade License	A Trade License is a legal document issued by a government authority that permits individuals or businesses to engage in specific types of business activities
10.	GST Certificate	A GST Certificate is an official document issued by the tax authorities that confirms the registration of a business under the Goods and Services Tax (GST) regime.
11.	Copy of PAN	A copy of a PAN (Permanent Account Number) card is an official document issued by the Income Tax Department of India, serving as a unique identifier for individuals and entities in financial transactions
12.	Udyam Registration Certificate /UAM (if any)	The Udyam Registration Certificate is an official document issued by the Ministry of Micro, Small and Medium Enterprises (MSME) in India
13.	IT return	IT returns refer to the financial returns or profits made by Information Technology (IT) companies or industries
14.	Signature	Signatory

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#	Documents Required	Detailed Description
15.	A self-declaration in Organisation’s letter head that none of the promoters/ directors/ partners/ proprietors of the organisation itself donot contravene the provision of the Companies Act 2013, PF ESI, Income, GST and any other statutory compliances/law, as applicable	Self-declaration

### Timeline (WBRTPS)

**Allotment of land in Industrial Area– (WBIDC) has an WBRTPS timeline of 10 days till approval by the authorities.**

### Instructions related to the application form

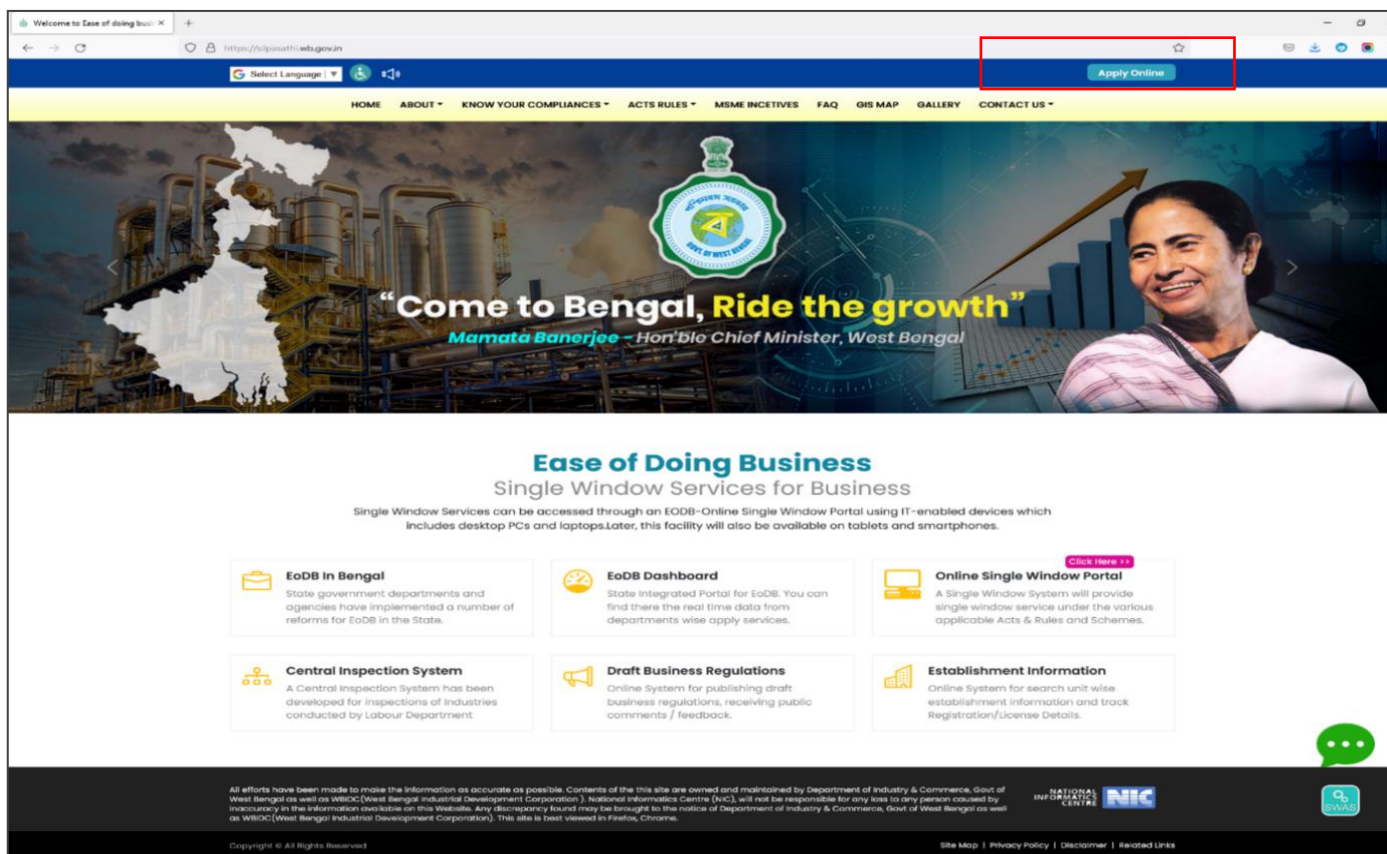
Sl. No.	Field Name	Instructions
<b>Applicants Basic Information</b>		
1.	Organisation Details	Enter Organisation name. address, contact, etc
2.	Group of Companies in West Bengal Details	Enter Group of Companies in West Bengal Details
3.	Particulars of the management of the firm	Enter Particulars of the management of the firm
4.	Proposed Products of Manufacturing Including Annual Capacity	Enter Proposed Products of Manufacturing Including Annual Capacity
5.	Capital Outlay	Enter Capital Outlay
6.	Plan of Investment (in lakhs)	Enter Plan of Investment (in lakhs)
7.	Promoter’s Contribution (in lakhs)	Enter Promoter’s Contribution (in lakhs)
8.	Anticipated time (to be reckoned from the date of delivery of possession of land)	Enter Anticipated time (to be reckoned from the date of delivery of possession of land)
9.	Employment Potentialities	Employment Potentialities
10.	Status of Existing Loans	Status of Existing Loans
11.	Requirements of Infrastructure	Enter Requirements of Infrastructure
12.	Companies Performance in the last 3 years	Enter Companies Performance in the last 3 years

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

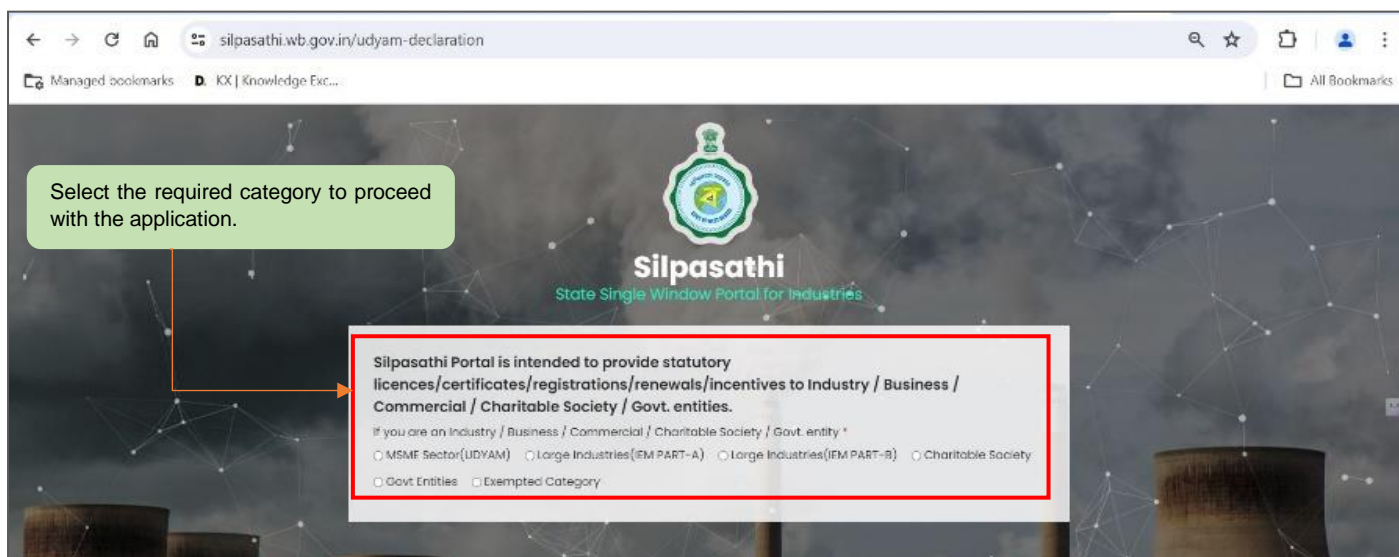
## Application Process through SilpaSathi

### 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.



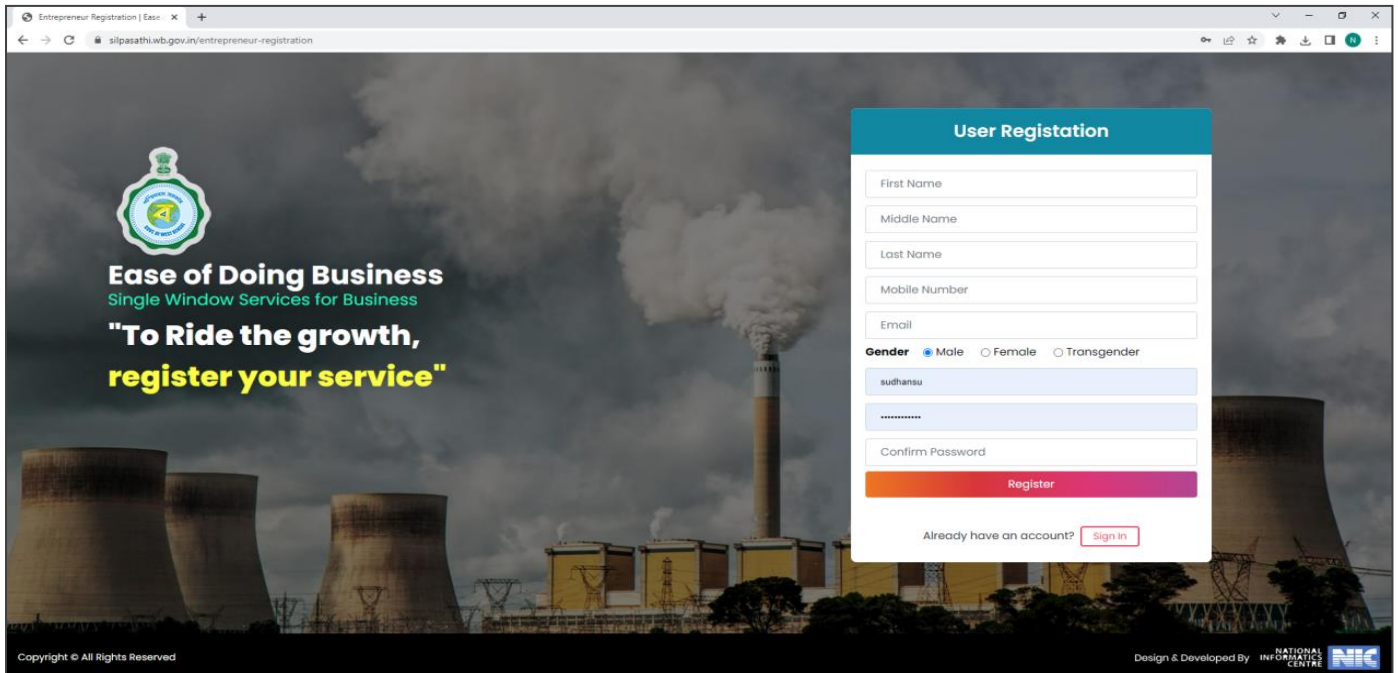
**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.



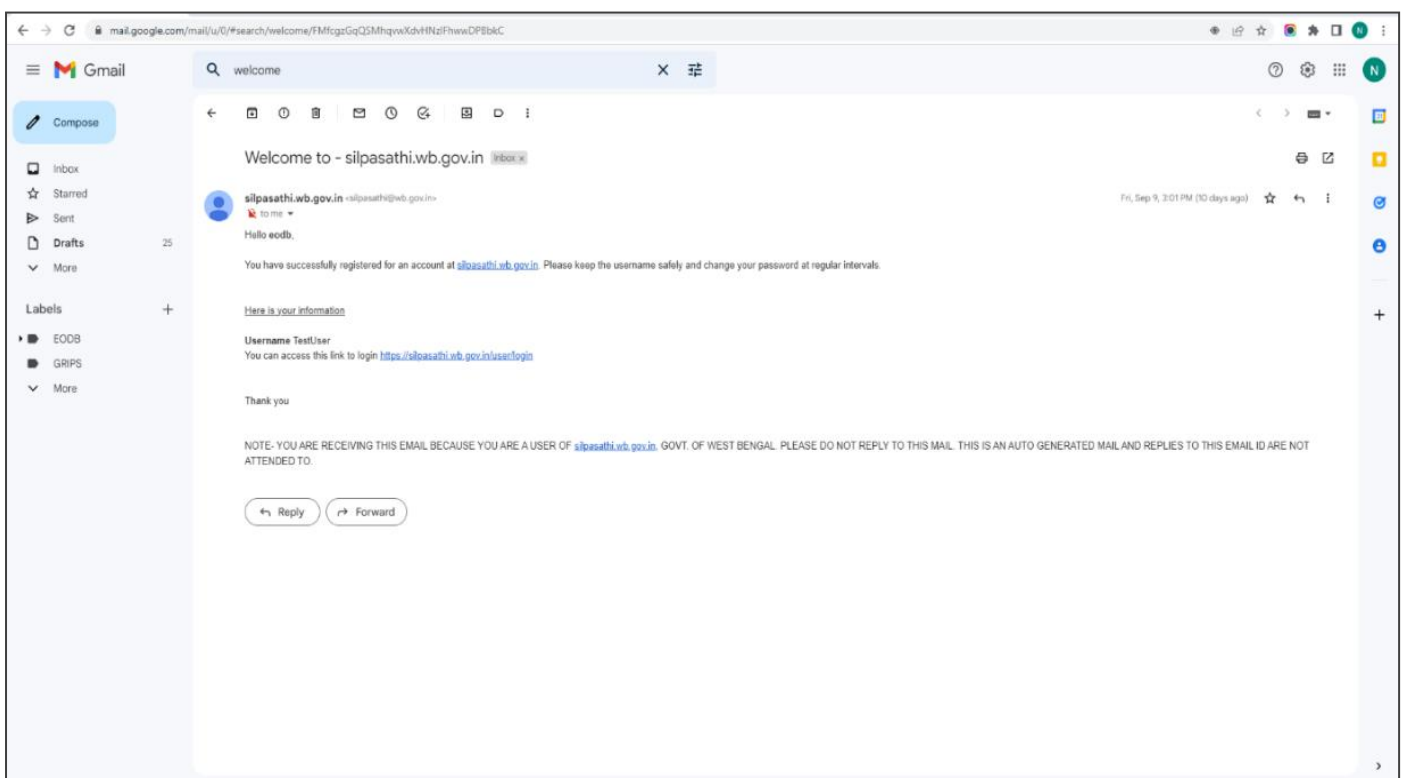
Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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**.



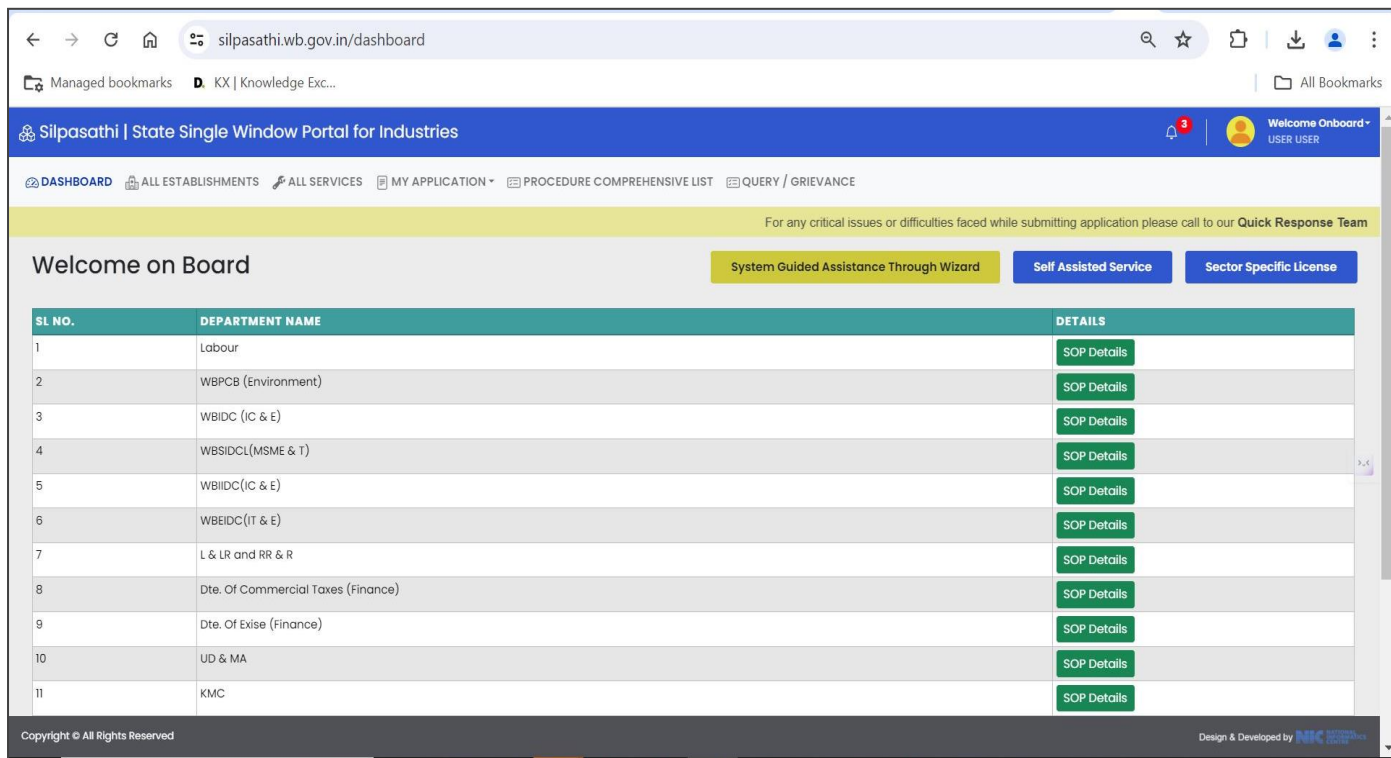
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



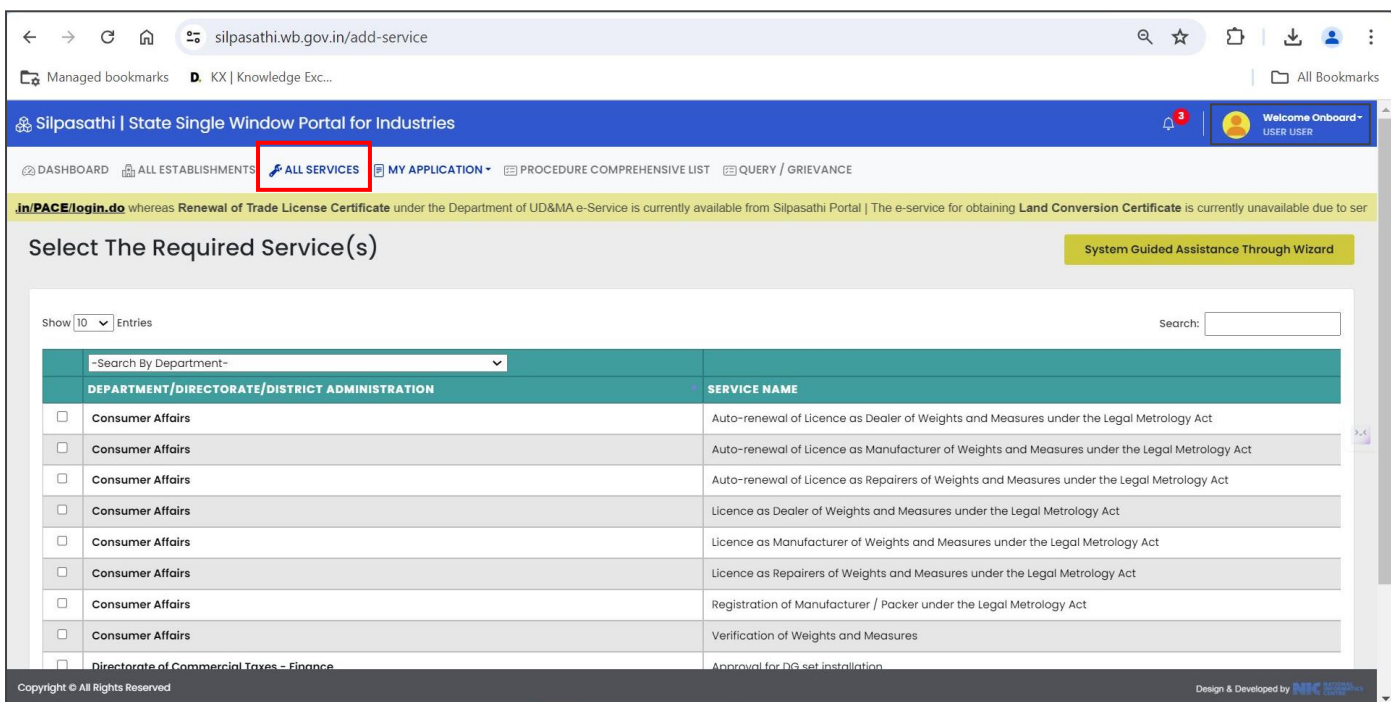
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## Online Application submission

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

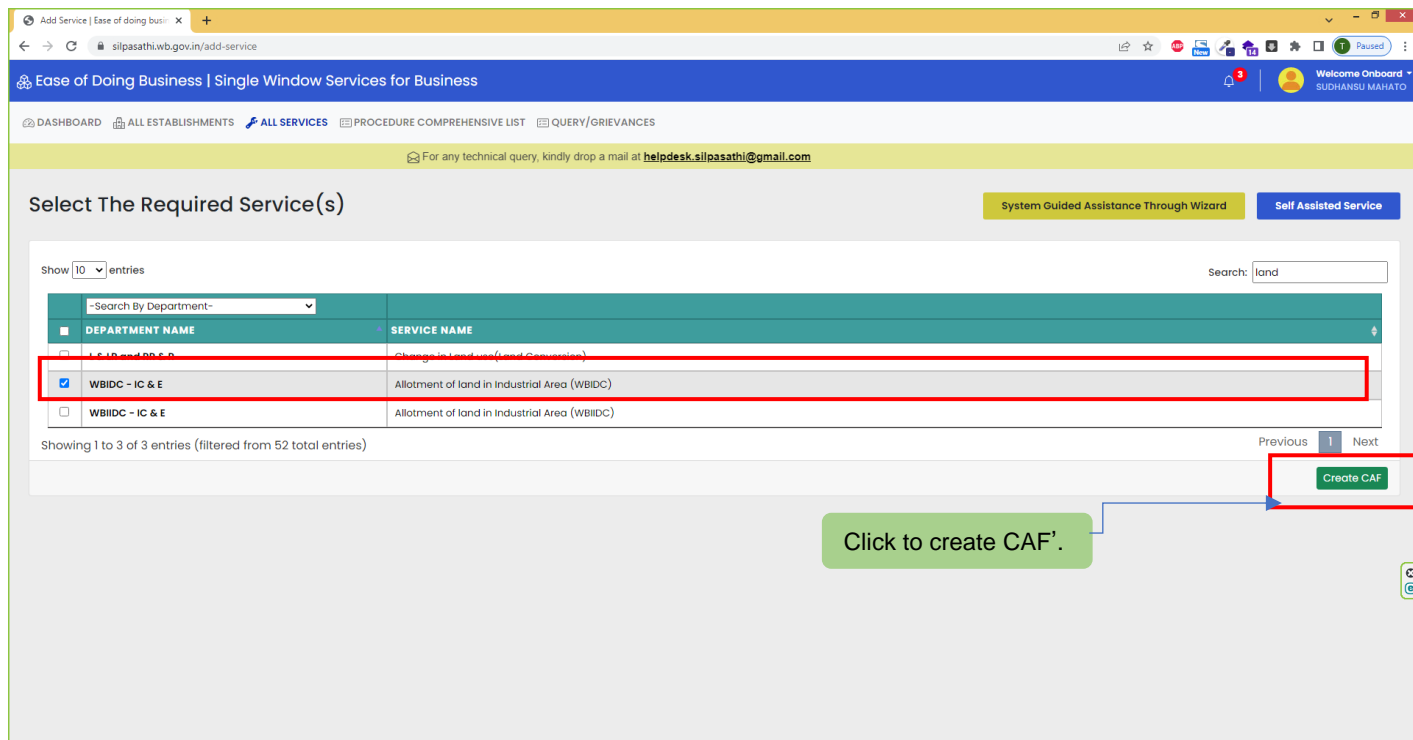


The applicant has to click on [‘ALL SERVICES’](#) to view the list of all services mapped with their corresponding departments.



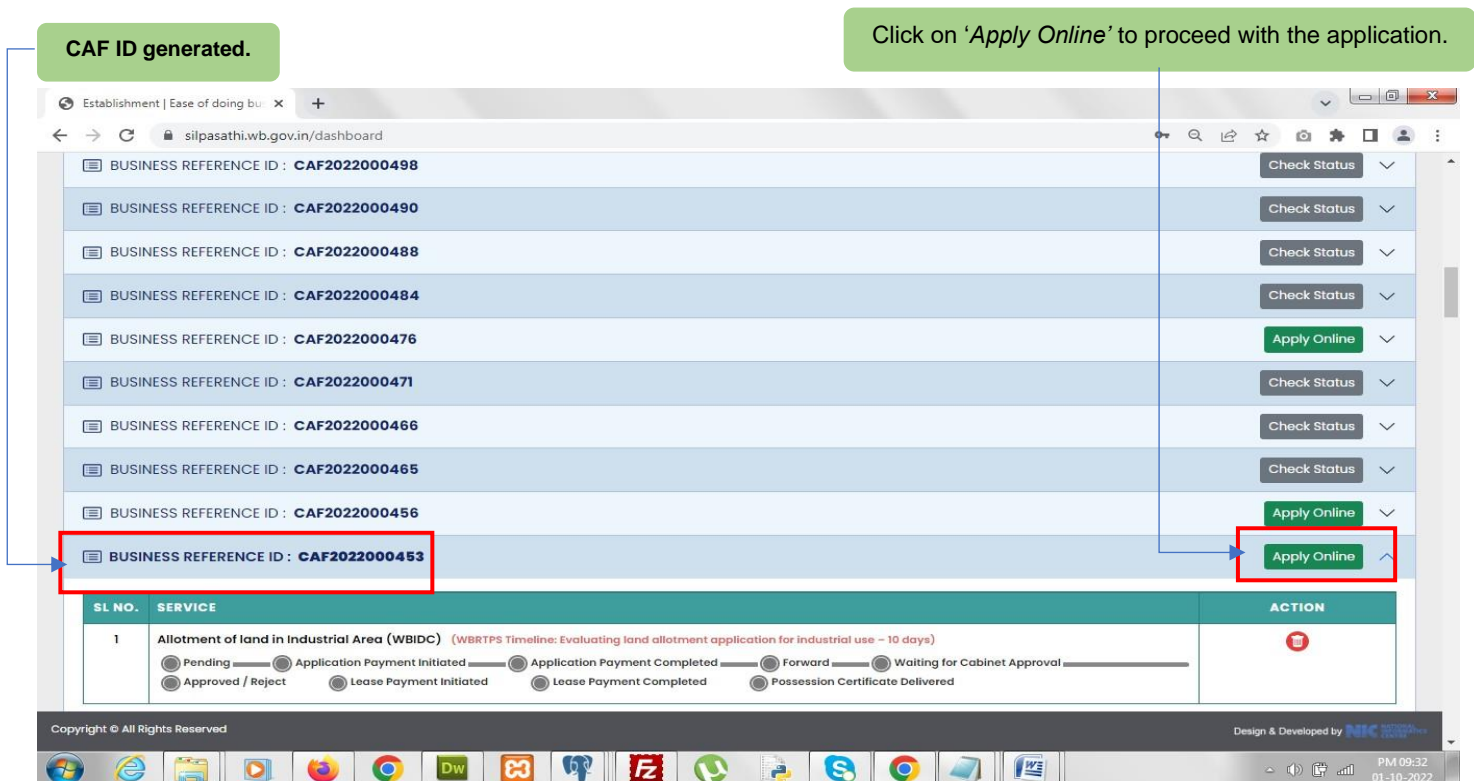
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Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Allotment of land in Industrial Area– (WBIDC)**



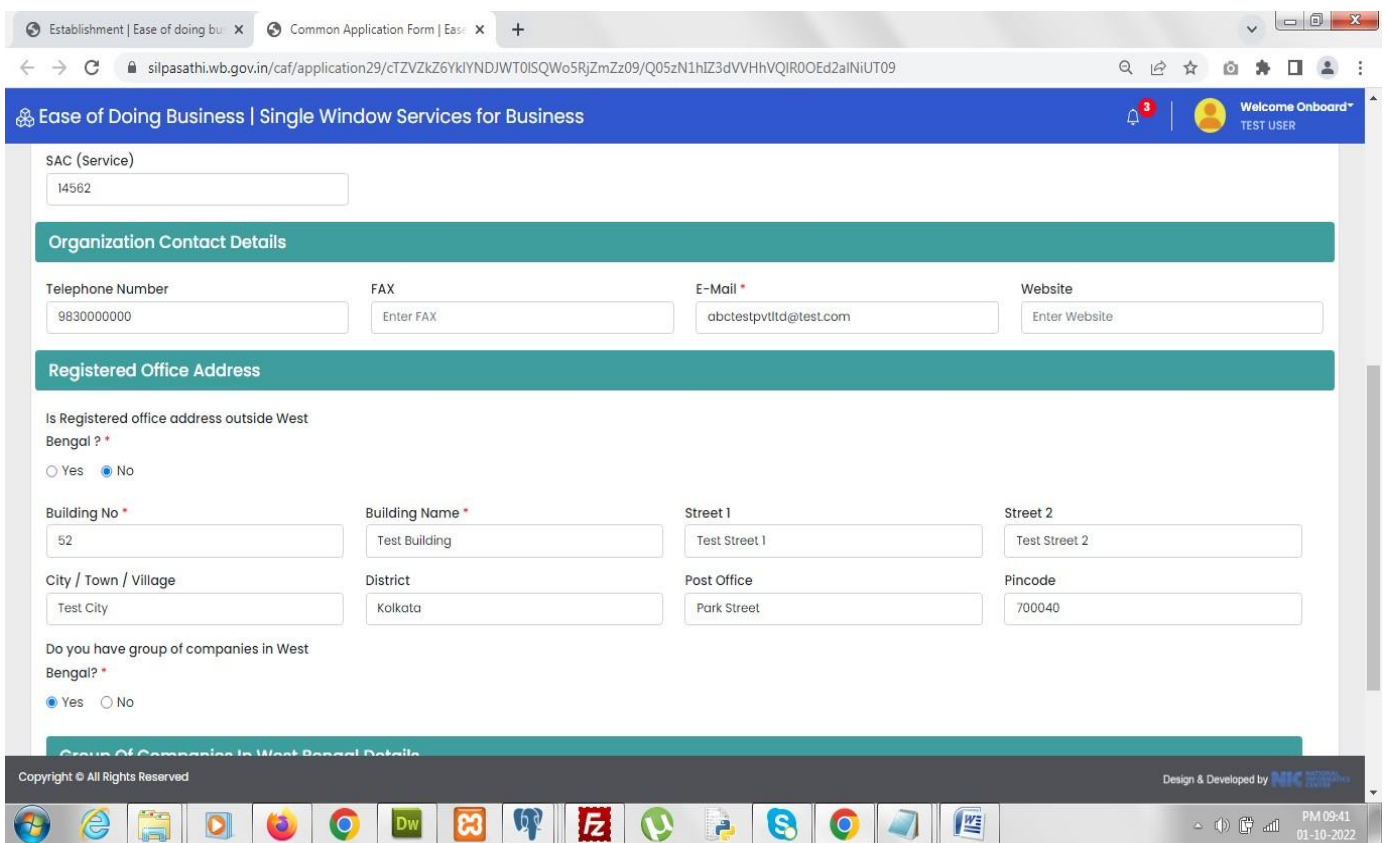
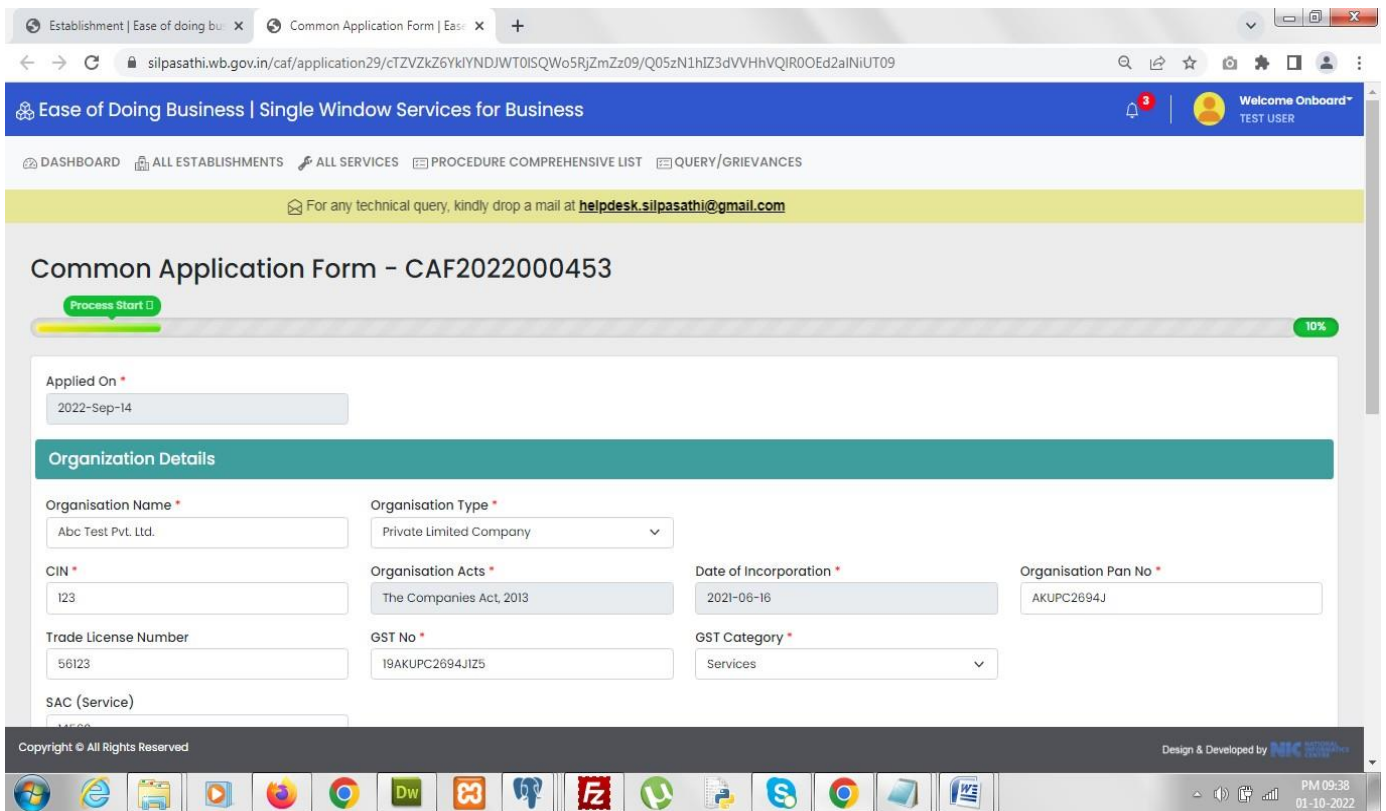
After selecting the service **Allotment of land in Industrial Area– (WBIDC)**, the applicant has to click on **'Create CAF'**. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

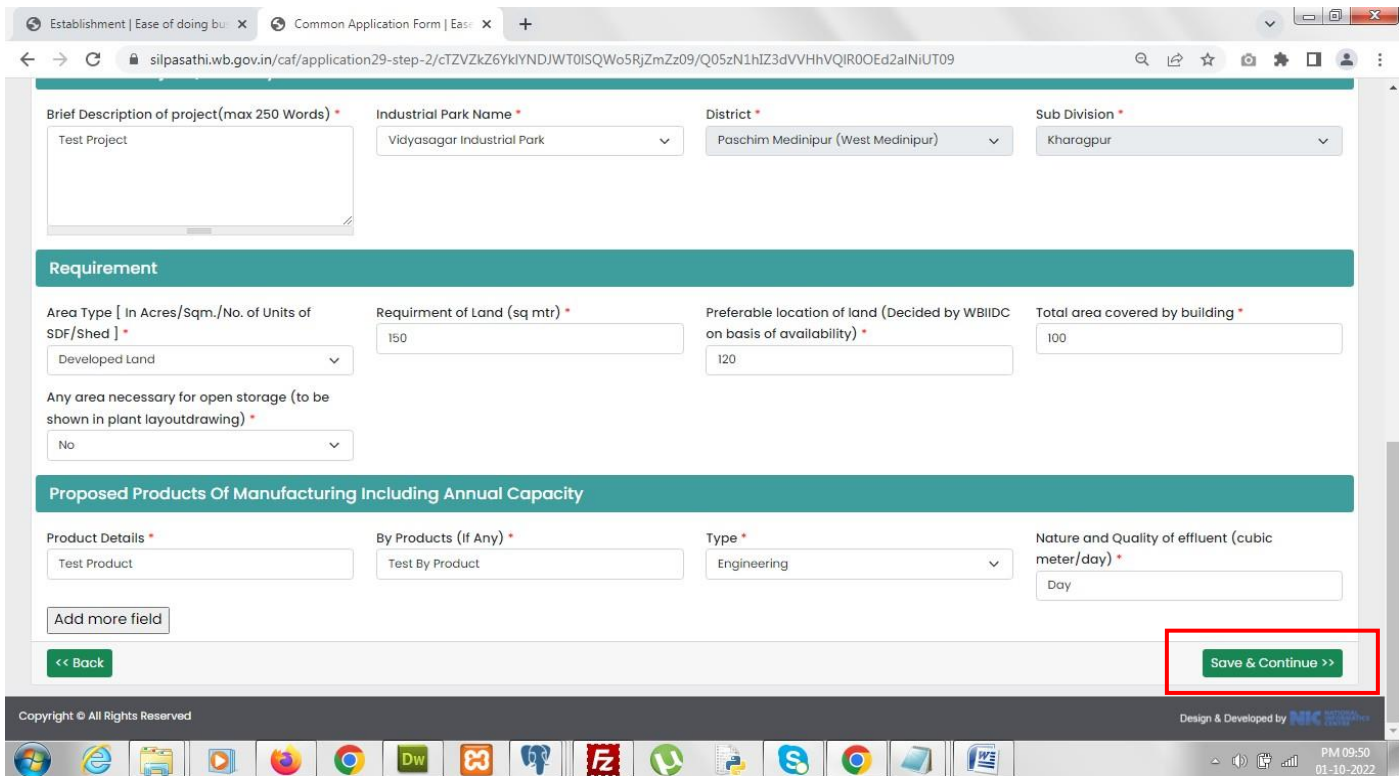


Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

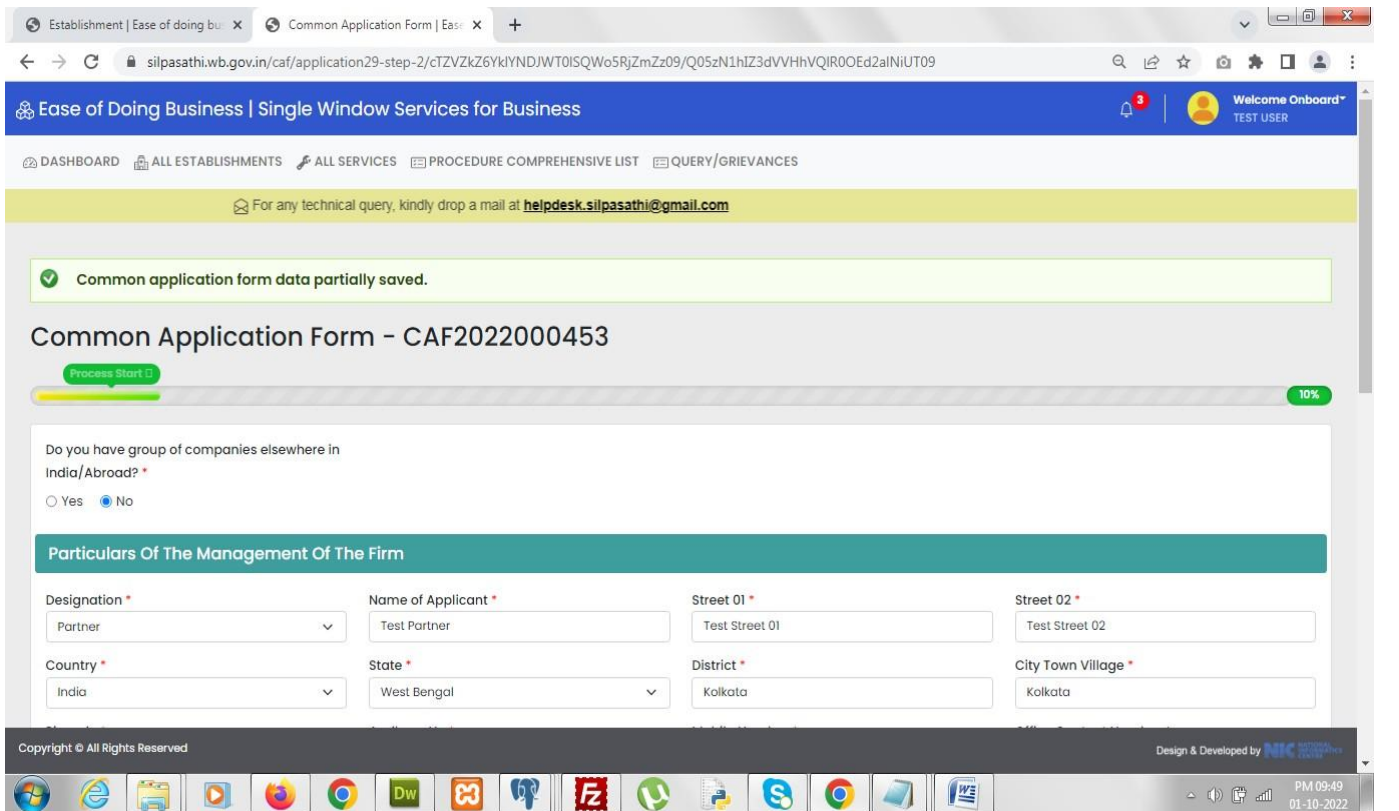
After clicking on ‘Apply Online’ option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):



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After successful filling up of step-1 of the form and clicking on “Save and Continue”, applicant is redirected to the step-2 of the form.



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**Ease of Doing Business | Single Window Services for Business**

Welcome Onboard™  
TEST USER

Pincode \* 700040  
Aadhaar No \* 397788000234  
Mobile Number \* 9830000005  
Office Contact Number \* 9830000007

Email \* Testpartner@test.com  
Personal Net Worth Of the Promoters (₹ In Lakhs) \* 1500000

Add more field

**Nature Of Project / Industry**

Brief Description of project(max 250 Words) \* Test Project  
Industrial Park Name \* Vidyasagar Industrial Park  
District \* Paschim Medinipur (West Medinipur)  
Sub Division \* Kharagpur

**Requirement**

Area Type [ In Acres/Sqm./No. of Units of SDF/Shed ] \* Developed Land  
Requirement of Land (sq mtr) \* 150  
Preferable location of land (Decided by WBIDC on basis of availability) \* 120  
Total area covered by building \* 100

Any area necessary for open storage (to be shown in plant layoutdrawing) \*

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Brief Description of project(max 250 Words) \* Test Project  
Industrial Park Name \* Vidyasagar Industrial Park  
District \* Paschim Medinipur (West Medinipur)  
Sub Division \* Kharagpur

**Requirement**

Area Type [ In Acres/Sqm./No. of Units of SDF/Shed ] \* Developed Land  
Requirement of Land (sq mtr) \* 150  
Preferable location of land (Decided by WBIDC on basis of availability) \* 120  
Total area covered by building \* 100

Any area necessary for open storage (to be shown in plant layoutdrawing) \* No

**Proposed Products Of Manufacturing Including Annual Capacity**

Product Details \* Test Product  
By Products (If Any) \* Test By Product  
Type \* Engineering  
Nature and Quality of effluent (cubic meter/day) \* Day

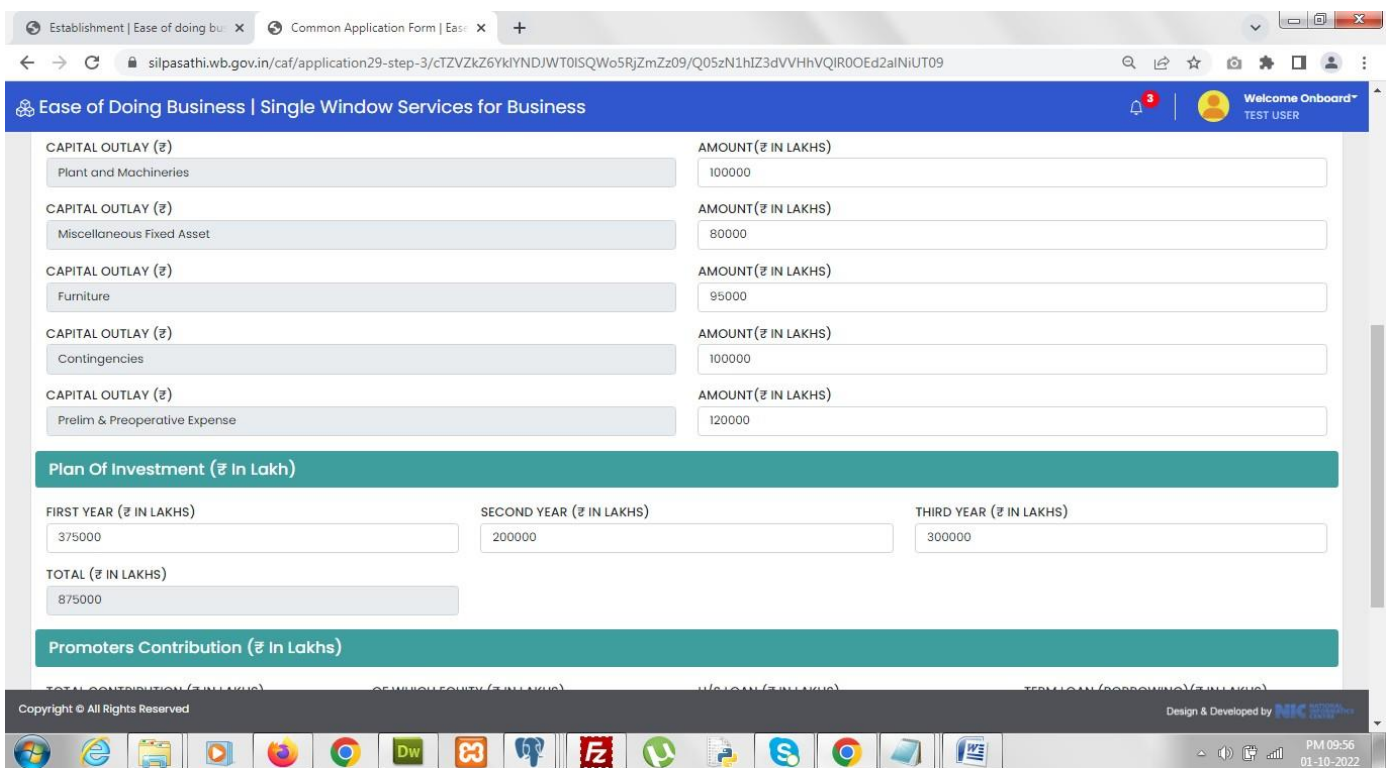
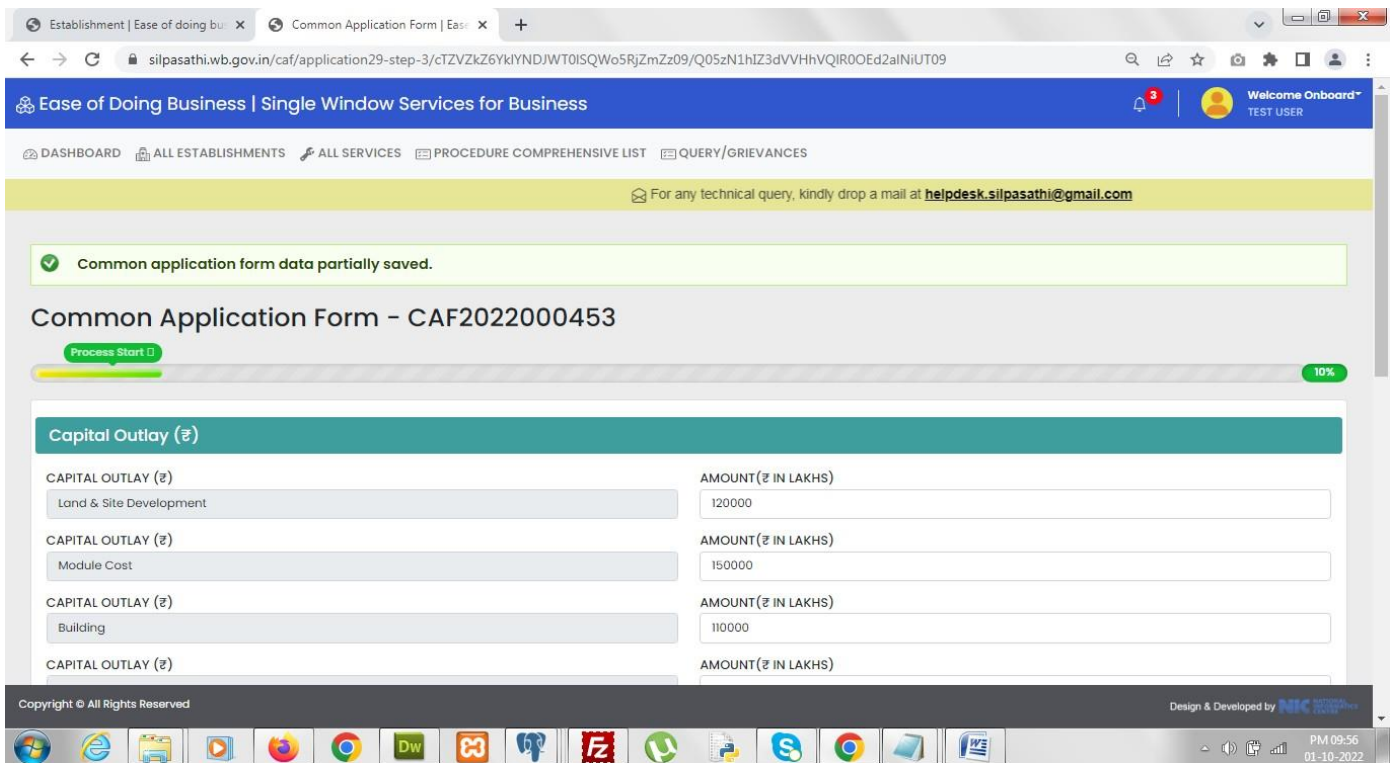
Add more field

<< Back Save & Continue >>

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After successful filling up of step-2 of the form and clicking on “Save and Continue”, applicant is redirected to the step-3 of the form.



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The screenshot shows a web browser window with the URL [silpasathi.wb.gov.in/caf/application29-step-3/cTZVZkZ6YkiYNDJWTOISQWo5RjZmZz09/Q05zN1hIZ3dVHhVQIR00Ed2aINiUT09](https://silpasathi.wb.gov.in/caf/application29-step-3/cTZVZkZ6YkiYNDJWTOISQWo5RjZmZz09/Q05zN1hIZ3dVHhVQIR00Ed2aINiUT09). The form contains the following data:

Section	Field	Value	
CAPITAL OUTLAY (₹)	Contingencies	100000	
	Prelim & Preoperative Expense	120000	
<b>Plan Of investment (₹ In Lakh)</b>			
FIRST YEAR (₹ IN LAKHS)	SECOND YEAR (₹ IN LAKHS)	THIRD YEAR (₹ IN LAKHS)	
375000	200000	300000	
TOTAL (₹ IN LAKHS): 875000			
<b>Promoters Contribution (₹ In Lakhs)</b>			
TOTAL CONTRIBUTION (₹ IN LAKHS)	OF WHICH EQUITY (₹ IN LAKHS)	U/S LOAN (₹ IN LAKHS)	TERM LOAN (BORROWING)(₹ IN LAKHS)
875000	500000	175000	200000
<b>Anticipated Time (To Be Reckoned From The Date Of Delivery Of Possession Of Land)</b>			
For construction and Installation of Plant and Machineries (In Months) *	For commencing production (In Months) *	To reach the proposed production capacity (In Months) *	
12	12	10	

Navigation buttons: << Back (disabled), Save & Continue >> (highlighted in red).

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

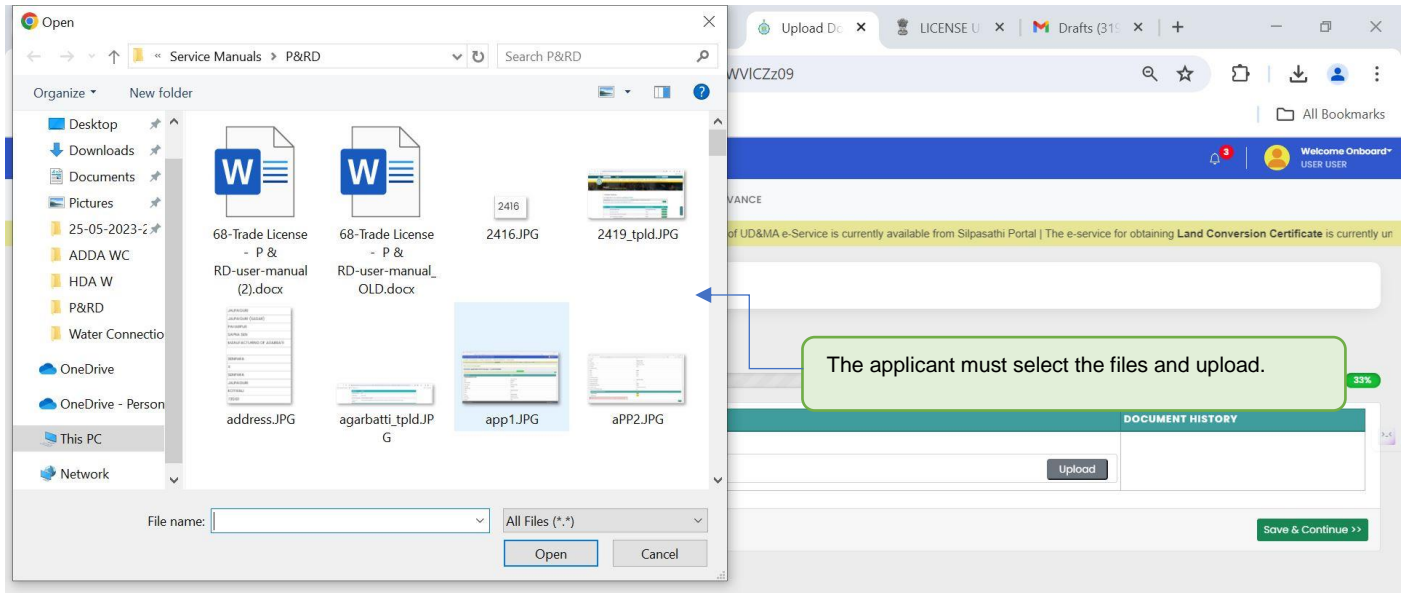
**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**

The screenshot shows the 'Upload Documents' page for application CAF2022000453. A green notification bar at the top states: "Common application form data partially saved." The page title is "Upload Documents - CAF2022000453". A progress bar indicates 33% completion. Below the progress bar, there is a self-declaration text: "A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ES, Income Tax, GST and any other statutory compliances/law, as applicable." Below this, there are four document upload sections, each with a "Browse..." button and an "Upload" button:

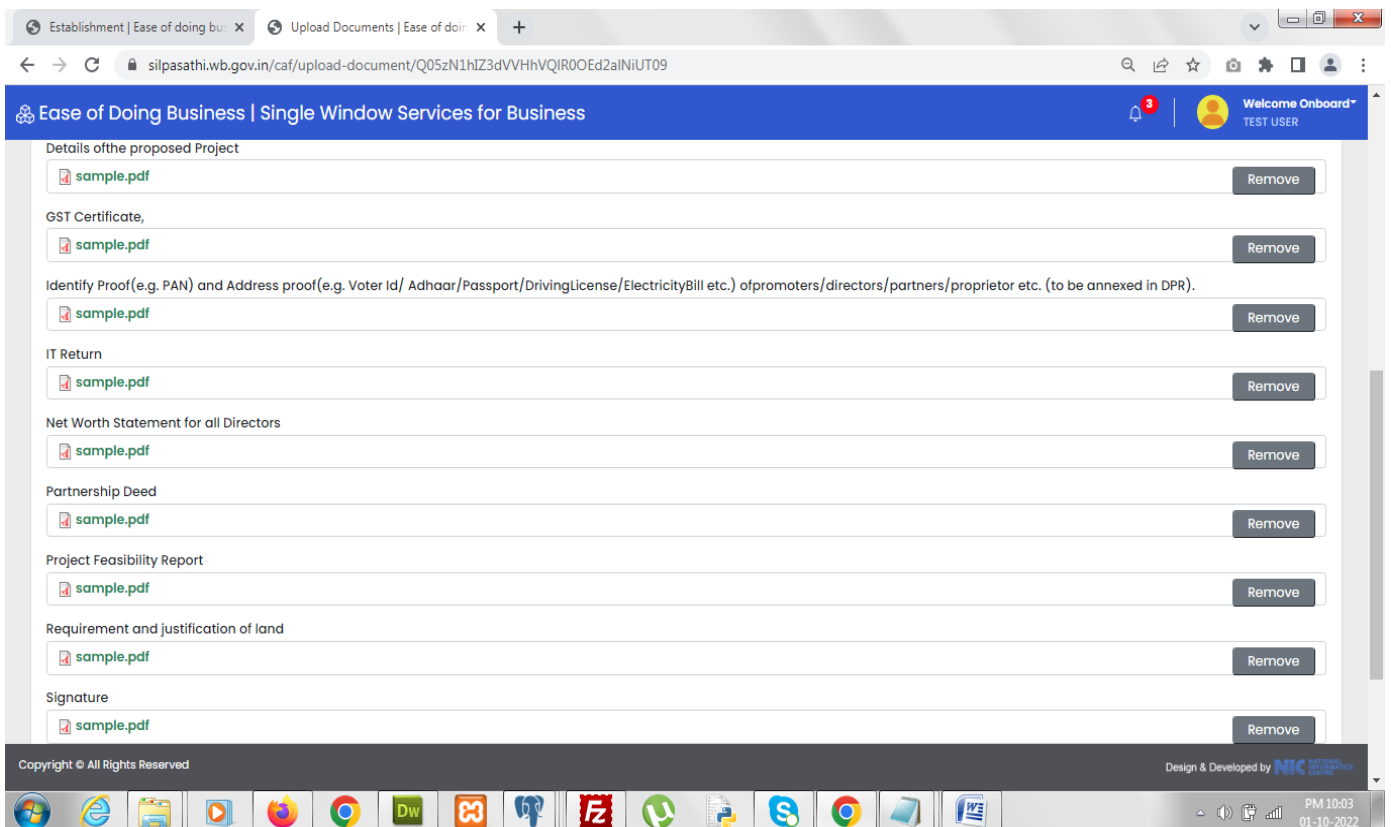
- A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ES, Income Tax, GST and any other statutory compliances/law, as applicable.
- Audited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

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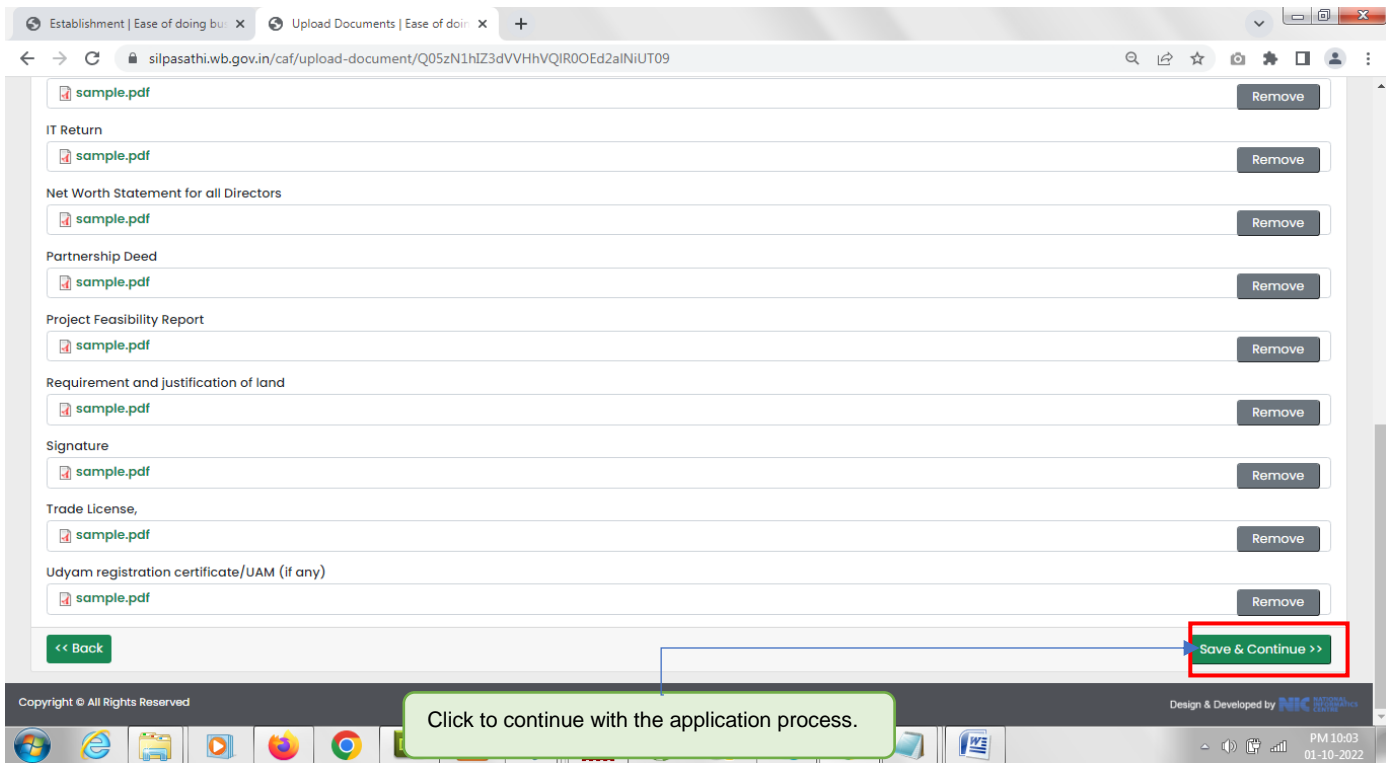
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on ‘Browse’. Once the required file is selected, the applicant has to click on ‘Upload’ button to upload the files successfully.



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

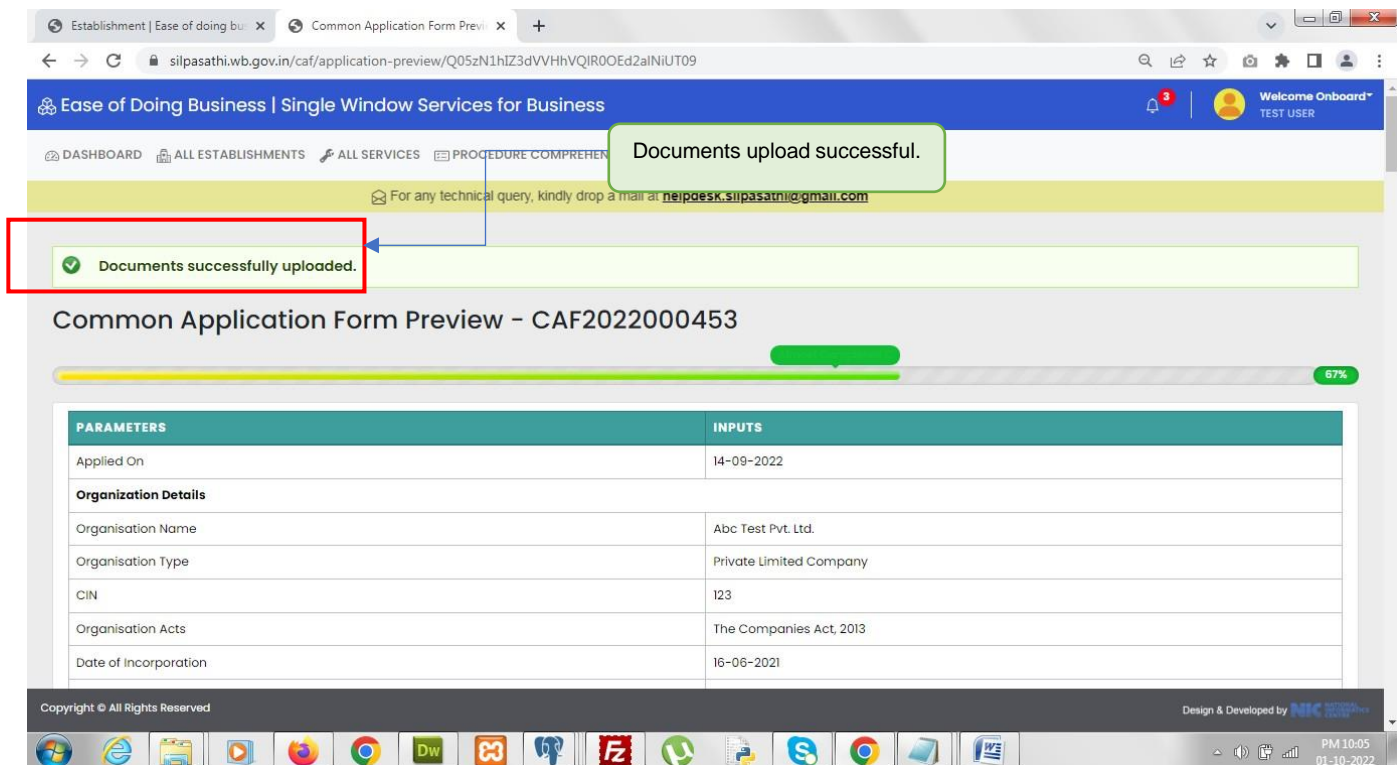


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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to ‘Submit’ button, as illustrated in the screenshots below.

### Application Form



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Establishment | Ease of doing bu... x Common Application Form Previ... x +

silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2alNIUT09

Ease of Doing Business | Single Window Services for Business

Welcome Onboard™ TEST USER

Organisation Pan No	AKUPC2694J
Trade License Number	56123
GST No	19AKUPC2694JIZ5
SAC (Service)	14562
<b>Organization Contact Details</b>	
Telephone Number	9830000000
FAX	
E-Mail	abctestpvtttd@test.com
Website	
<b>Registered Office Address</b>	
Is Registered office address outside West Bengal ?	No
Building No	52
Building Name	Test Building
Street 1	Test Street 1
Street 2	Test Street 2
City / Town / Village	Test City
District	Kolkata

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Windows Taskbar: PM 10:06 01-10-2022

Establishment | Ease of doing bu... x Common Application Form Previ... x +

silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2alNIUT09

Post Office	Park Street
Pincode	700040
Do you have group of companies in West Bengal?	Yes
<b>Group of Companies in West Bengal Details</b>	
Name of Group Company	Test Group of Companies
Activity	Manufacturing
Do you have group of companies elsewhere in India/Abroad?	No
<b>Particulars Of The Management Of The Firm</b>	
Designation	3
Name of Applicant	Test Partner
Street 01	Test Street 01
Street 02	Test Street 02
Country	India
State	West Bengal
District	Kolkata
City Town Village	Kolkata
Pincode	700040
Aadhaar No	397788000234

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Windows Taskbar: PM 10:06 01-10-2022

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Establishment | Ease of doing bu x Common Application Form Previ x +

silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2alNIUT09

Mobile Number	9830000005
Office Contact Number	9830000007
Email	Testpartner@test.com
Personal Net Worth Of the Promoters (₹ In Lakhs)	1500000
<b>Nature of Project / Industry</b>	
Brief Description of project	Test Project
Industrial Park Name	Vidyasagar Industrial Park
District	Paschim Medinipur (West Medinipur)
Sub Division	Kharagpur
<b>Requirement</b>	
Area Type [ In Acres/Sqm./No. of Units of SDF/Shed ]	Developed Land
Requirement of Land (sq mtr)	150
Preferable location of land (Decided by WBIDC on basis of availability)	120
Total area covered by building	100
Any area necessary for open storage (to be shown in plant layoutdrawing)	no
<b>Proposed Products Of Manufacturing Including Annual Capacity</b>	
Product Details	Test Product
By Products (If Any)	Test By Product

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Establishment | Ease of doing bu x Common Application Form Previ x +

silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2alNIUT09

Type	1
Nature and Quality of effluent (cubic meter/day))	Day
<b>Capital Outlay (₹)</b>	
Land & Site Development	120000
Module Cost	150000
Building	110000
Plant and Machinerries	100000
Miscellaneous Fixed Asset	80000
Furniture	95000
Contingencies	100000
Prelim & Preoperative Expense	120000
<b>Plan Of Investment (₹ In Lakh)</b>	
FIRST YEAR (₹ IN LAKHS)	375000
SECOND YEAR (₹ IN LAKHS)	200000
THIRD YEAR (₹ IN LAKHS)	300000
TOTAL (₹ IN LAKHS)	875000
<b>Promoters Contribution (₹ In Lakhs)</b>	
TOTAL CONTRIBUTION (₹ IN LAKHS)	875000

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Establishment | Ease of doing bu x Common Application Form Previ x +

silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2alNiUT09

OF WHICH EQUITY (₹ IN LAKHS)	500000
U/S LOAN (₹ IN LAKHS)	175000
TERM LOAN (BORROWING)(₹ IN LAKHS)	200000
<b>Anticipated Time (To Be Reckoned From The Date Of Delivery Of Possession Of Land)</b>	
For construction and Installation of Plant and Machineries (In Months)	12
For commencing production (In Months)	12
To reach the proposed production capacity (In Months)	10
<b>Employment Potentialities</b>	
DIRECT	1000
OF WHICH PERMANENT	750
CONTRACTUAL	250
INDIRECT	50
<b>Requirements Of Infrastructure Facilities Or Amenities</b>	
POWER (in KW AT)	100
VOLTS	50
WATER (in KL/D)	25
OTHERS	1
<b>Project Details</b>	

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Establishment | Ease of doing bu x Common Application Form Previ x +

silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2alNiUT09

<b>Project Details</b>	
Does the proposed project involve pollution of wastes/air in any way?	No
Remarks	Test Remarks
Project Category	White
Is there any Foreign Investment?	no
<b>Collaboration With Foreign And Joint Sector</b>	
<b>Companies Own Performance (Last 3 Years)</b>	
Type	Term Loans
First Year (₹ In Lakhs)	50000
Second Year (₹ In Lakhs)	50000
Third Year (₹ In Lakhs)	60000
<b>Group Concerns/Promoters And Their Financial Record Of Last 3 Years</b>	
Name	Test Group of Companies
Status in project	Working
Activity	Test Activity
1st Year Turnover (₹ In Lakhs)	50000
2nd Year Turnover (₹ In Lakhs)	60000
3rd Year Turnover (₹ In Lakhs)	70000

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The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/caf/application-preview/Q05zN1hIZ3dVVHhVQIR00Ed2aINiUT09`. The page displays a table of financial data and a section for existing loans.

1st Year PBT (₹ In Lakhs)	100000
2nd Year PBT (₹ In Lakhs)	200000
3rd Year PBT (₹ In Lakhs)	150000
1st Year Net Worth (₹ In Lakhs)	150000
2nd Year Net Worth (₹ In Lakhs)	250000
3rd Year Net Worth (₹ In Lakhs)	250000

**Status Of Existing Loans (If Any)**

Bank Name	FirstRand Bank Ltd
Loan Type	Term Loan (Short & Long-term Loan)
Amount (₹ In Lakhs)	1000000
Status	Letter of Credit

**UPLOADED SUPPORTING DOCUMENTS**

Details of the proposed Project	<a href="#">View</a>
Requirement and justification of land	<a href="#">View</a>
Project Feasibility Report	<a href="#">View</a>
Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years,	<a href="#">View</a>
Identify Proof(e.g. PAN) and Address proof(e.g. Voter Id/ Adhaar/Passport/DrivingLicense/ElectricityBill etc.) of promoters/directors/partners/proprietor etc.	<a href="#">View</a>

The screenshot shows the same web browser window, displaying a list of supporting documents and a declaration statement.

Audited Financial Statement/Annual Accounts including audit report and directors' report & MGT-9 etc.(Annual Report) of the company and the group companies(if any) for last 3 years,	<a href="#">View</a>
Identify Proof(e.g. PAN) and Address proof(e.g. Voter Id/ Adhaar/Passport/DrivingLicense/ElectricityBill etc.) of promoters/directors/partners/proprietor etc. (to be annexed in DPR).	<a href="#">View</a>
Net Worth Statement for all Directors	<a href="#">View</a>
Partnership Deed	<a href="#">View</a>
Certificate of Registration (if any)	<a href="#">View</a>
Trade License,	<a href="#">View</a>
GST Certificate,	<a href="#">View</a>
Copy of PAN	<a href="#">View</a>
Udyam registration certificate/UAM (if any)	<a href="#">View</a>
IT Return	<a href="#">View</a>
Signature	<a href="#">View</a>
A self-declaration in Organization's letter head that none of the promoters/directors/partners/proprietor of the organization or the organization itself, do not contravene the provision of the Companies Act, 2013, PF, ES, Income Tax, GST and any other statutory compliances/law, as applicable.	<a href="#">View</a>

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

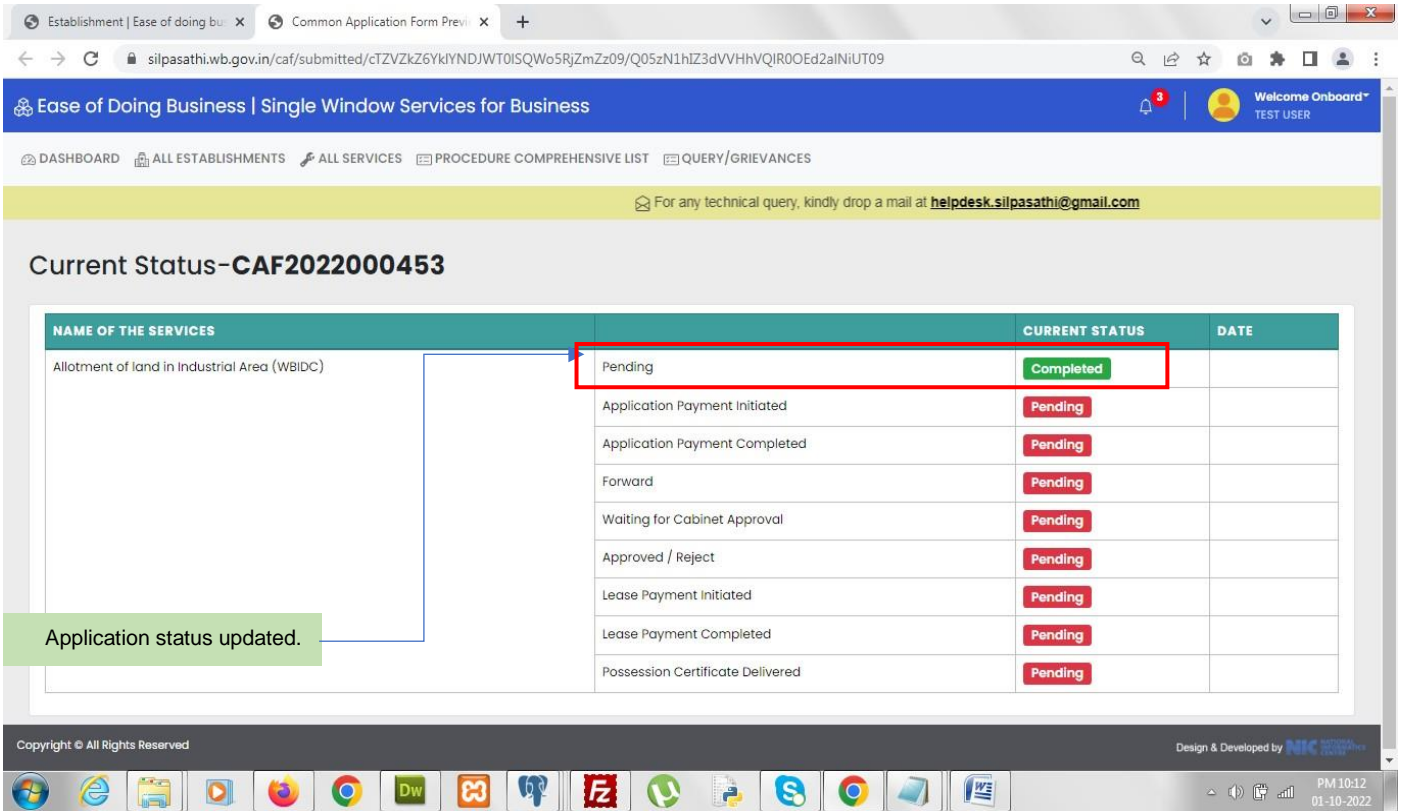
[Submit](#)

Declaration statement

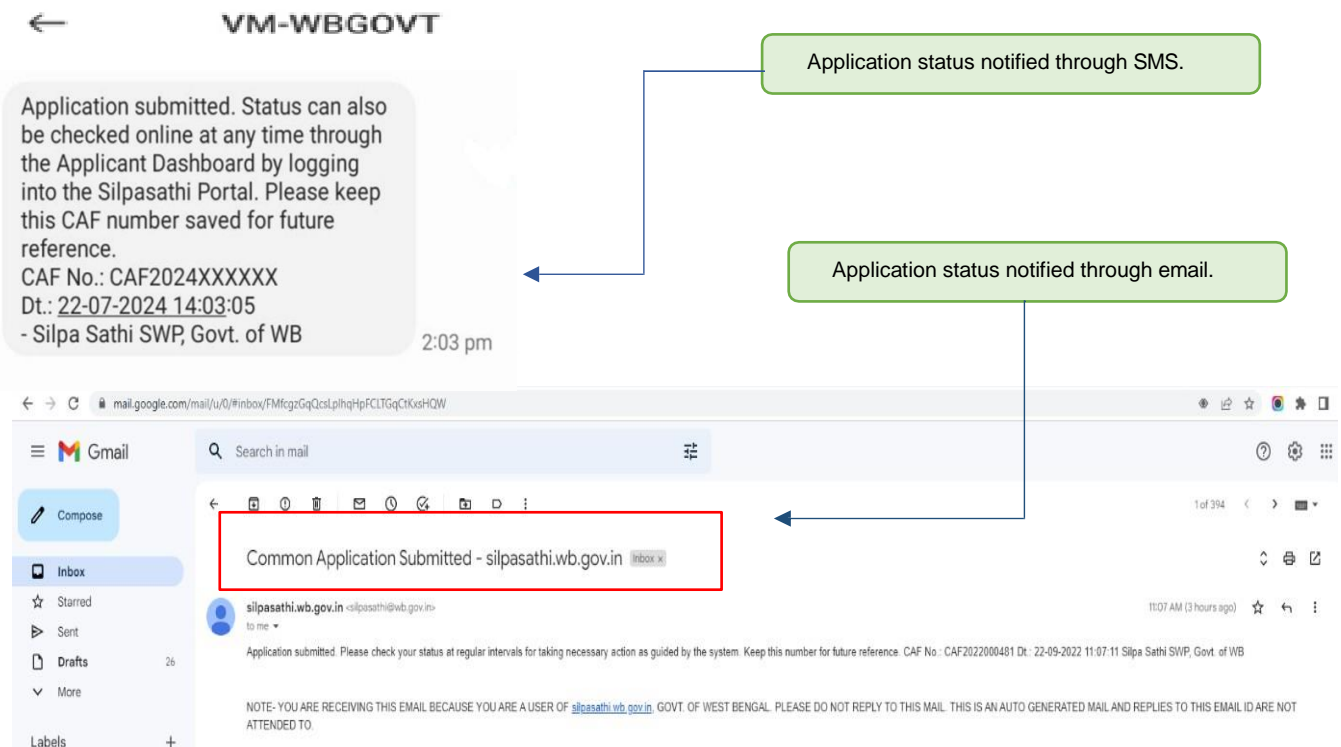
Click on submit for submission of application.

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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

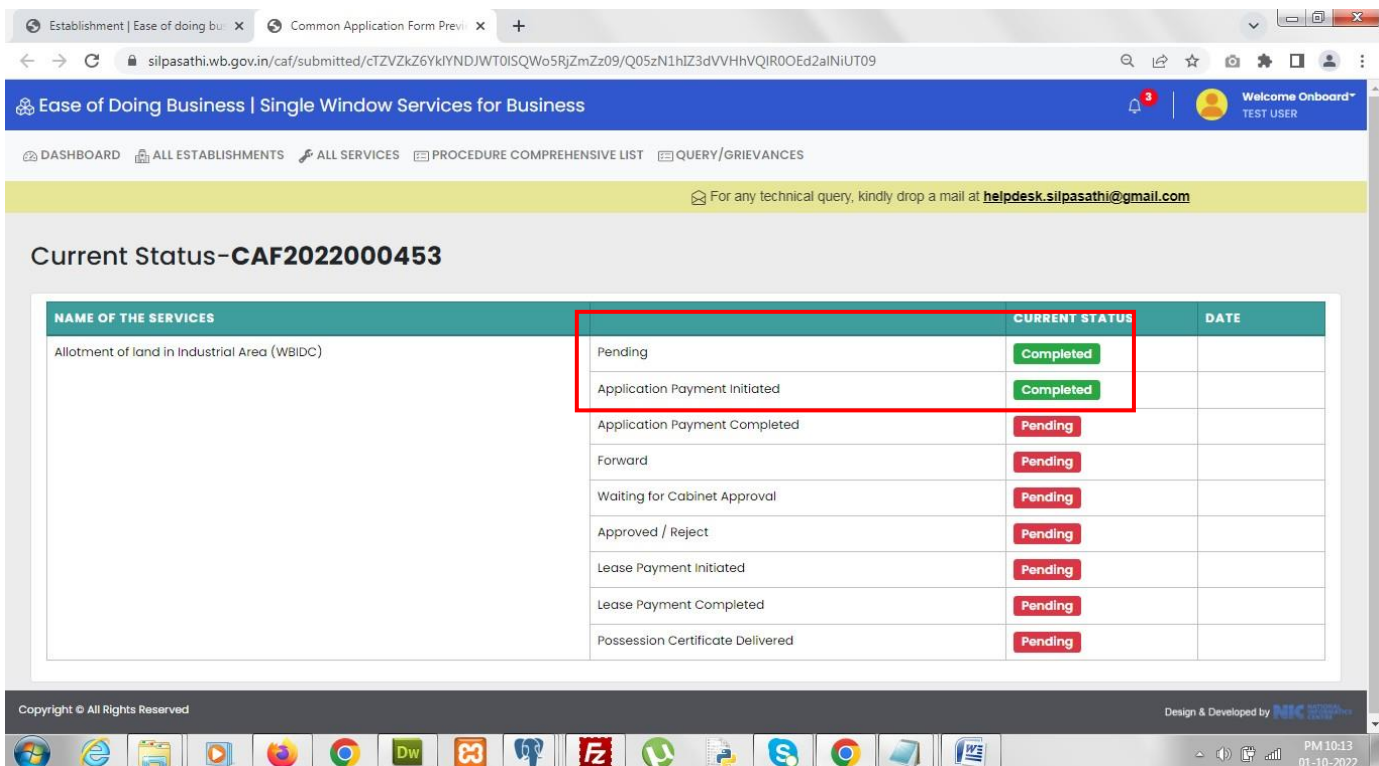
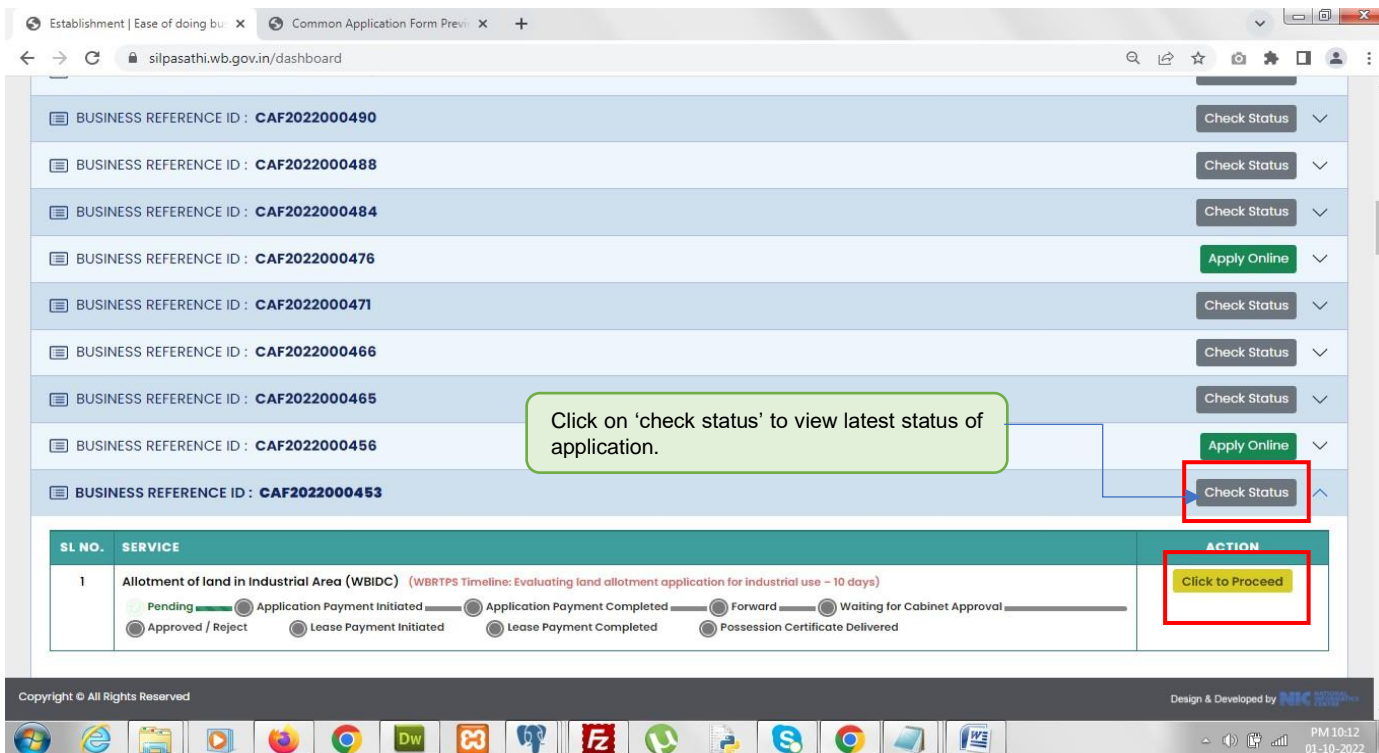


The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

The applicant can now see the status of his application in the dashboard.

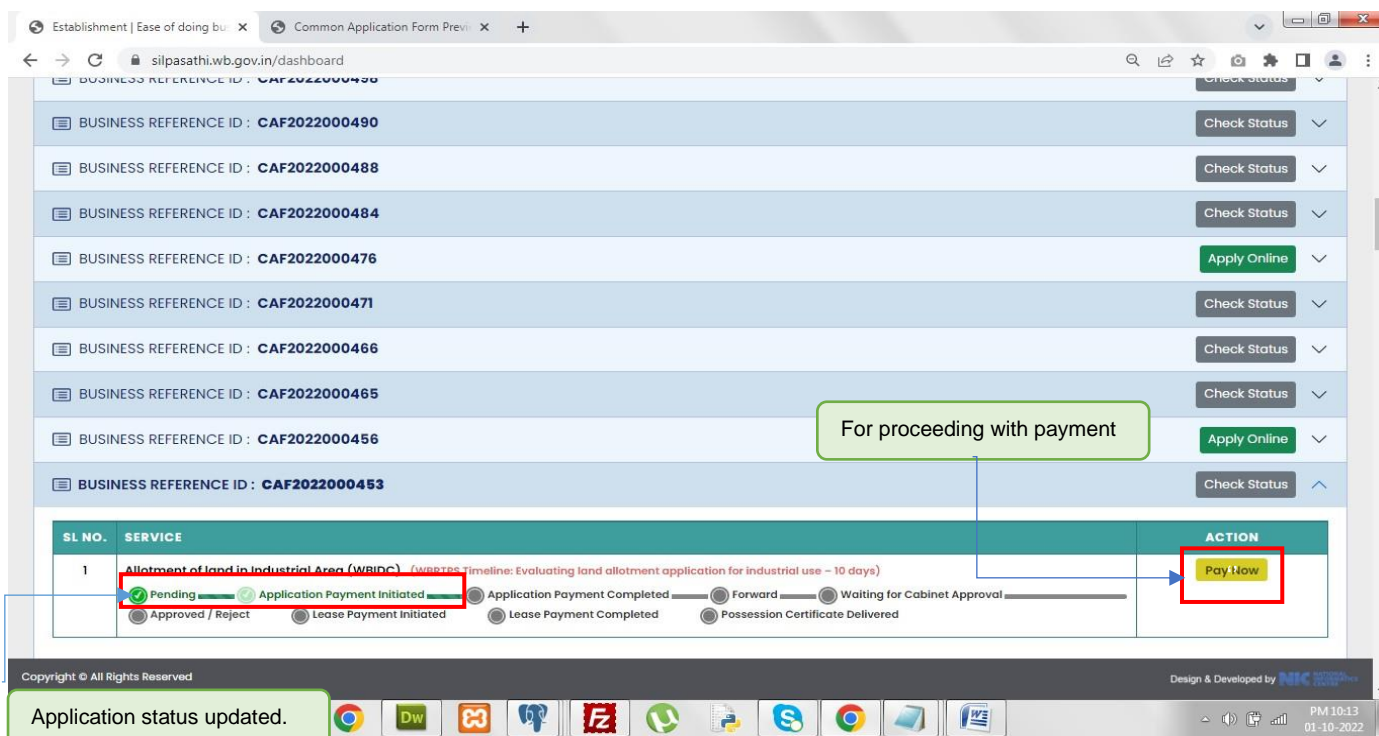


Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

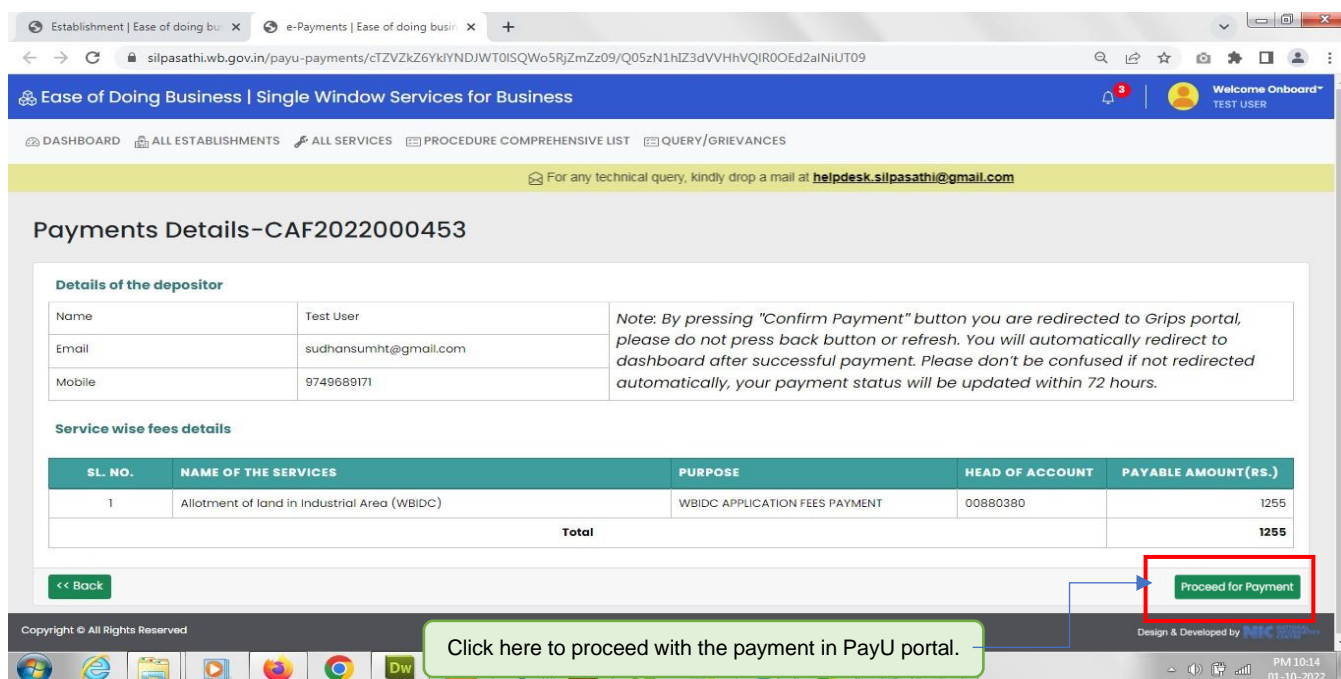
## 2. Online Payment of fees

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

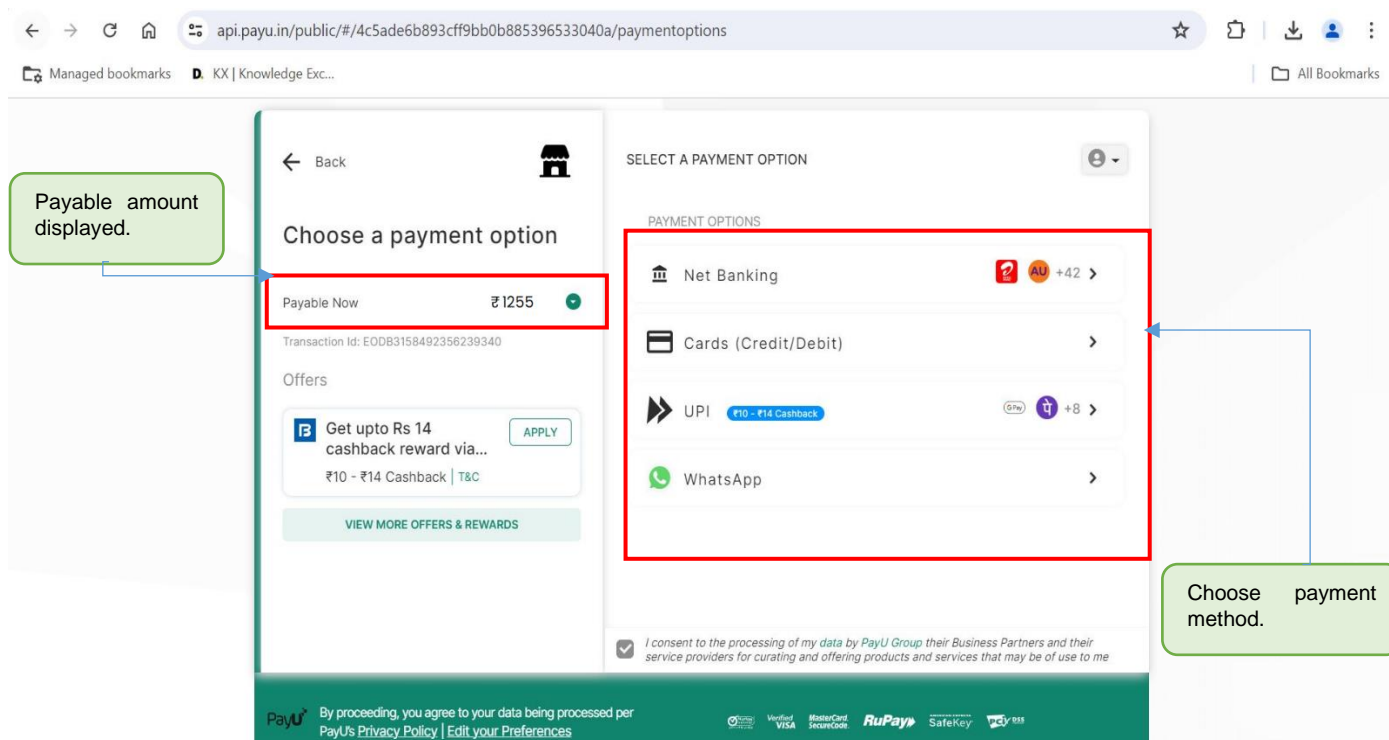


The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the ‘Proceed for Payment’ option.

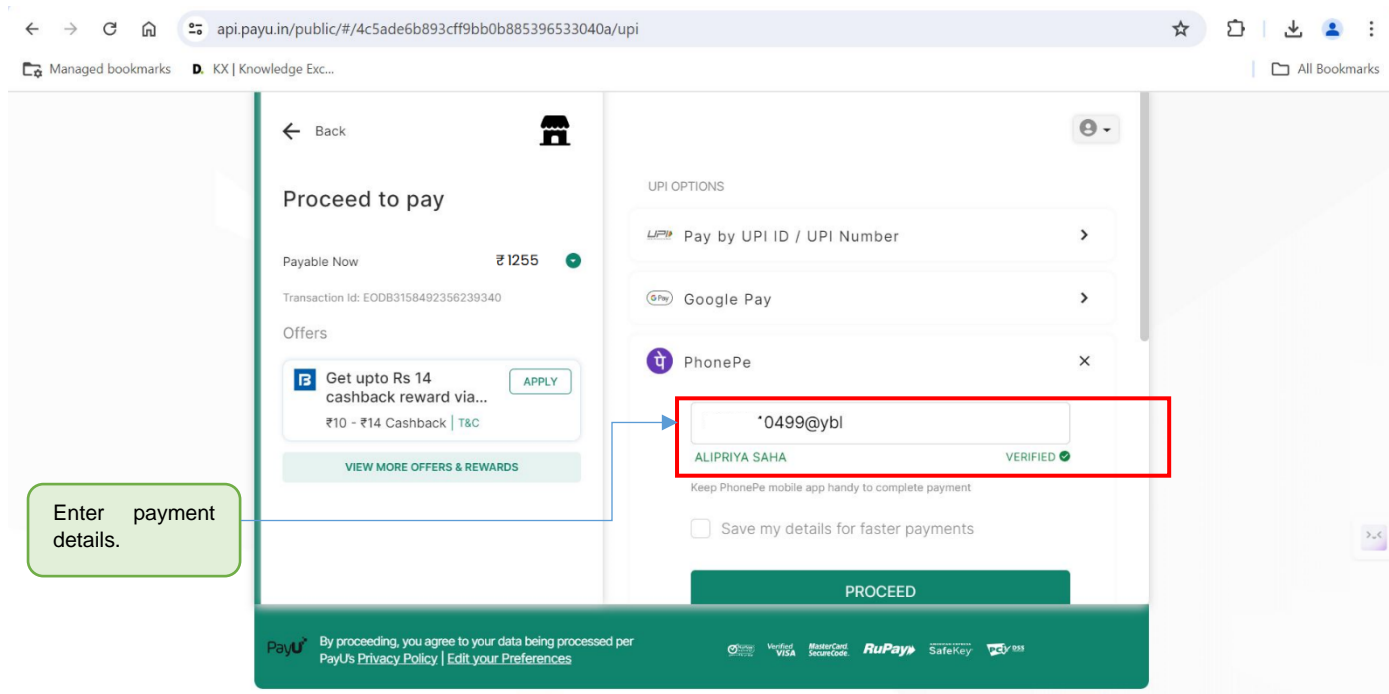


Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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



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



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 **“Application Payment Completed”**.

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Status Dashboard

Establishment | Ease of doing bu x Common Application Form Previ x +

silpasathi.wb.gov.in/caf/submitted/cTZVZkZ6YkYNDJWTOISQWo5RjZmZz09/Q05zN1hIZ3dVVHhVQIR00Ed2alNIUT09

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](mailto:helpdesk.silpasathi@gmail.com)

### Current Status-CAF2022000453

NAME OF THE SERVICES	CURRENT STATUS	DATE
Allotment of land in Industrial Area (WBIDC)	Pending	
	Application Payment Initiated	
	Application Payment Completed	
	Forward	
	Waiting for Cabinet Approval	
	Approved / Reject	
	Lease Payment Initiated	
	Lease Payment Completed	
	Possession Certificate Delivered	

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PM 10:17 01-10-2022

Applicant's Dashboard

Establishment | Ease of doing bu x Common Application Form Previ x +

silpasathi.wb.gov.in/dashboard

BUSINESS REFERENCE ID : CAF2022000498 Check Status

BUSINESS REFERENCE ID : CAF2022000490 Check Status

BUSINESS REFERENCE ID : CAF2022000488 Check Status

BUSINESS REFERENCE ID : CAF2022000484 Check Status

BUSINESS REFERENCE ID : CAF2022000476 Apply Online

BUSINESS REFERENCE ID : CAF2022000471 Check Status

BUSINESS REFERENCE ID : CAF2022000466 Check Status

BUSINESS REFERENCE ID : CAF2022000465 Check Status

BUSINESS REFERENCE ID : CAF2022000456 Apply Online

BUSINESS REFERENCE ID : CAF2022000453 Check Status

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: Evaluating land allotment application for industrial use – 10 days)	Click to Proceed

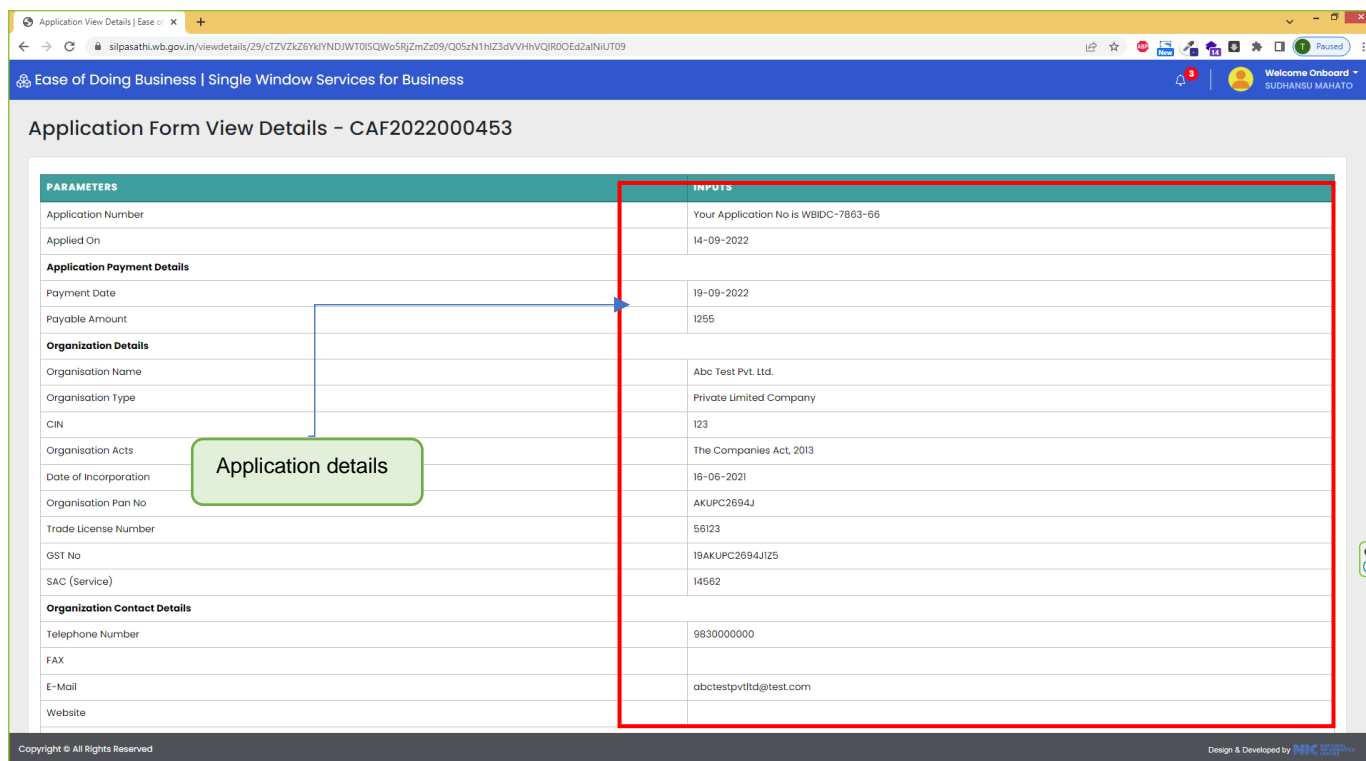
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PM 10:17 01-10-2022

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

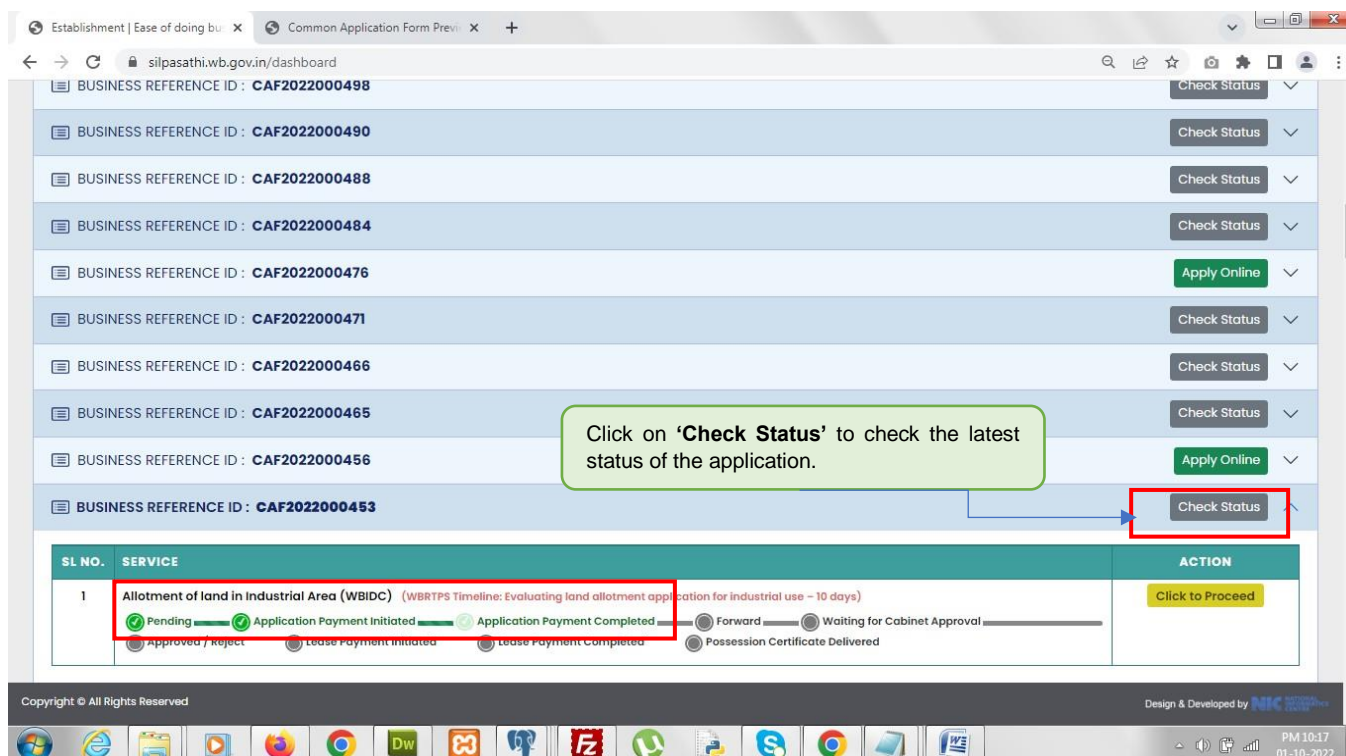
The applicant can click on ‘Click to Proceed’ and watch the preview of the application form.

### Preview of application form



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

### Applicant’s Dashboard



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

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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

**Current Status-CAF2022000453**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Allotment of land in industrial Area (WBIDC)	Pending	Completed
	Application Payment Initiated	Completed
	Application Payment Completed	Completed
	Forward	Completed
	Waiting for Cabinet Approval	Pending
	Approved / Reject	Pending
	Lease Payment Initiated	Pending
	Lease Payment Completed	Pending
	Possession Certificate Delivered	Pending

Latest status updated as **Forward**.

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

### Applicant’s Dashboard

BUSINESS REFERENCE ID : **CAF2022000498** Check Status

BUSINESS REFERENCE ID : **CAF2022000490** Check Status

BUSINESS REFERENCE ID : **CAF2022000488** Check Status

BUSINESS REFERENCE ID : **CAF2022000484** Check Status

BUSINESS REFERENCE ID : **CAF2022000476** Apply Online

BUSINESS REFERENCE ID : **CAF2022000471** Check Status

BUSINESS REFERENCE ID : **CAF2022000466** Check Status

BUSINESS REFERENCE ID : **CAF2022000465** Check Status

BUSINESS REFERENCE ID : **CAF2022000456** Apply Online

BUSINESS REFERENCE ID : **CAF2022000453** Check Status

SL NO.	SERVICE	ACTION
1	Allotment of land in industrial Area (WBIDC) (WBRTPS Timeline: Evaluating land allotment application for industrial use – 10 days) Progress: Pending (checked) → Application Payment Initiated (checked) → Application Payment Completed (checked) → Forward (checked) → Waiting for Cabinet Approval (unchecked) → Approved / Reject (unchecked) → Lease Payment Initiated (unchecked) → Lease Payment Completed (unchecked) → Possession Certificate Delivered (unchecked)	Click to Proceed

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

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Status Dashboard

Establishment | Ease of doing bu... Common Application Form Prev...  
silpasathi.wb.gov.in/caf/submitted/cTZVZkZ6YkiYNDJWTOISQWo5RjZmZz09/Q05zN1hZ3dVvVhVQIR00Ed2aNIUT09

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](mailto:helpdesk.silpasathi@gmail.com)

### Current Status-CAF2022000453

NAME OF THE SERVICES	CURRENT STATUS	DATE
Allotment of land in Industrial Area (WBIDC)	Pending	
	Application Payment Initiated	
	Application Payment Completed	
	Forward	
	Waiting for Cabinet Approval	
	Approved / Reject	
	Lease Payment Initiated	
	Lease Payment Completed	
	Possession Certificate Delivered	

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Applicant's Dashboard

Establishment | Ease of doing bu... Common Application Form Prev...  
silpasathi.wb.gov.in/dashboard

BUSINESS REFERENCE ID : CAF2022000490 Check Status

BUSINESS REFERENCE ID : CAF2022000488 Check Status

BUSINESS REFERENCE ID : CAF2022000484 Check Status

BUSINESS REFERENCE ID : CAF2022000476 Apply Online

BUSINESS REFERENCE ID : CAF2022000471 Check Status

BUSINESS REFERENCE ID : CAF2022000466 Check Status

BUSINESS REFERENCE ID : CAF2022000465 Check Status

BUSINESS REFERENCE ID : CAF2022000456 Apply Online

**BUSINESS REFERENCE ID : CAF2022000453 Check Status**

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: Evaluating land allotment application for industrial use – 10 days)	Click to Proceed

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Allotment of land in Industrial Area (WBIDC) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## Status Dashboard

Establishment | Ease of doing bu | Common Application Form Previ | +

silpasathi.wb.gov.in/caf/submitted/cTZVZkZ6YkIYNDJWTOISQWo5RjZmZz09/Q05zN1hIZ3dVVHhVQIR00Ed2aNIUT09

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 [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)

### Current Status-CAF2022000453

NAME OF THE SERVICES	CURRENT STATUS	DATE
Allotment of land in Industrial Area (WBIDC)	Pending	
	Application Payment Initiated	Completed
	Application Payment Completed	Completed
	Forward	Completed
	Waiting for Cabinet Approval	Completed
	Approved / Reject	Completed
	Lease Payment Initiated	Completed
	Lease Payment Completed	Pending
	Possession Certificate Delivered	Pending

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PM 11:42 01-10-2022

## Applicant's Dashboard

Establishment | Ease of doing bu | Common Application Form Previ | +

silpasathi.wb.gov.in/dashboard

BUSINESS REFERENCE ID : CAF2022000498 Check Status

BUSINESS REFERENCE ID : CAF2022000490 Check Status

BUSINESS REFERENCE ID : CAF2022000488 Check Status

BUSINESS REFERENCE ID : CAF2022000484 Check Status

BUSINESS REFERENCE ID : CAF2022000476 Apply Online

BUSINESS REFERENCE ID : CAF2022000471 Check Status

BUSINESS REFERENCE ID : CAF2022000466 Check Status

BUSINESS REFERENCE ID : CAF2022000465 Check Status

BUSINESS REFERENCE ID : CAF2022000456 Apply Online

BUSINESS REFERENCE ID : CAF2022000453 Check Status

SL NO.	SERVICE	ACTION
1	Allotment of land in Industrial Area (WBIDC) (WBRTPS Timeline: Evaluating land allotment application for industrial use - 10 days)	Pay Now

Application status updated.

For proceeding with payment

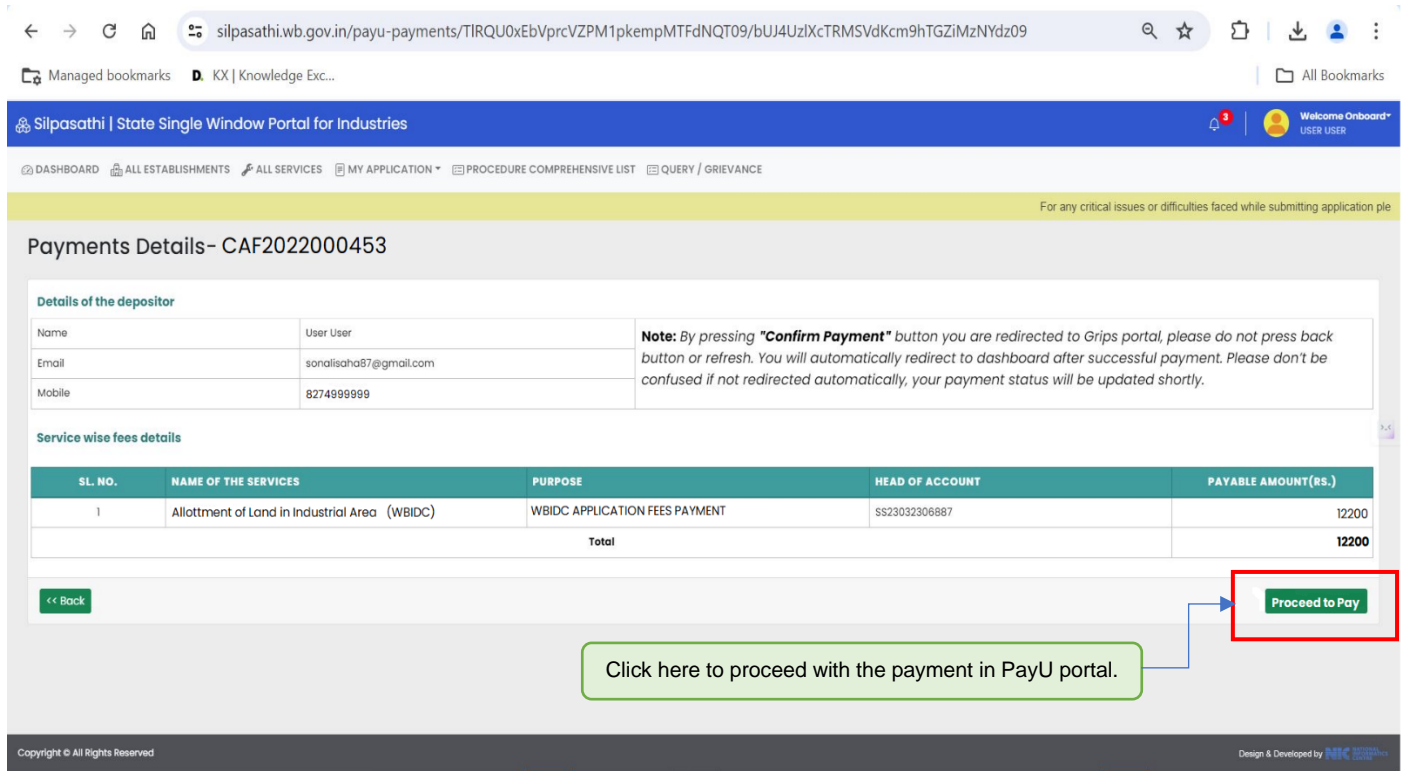
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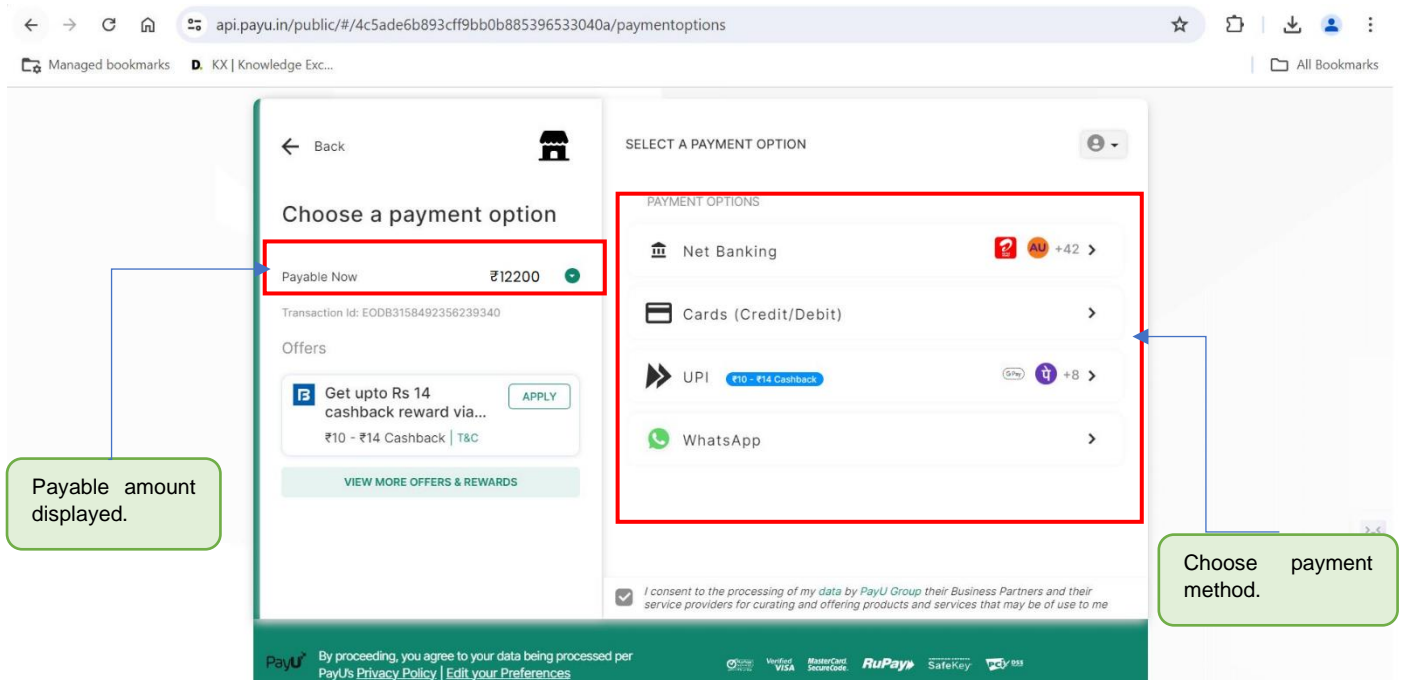
PM 11:43 01-10-2022

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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.

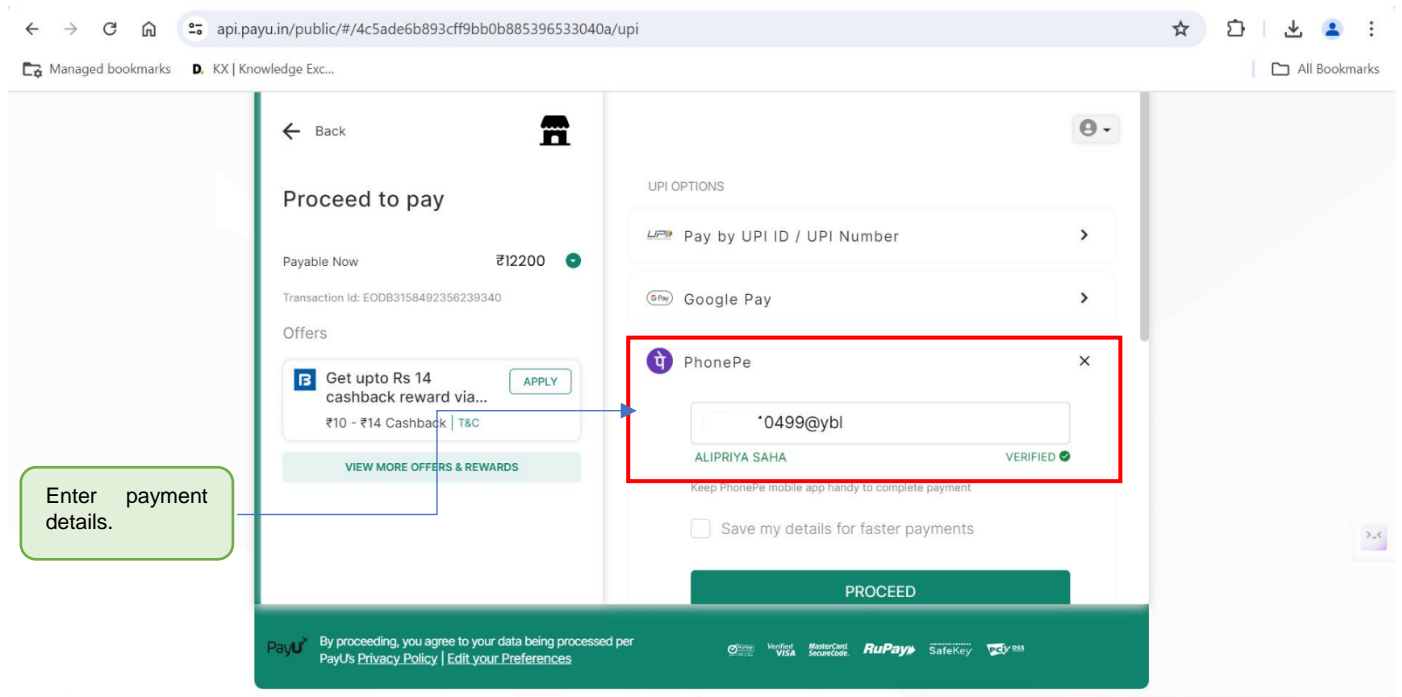


The applicant is redirected to the **PayU** portal to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

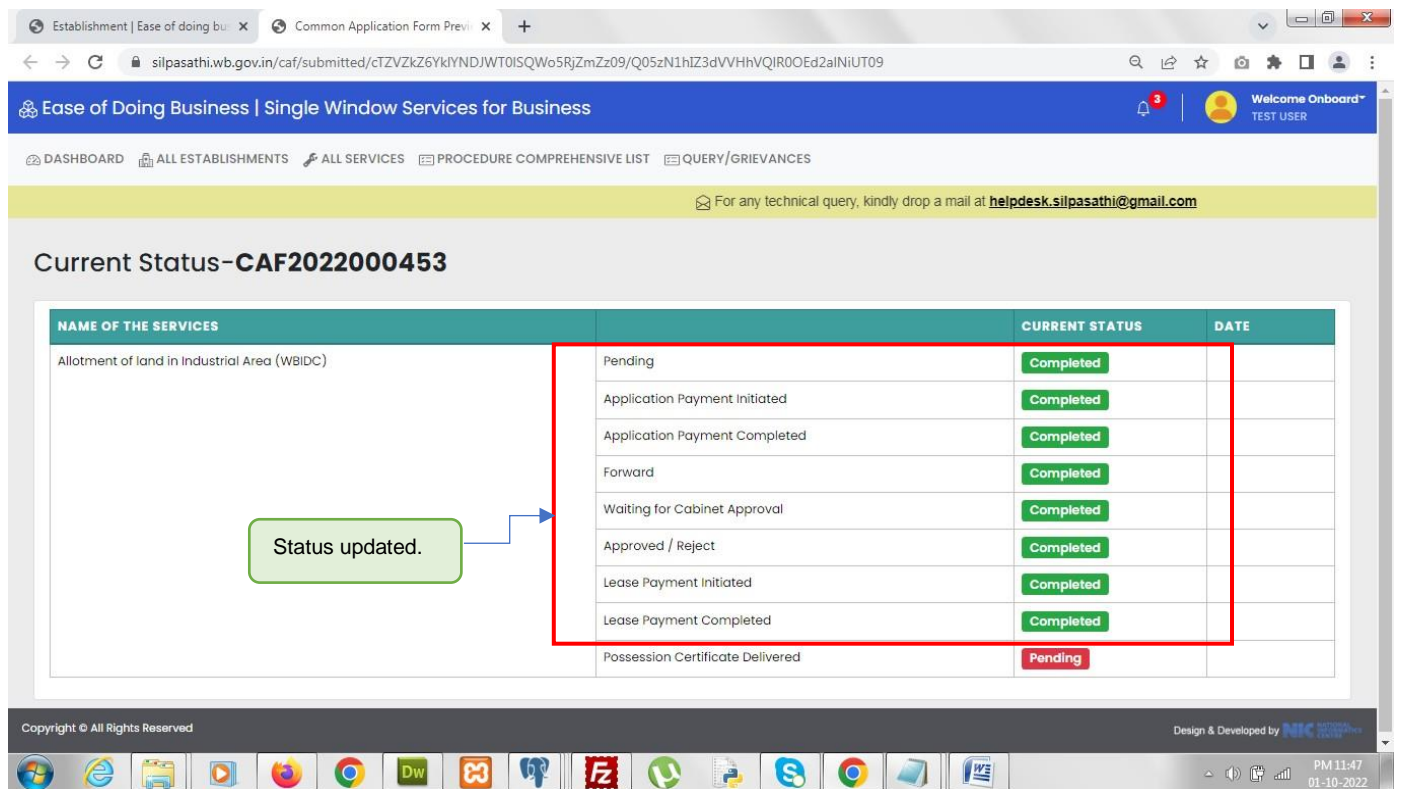


Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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



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 “Lease Payment Completed”.

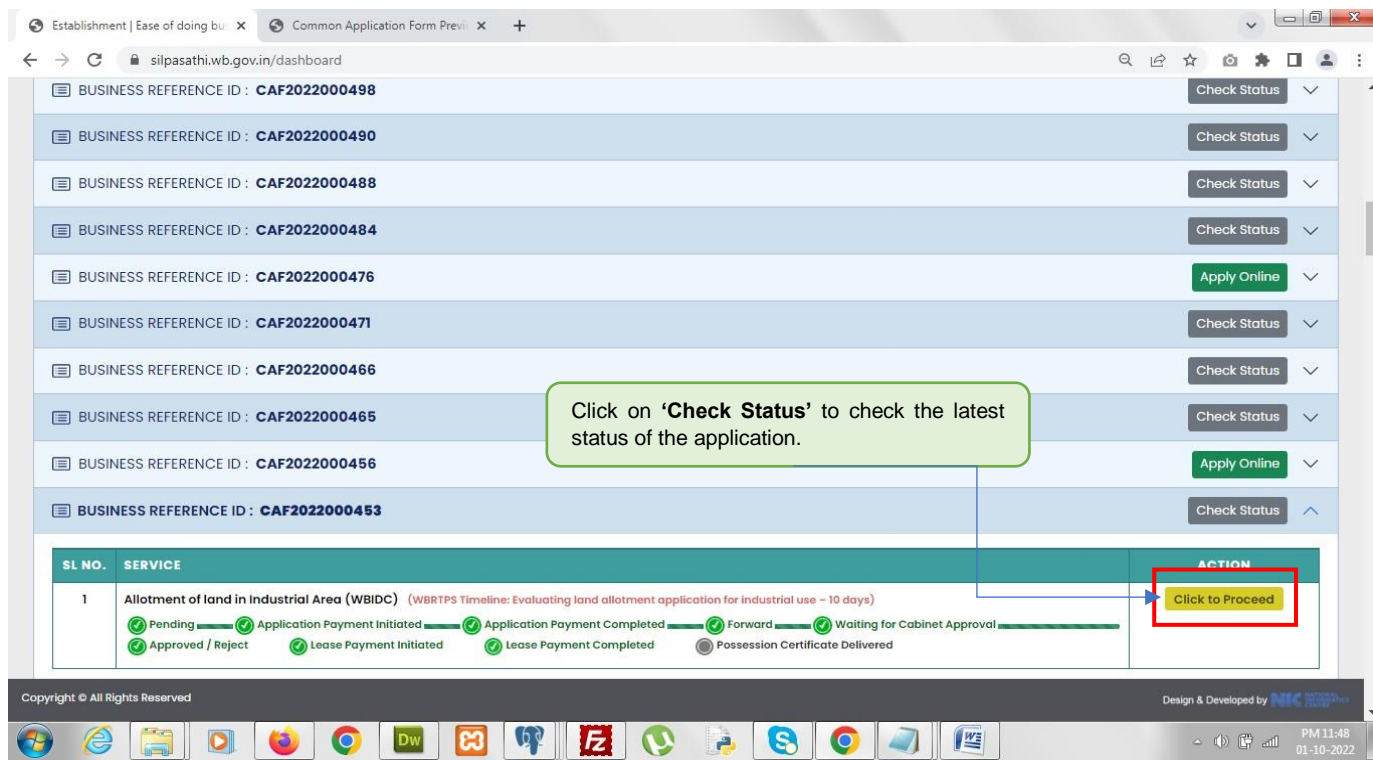


Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

### 3. Track Status of Application

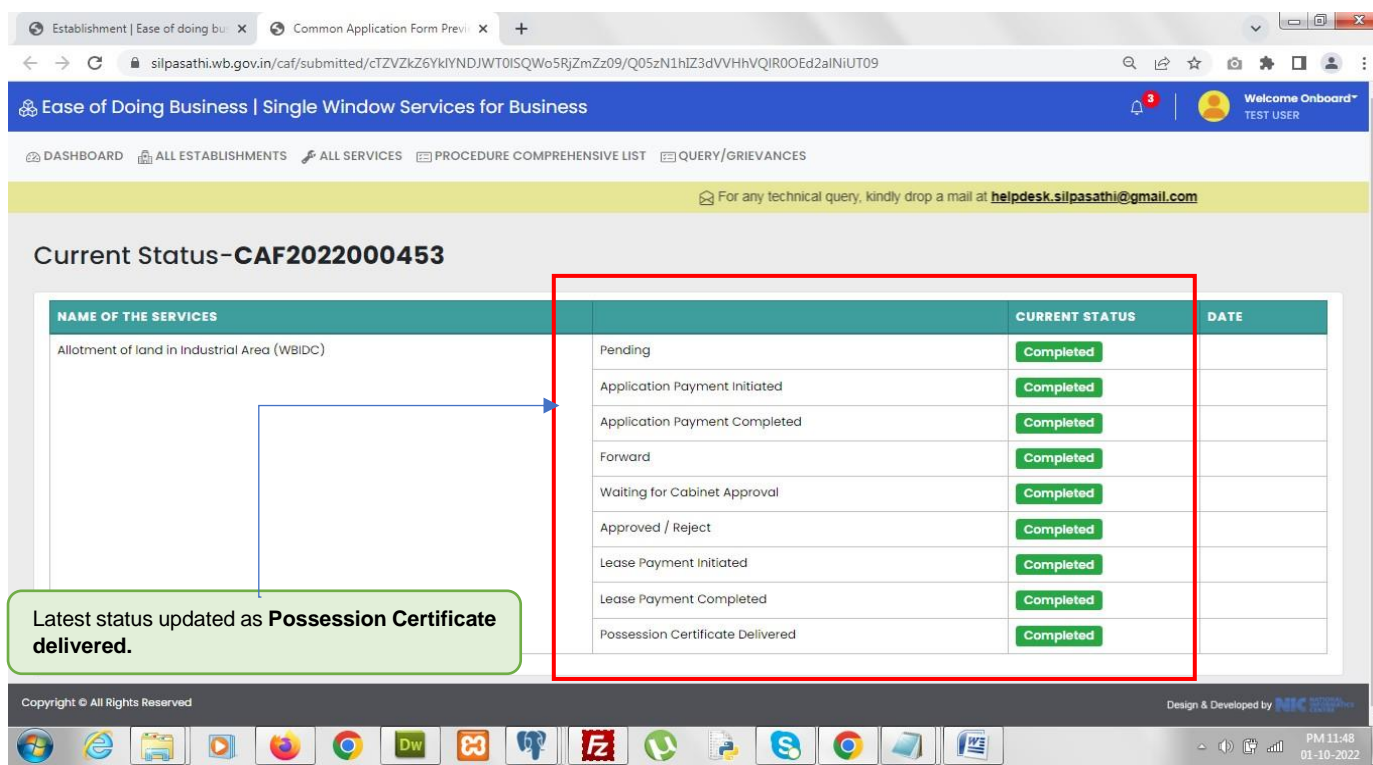
The applicant has to click on ‘Check Status’ to view the latest status of the application.

#### Applicant’s Dashboard



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

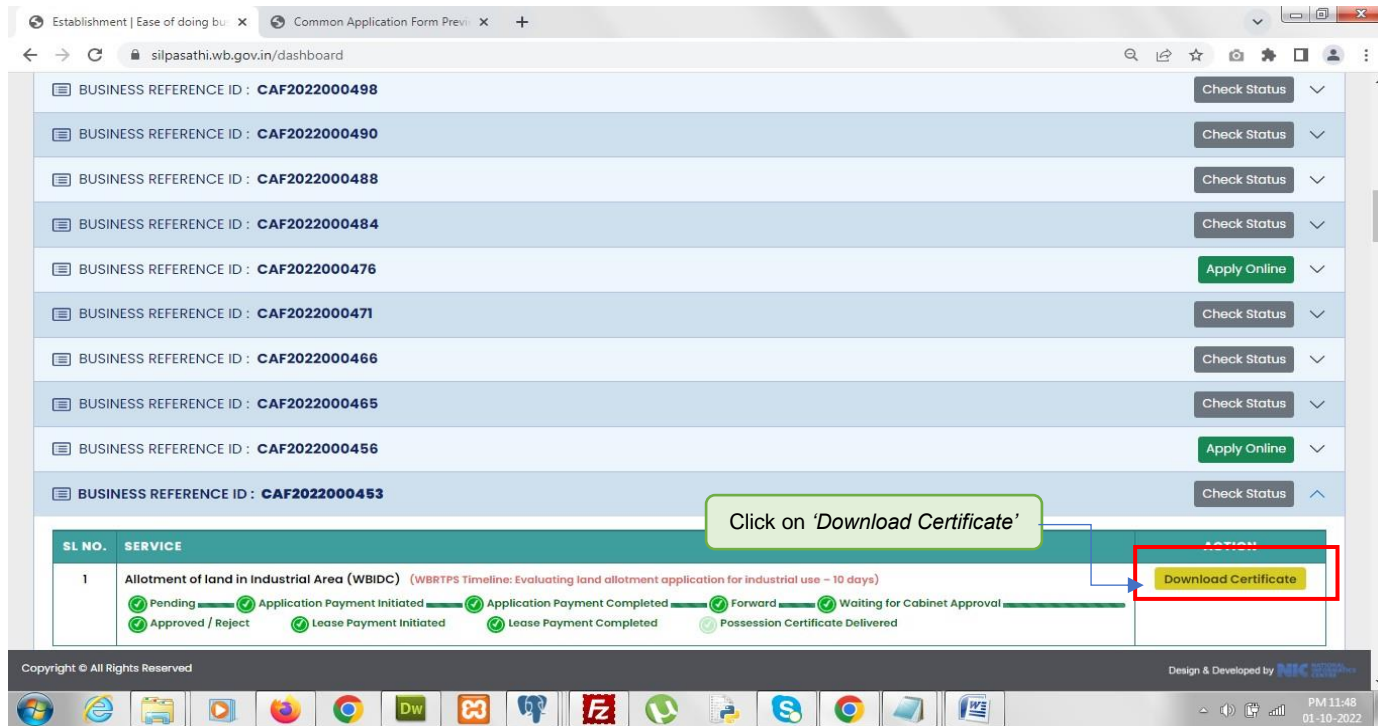
Current status appears in the Status Dashboard (Screenshot below).



Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

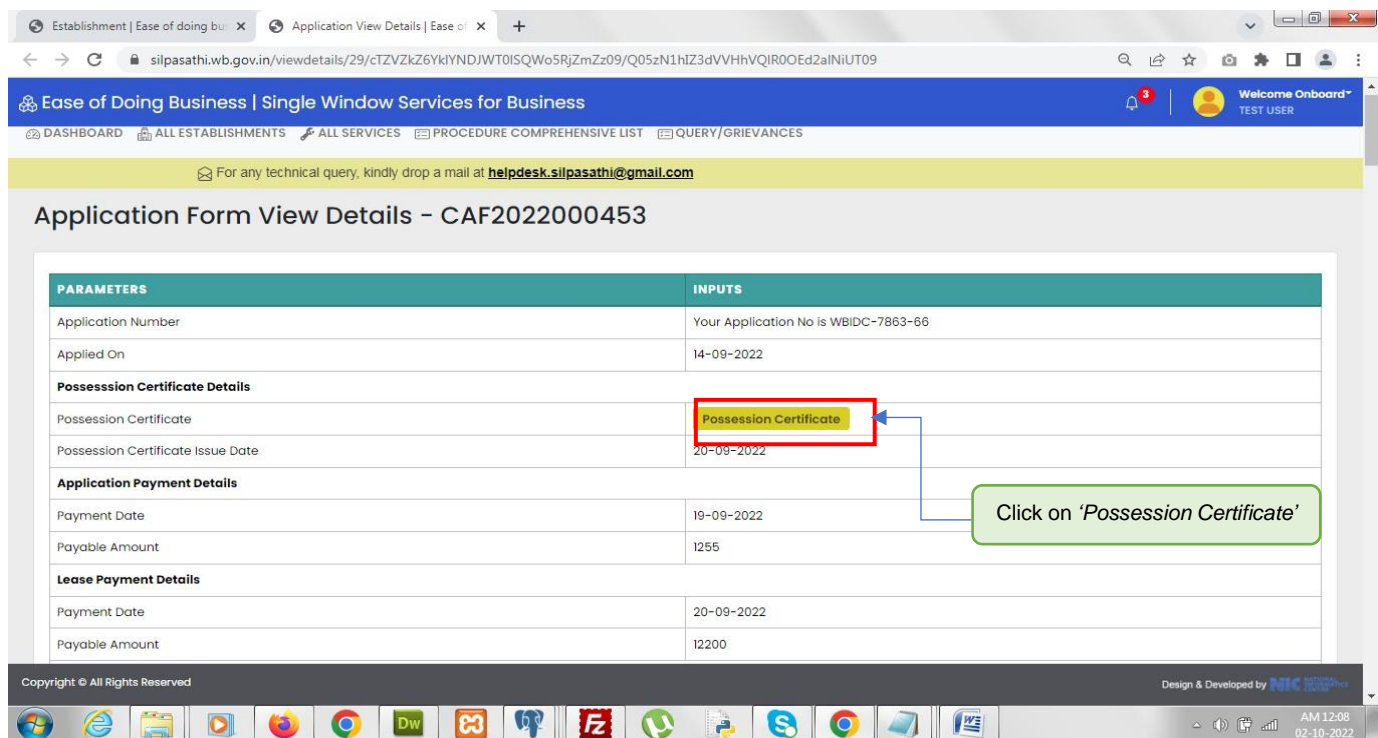
### 4. Online Download of final approval certificate

#### Applicant’s Dashboard



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

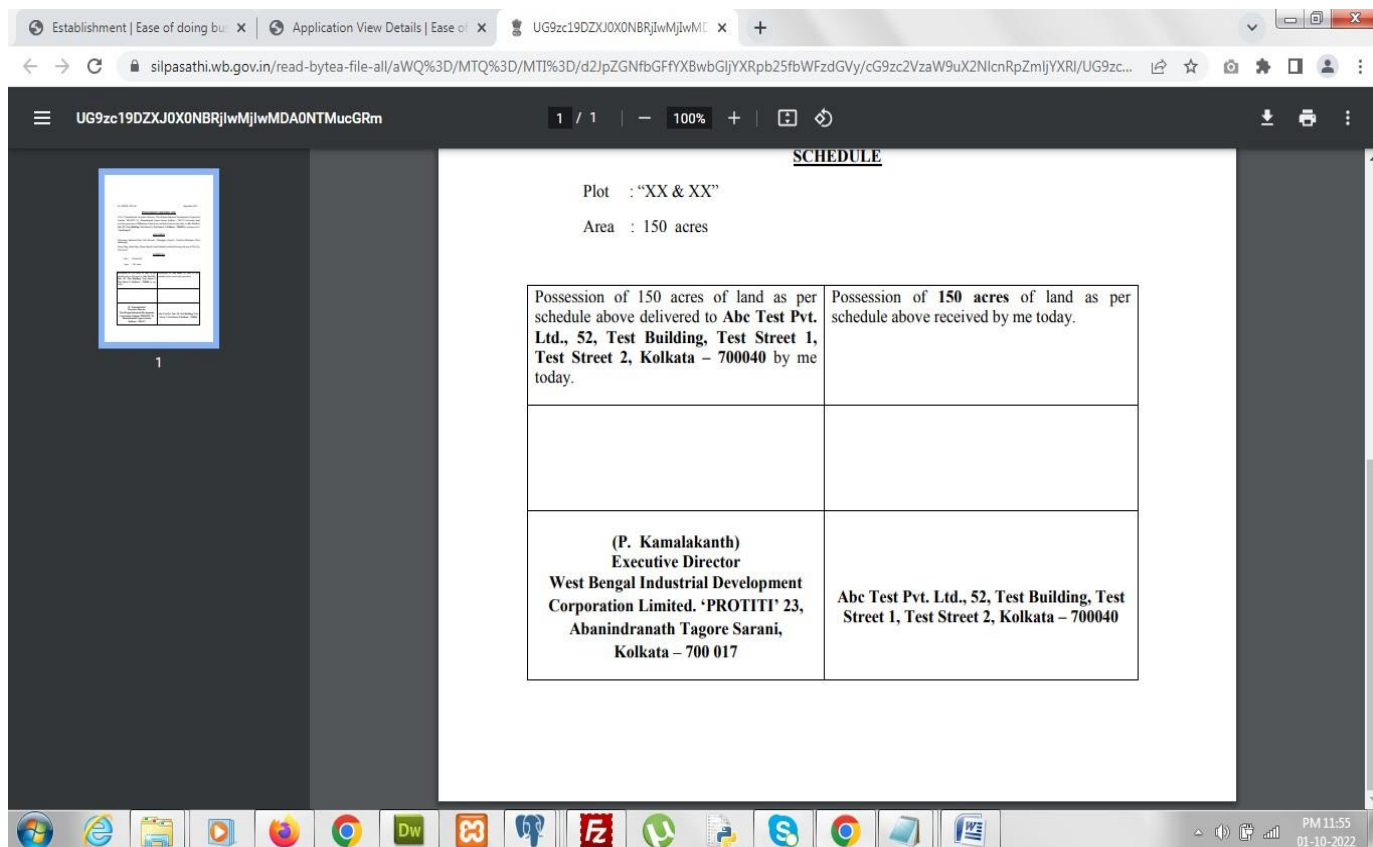
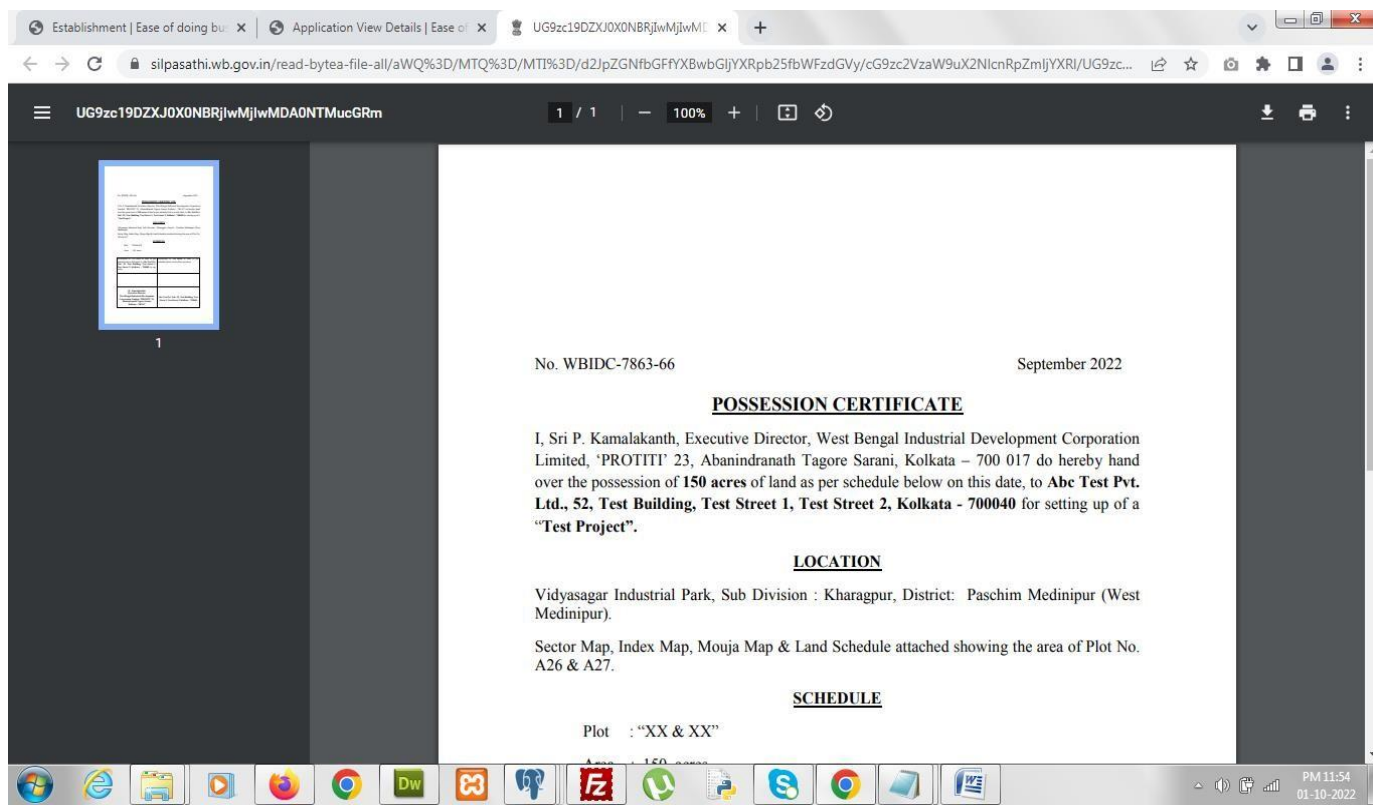
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on ‘**Possession Certificate**’ icon to download the Final Approval Certificate issued.



Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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

**The Final Certificate gets downloaded (Screenshot)**



Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

**One Approval certificate document has been illustrated below:**

No. WBIDC-7863-66

September 2022

**POSSESSION CERTIFICATE**

I, Sri P. Kamalakanth, Executive Director, West Bengal Industrial Development Corporation Limited, ‘PROTITI’ 23, Abanindranath Tagore Sarani, Kolkata – 700 017 do hereby hand over the possession of **150 acres** of land as per schedule below on this date, to **Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata - 700040** for setting up of a “Test Project”.

**LOCATION**

Vidyasagar Industrial Park, Sub Division : Kharagpur, District: Paschim Medinipur (West Medinipur).

Sector Map, Index Map, Mouja Map & Land Schedule attached showing the area of Plot No. A26 & A27.

**SCHEDULE**

Plot : “XX & XX”

Area : 150 acres

Possession of 150 acres of land as per schedule above delivered to <b>Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata – 700040</b> by me today.	Possession of <b>150 acres</b> of land as per schedule above received by me today.
<b>(P. Kamalakanth)</b> Executive Director West Bengal Industrial Development Corporation Limited. ‘PROTITI’ 23, Abanindranath Tagore Sarani, Kolkata – 700 017	<b>Abc Test Pvt. Ltd., 52, Test Building, Test Street 1, Test Street 2, Kolkata – 700040</b>

Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

## 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

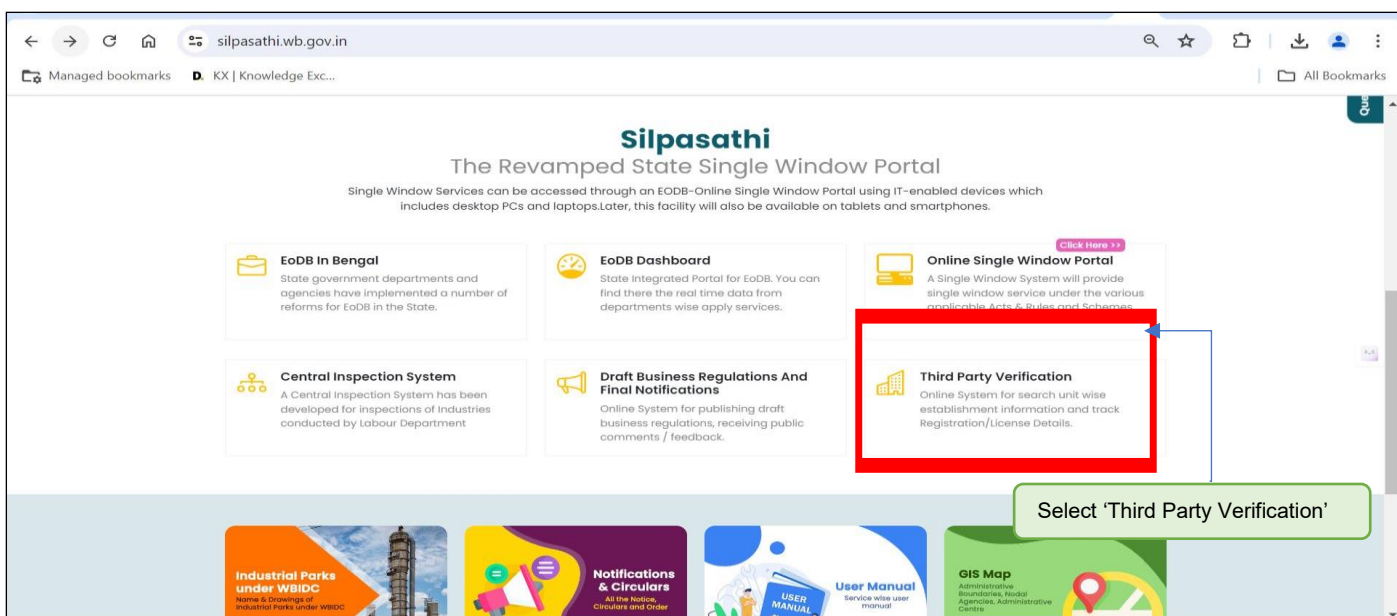
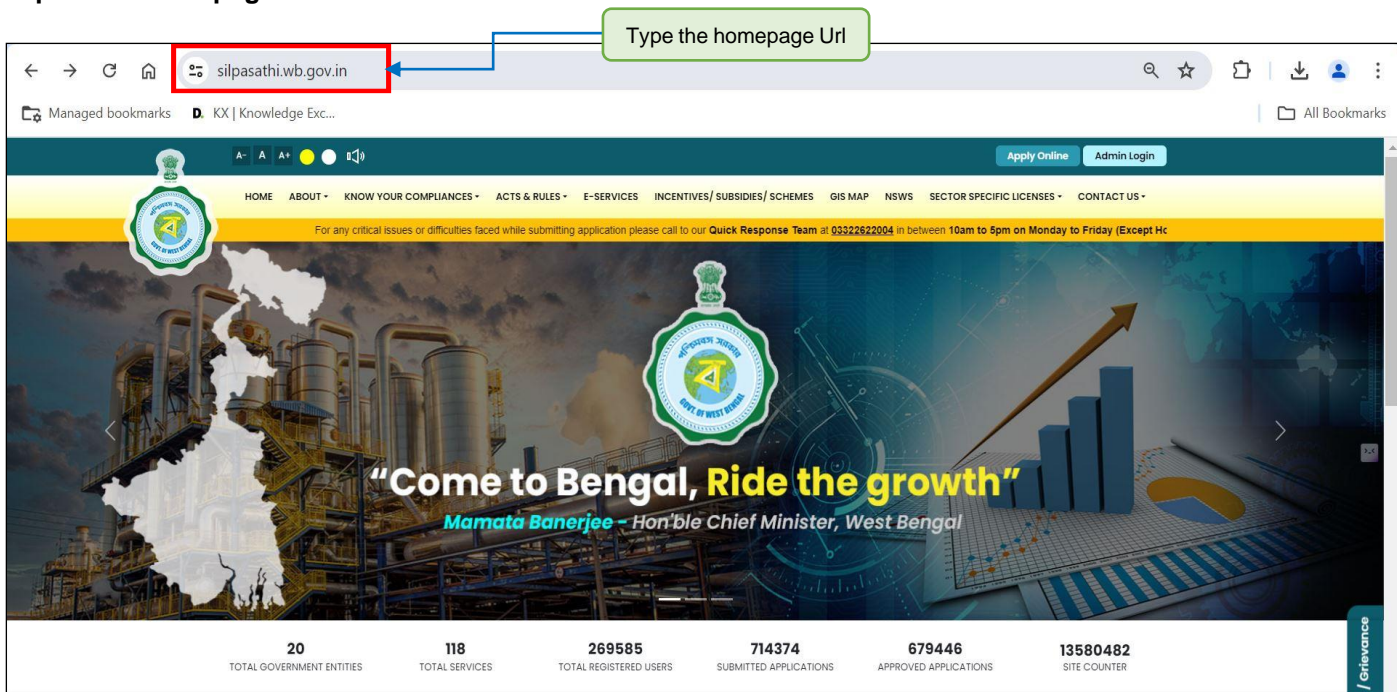
### Third part verification process

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.

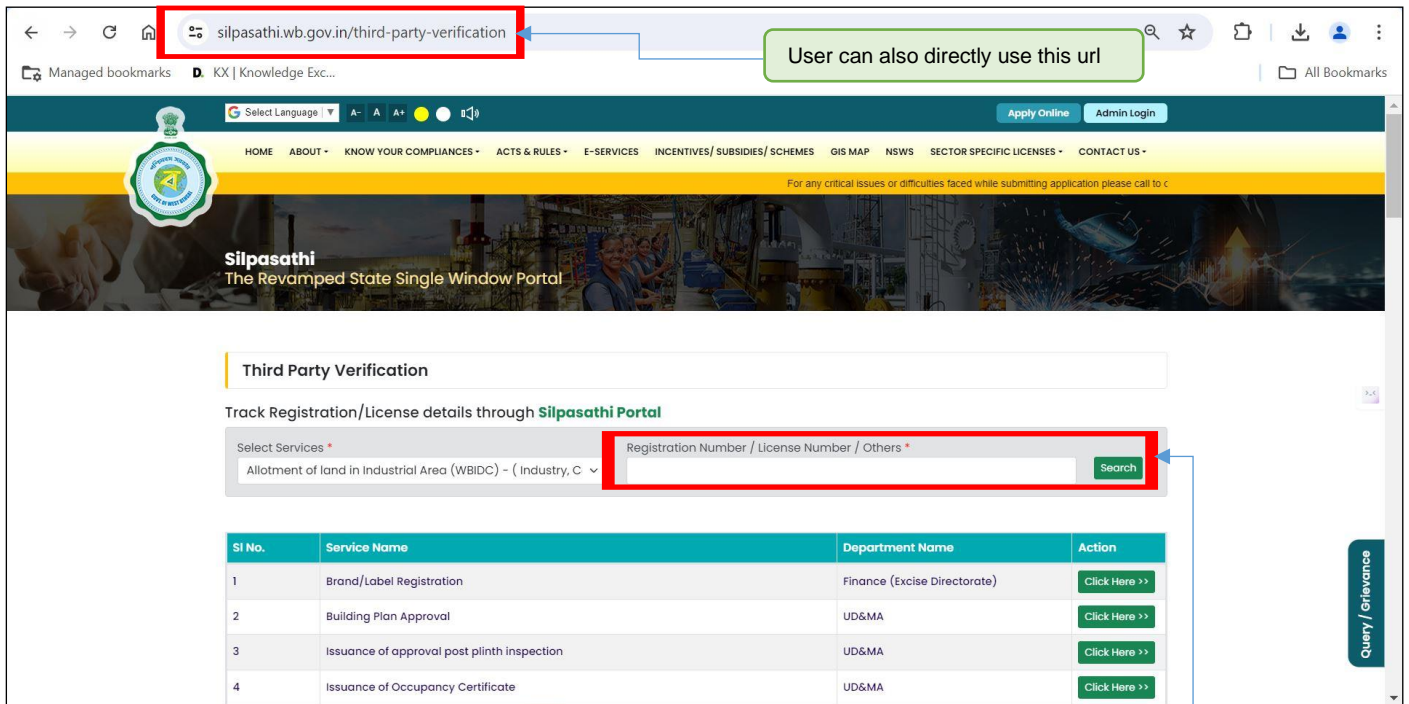
(Screenshots below):

### SilpaSathi Homepage



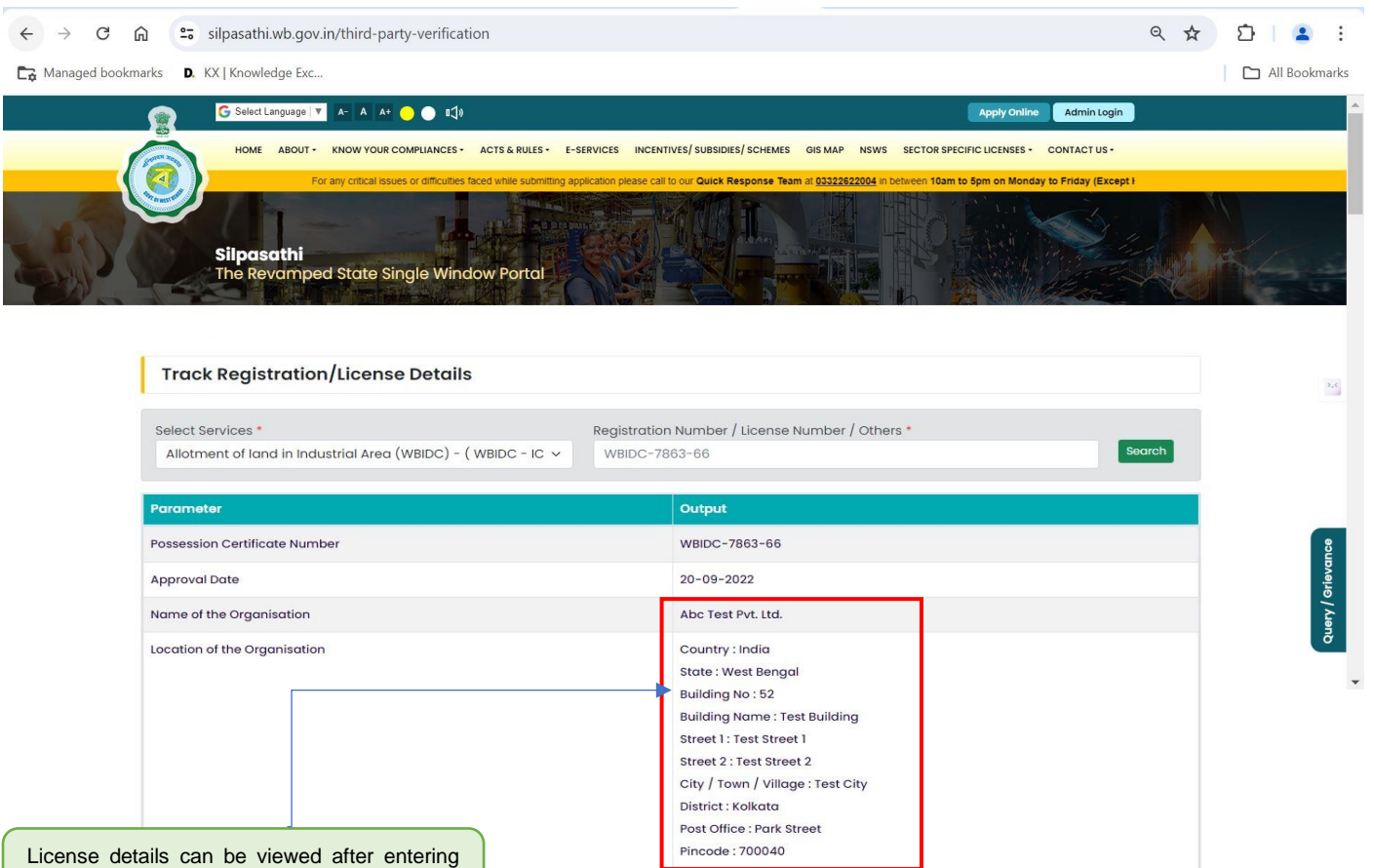
Allotment of land in Industrial Area (WBIDC) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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



Enter Registration number/ License number to view details.

The third party can view the details as illustrated below:



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