



## **Labour Department:**

### **Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970**

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

*User Manual*

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# User Manual

## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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# User Manual

## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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### Introduction

This document is intended to serve as a User Manual for grant of the service “Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970” by Labour Department, Govt. of West Bengal through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

#### Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

### About the Service

**Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970** aims for renewal of license to regulate the employment of contract labour and improve their working conditions and benefits. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

### Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Work Order	A document that provides details about a task or job and outlines how to complete it

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## Timeline (WBRTPS)

**Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970 is a real-time service and license is issued on a real-time basis.**

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b><i>Name and location of the establishment</i></b>		
1.	Establishment Name	Enter Establishment Name
2.	Type of the Establishment	Select Type of Establishment
3.	Address	Enter address
4.	Select Corporation	Select from dropdown list
5.	Select Ward	Select ward
6.	Pincode	Select pincode
<b><i>Registered Office address of the Establishment</i></b>		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
<b><i>Full name and address of the Employer</i></b>		
1.	Select district of workshop	Select from dropdown list
2.	Select subdivision of workshop	Select any additional type
3.	Select Areatype of workshop	Select Areatype
4.	Maximum Capacity	Maximum Capacity
5.	Classification	Enter Classification
<b><i>Full Name and address of the Manager</i></b>		
1.	Full Name of Manager	Enter Full Name of the Manager
2.	Address	Enter address
3.	Select Areatype	Select from dropdown list
4.	Select Ward	Select from dropdown list

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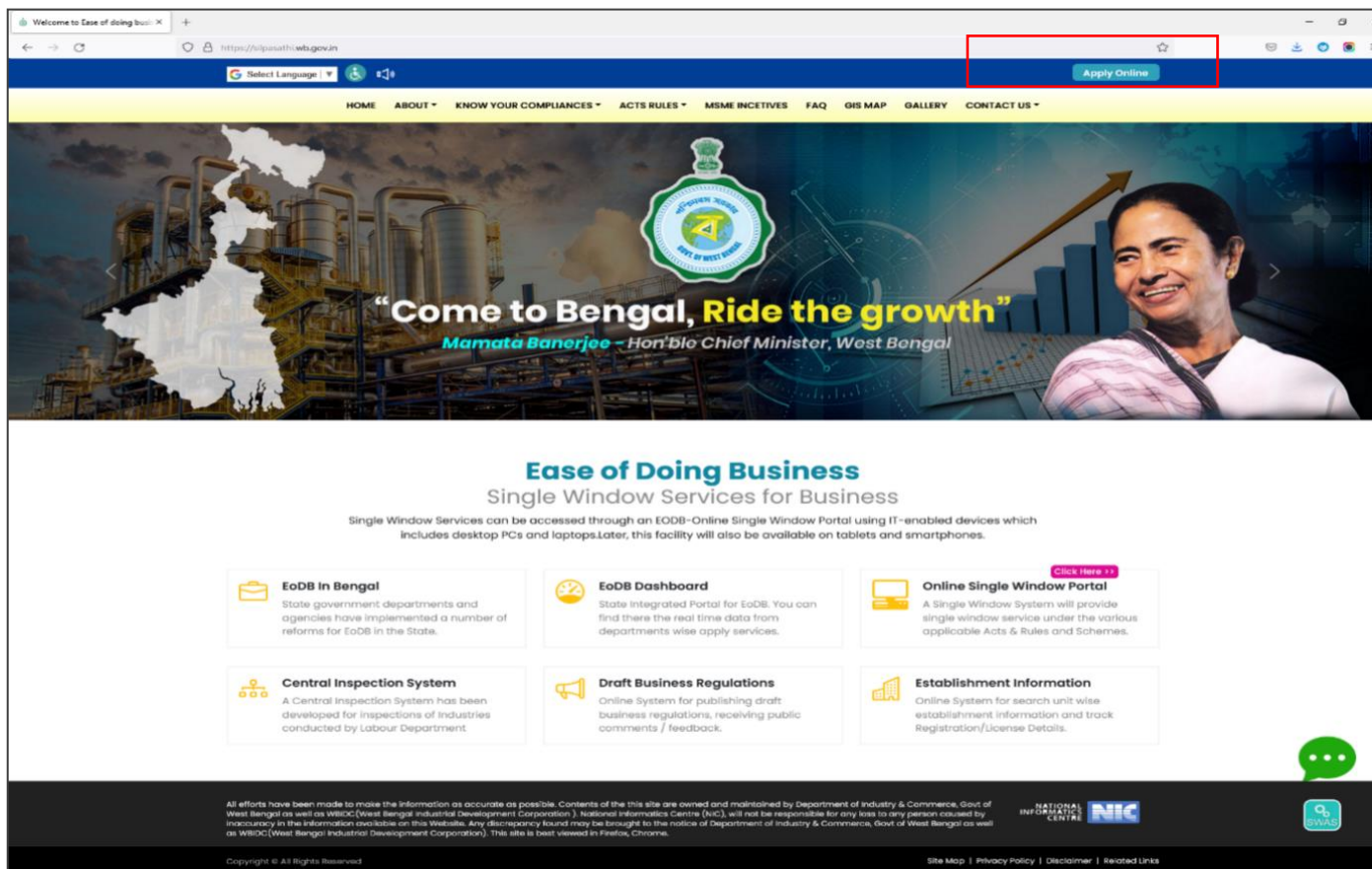
## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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## Application Process through SilpaSathi

### 1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

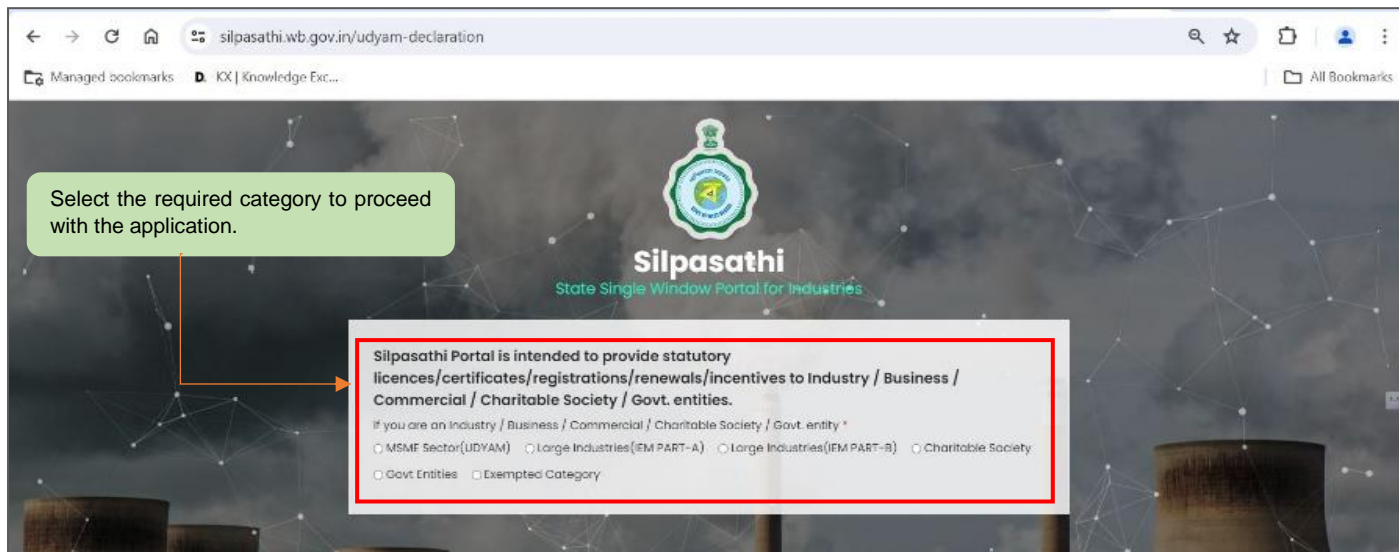


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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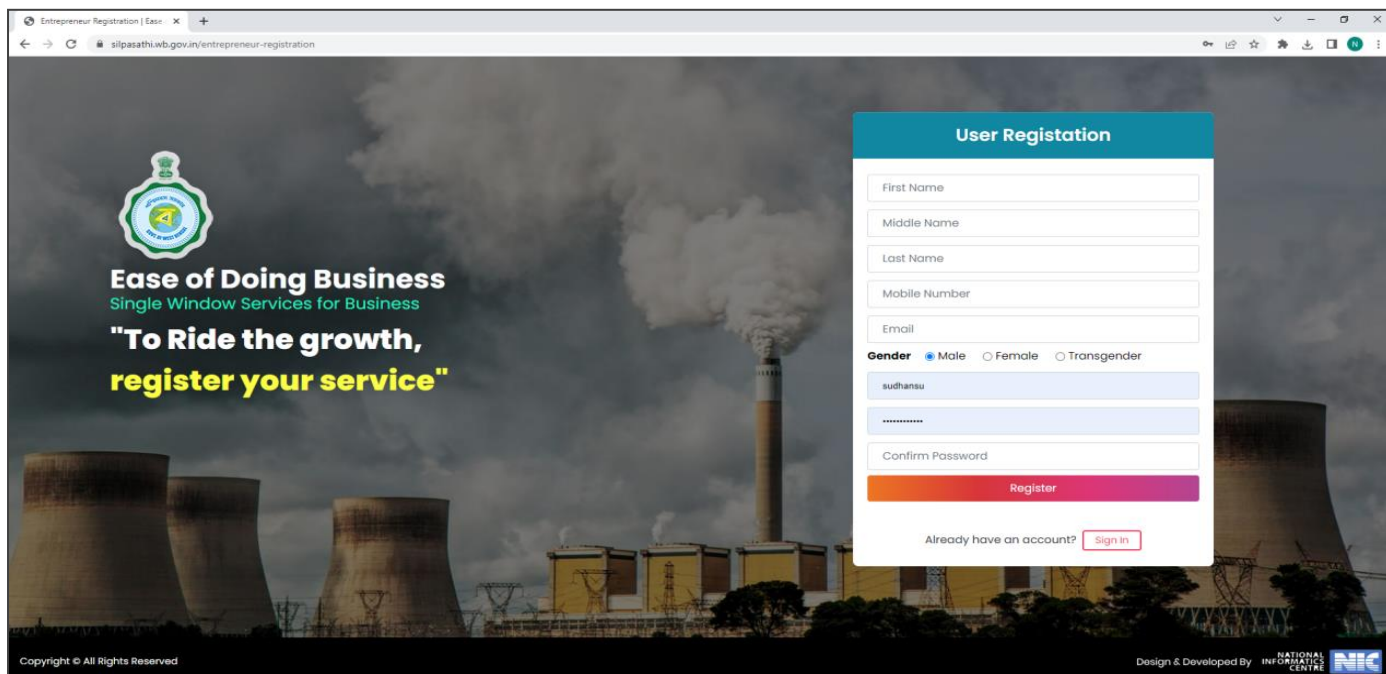
## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

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

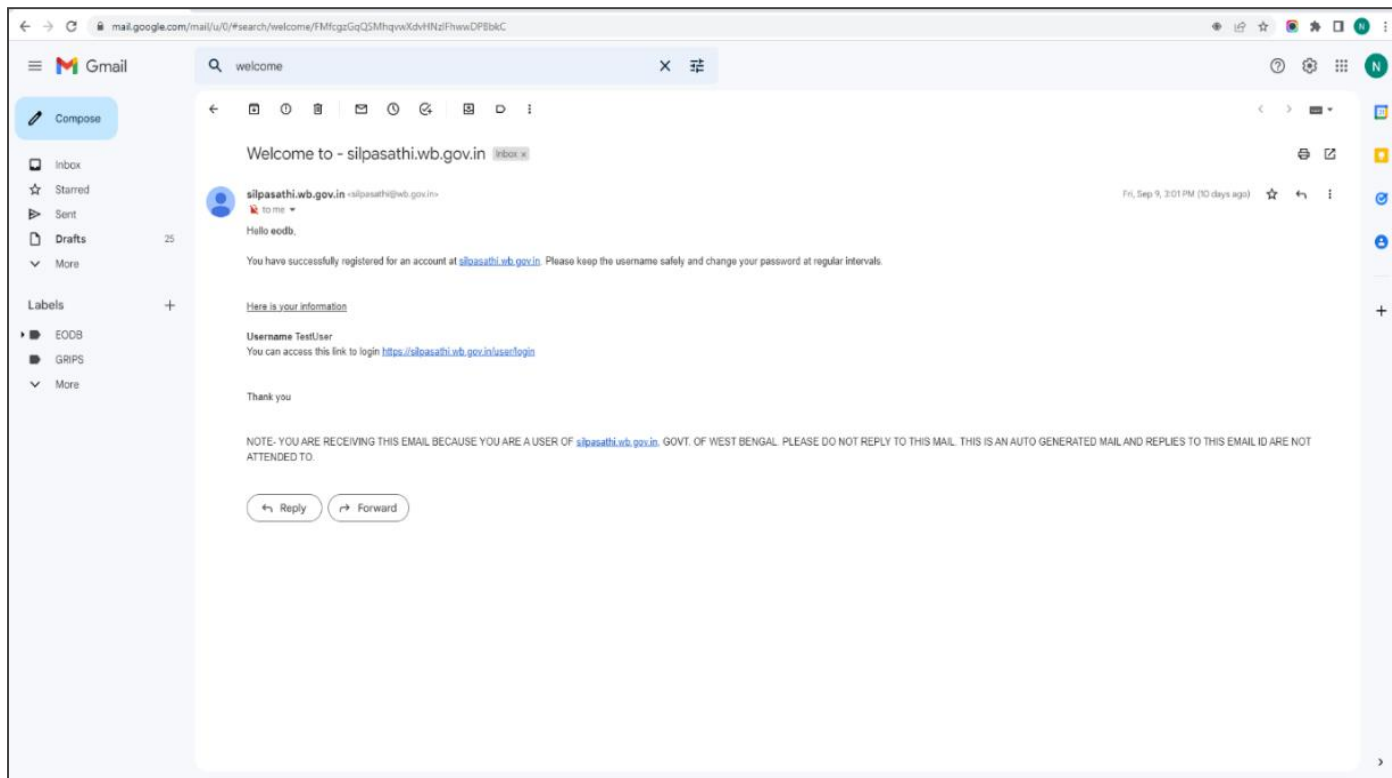


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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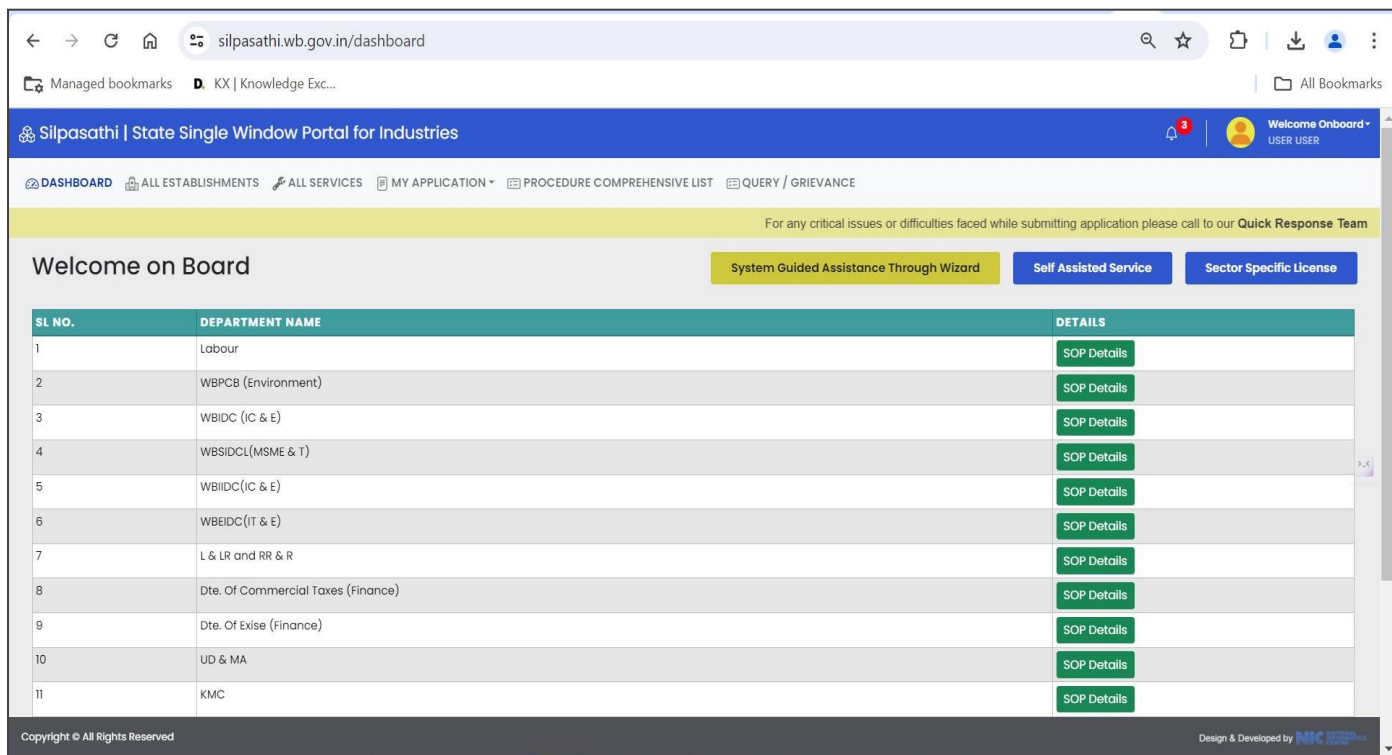
## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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## Online Application submission

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

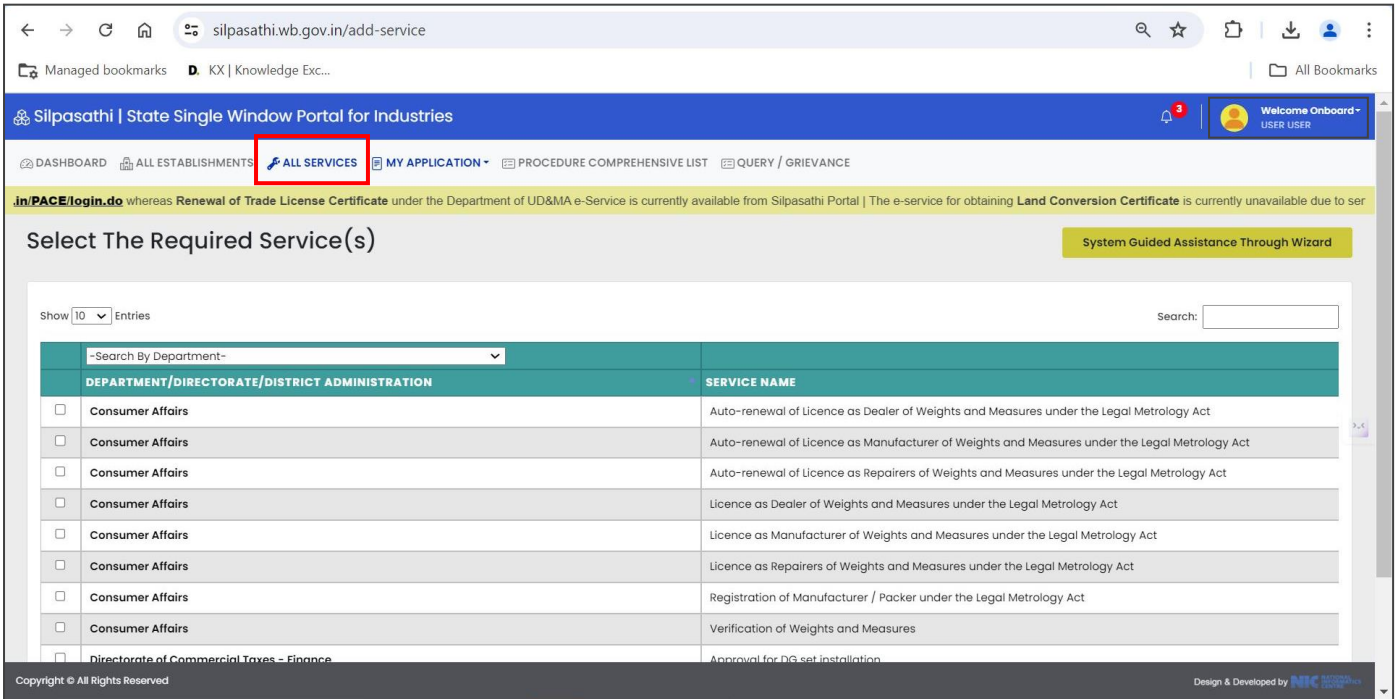


# User Manual

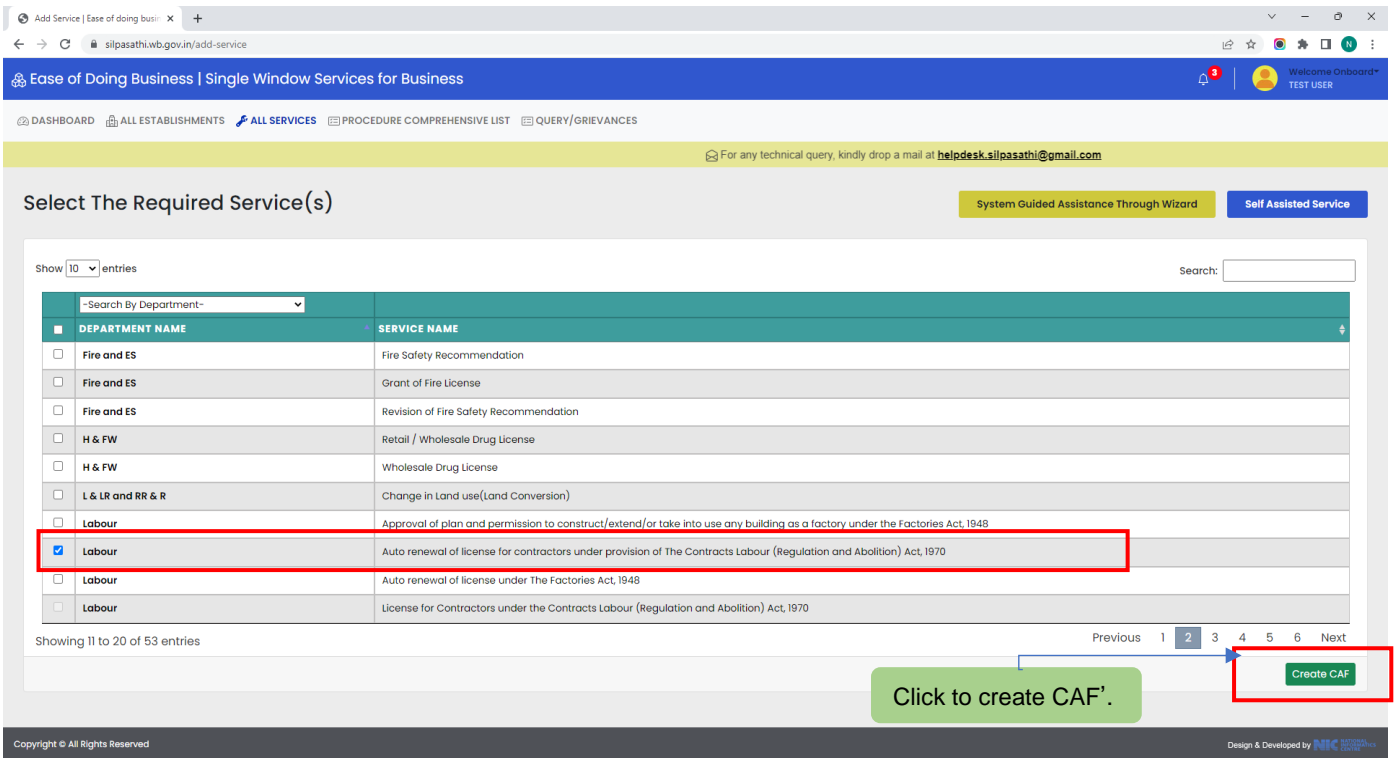
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Water Connection- UD&MA.**



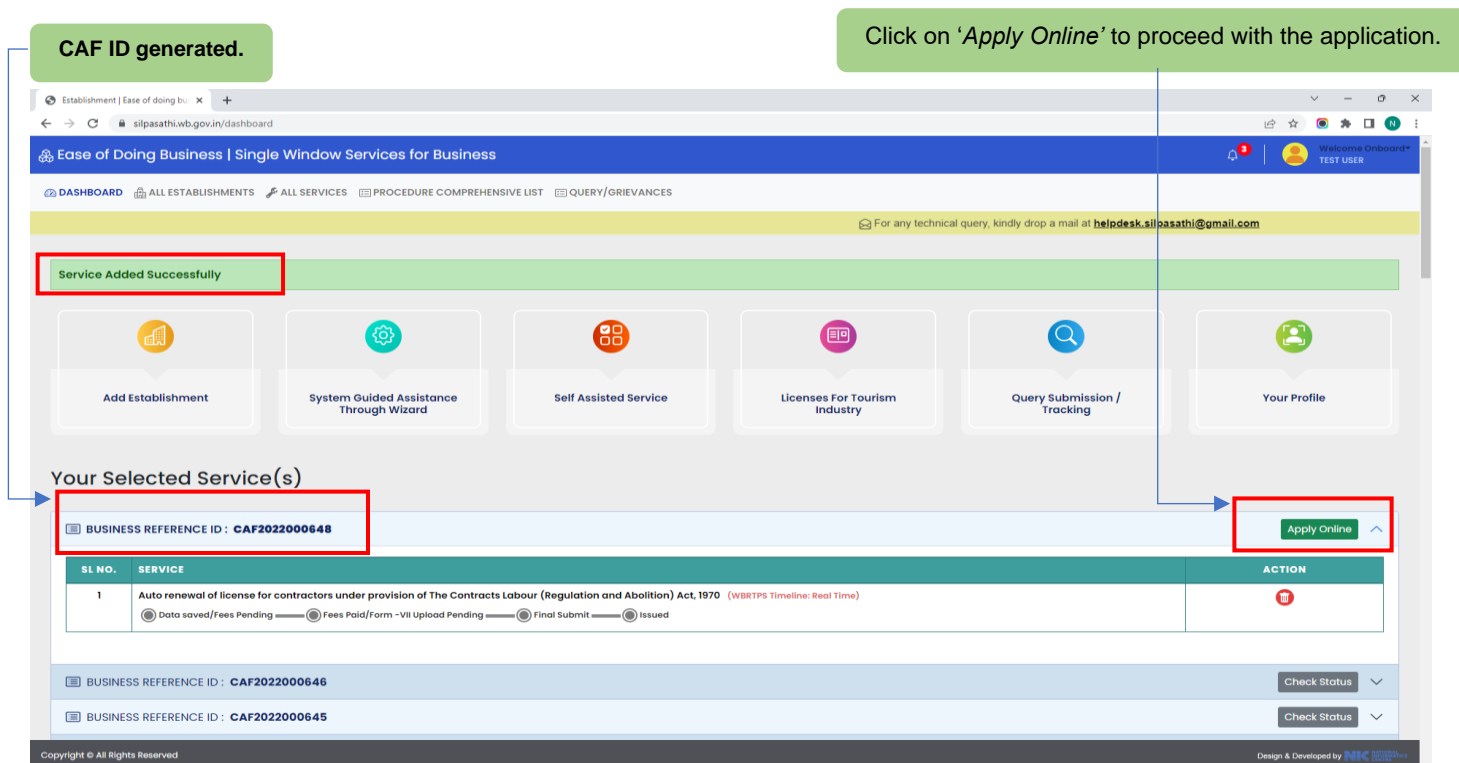
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After selecting the service 'Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970', the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

### Applicant's Dashboard

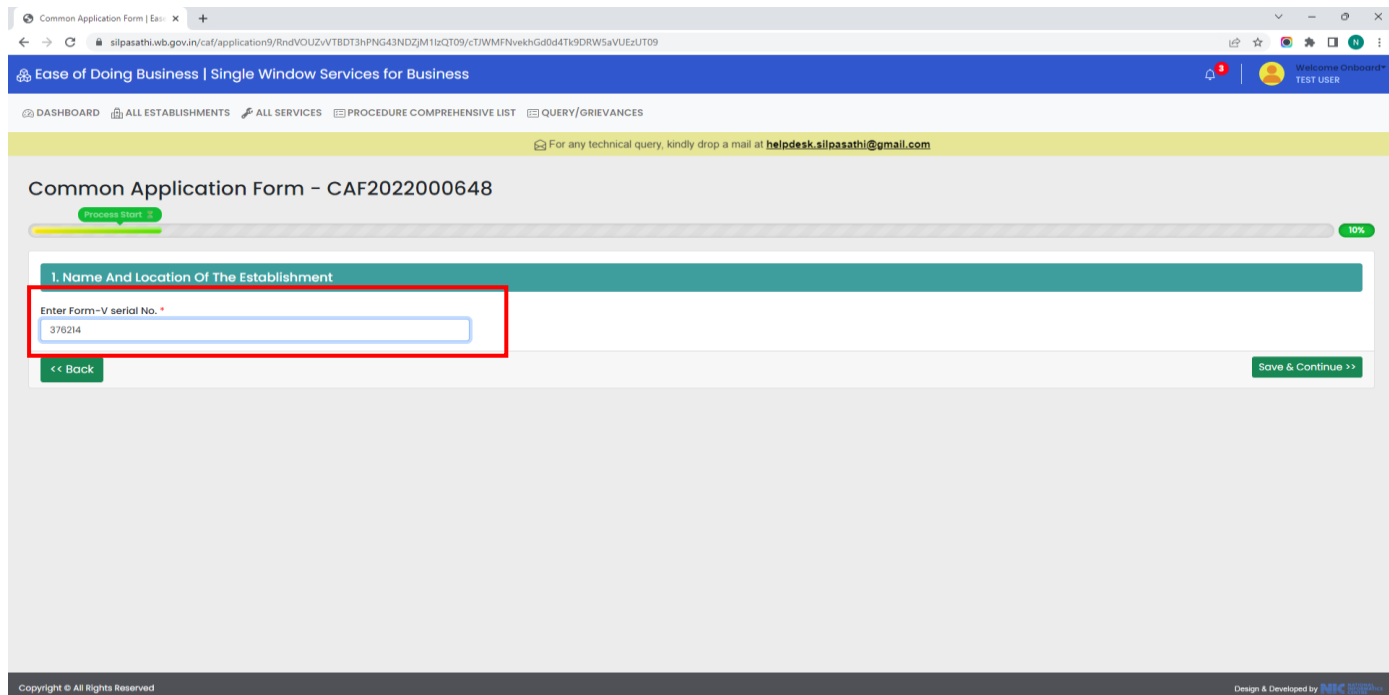


After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below): The applicant is required to upload Form V serial number after which the details are auto populated in the application form.

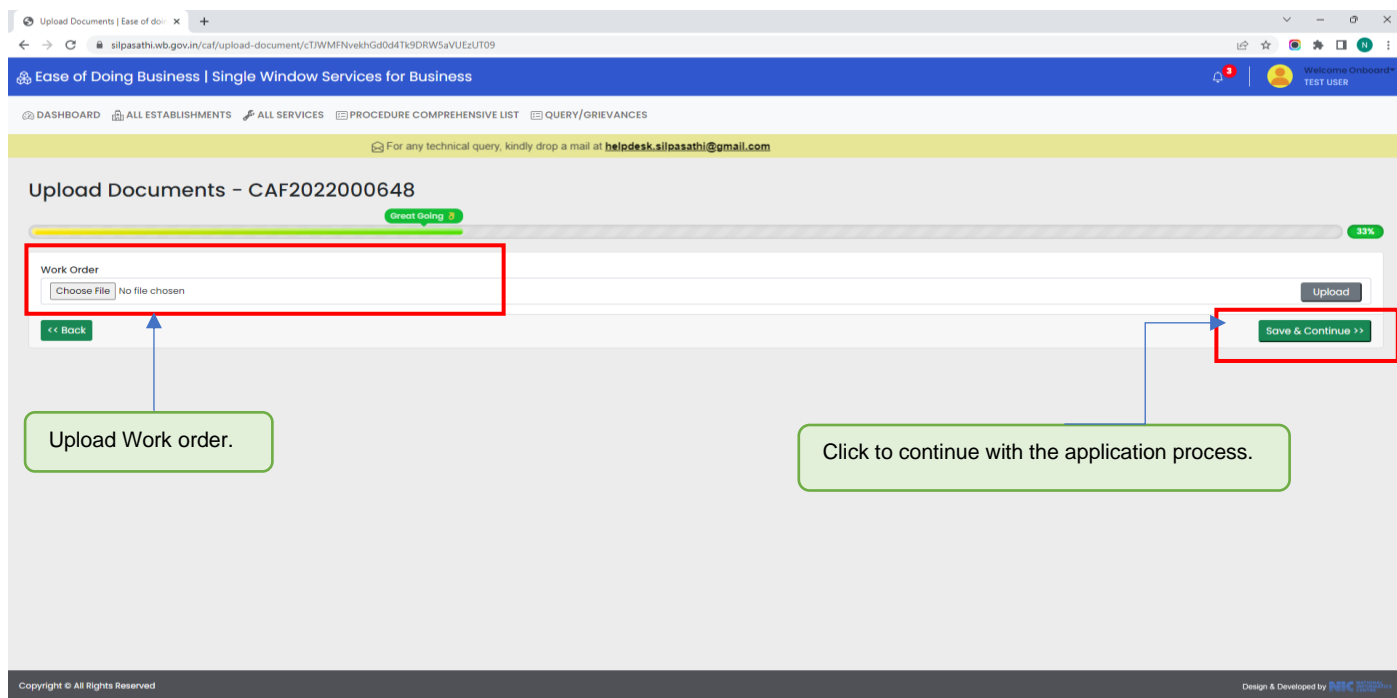
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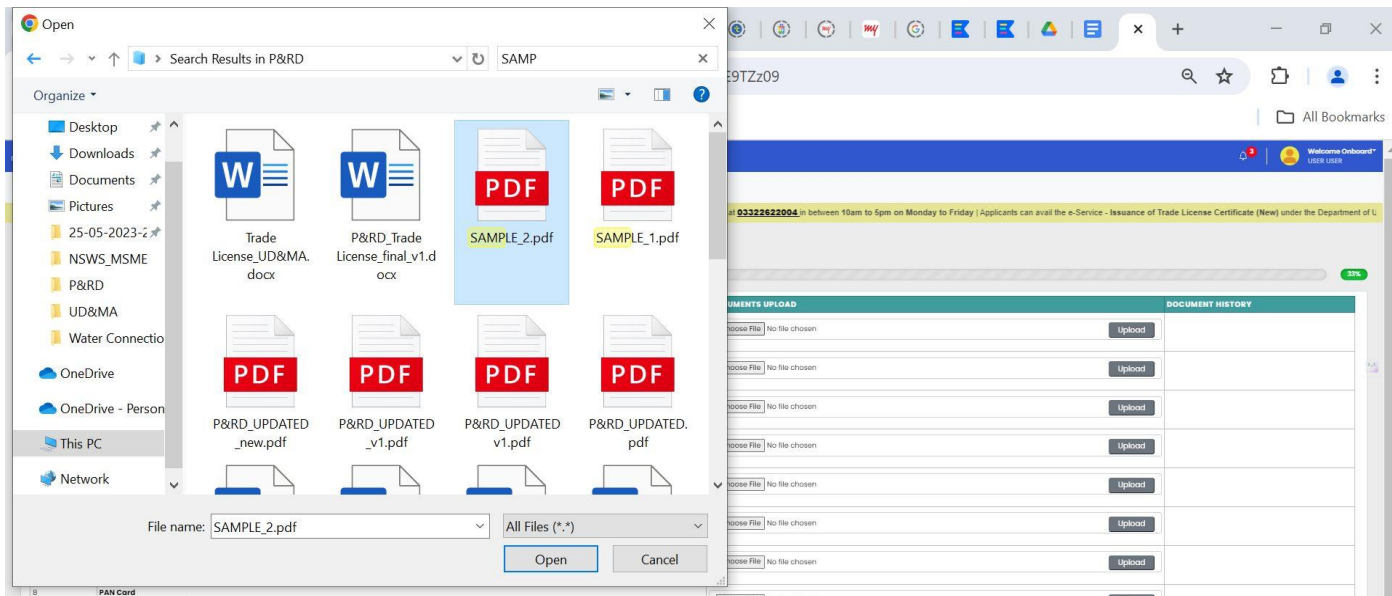
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



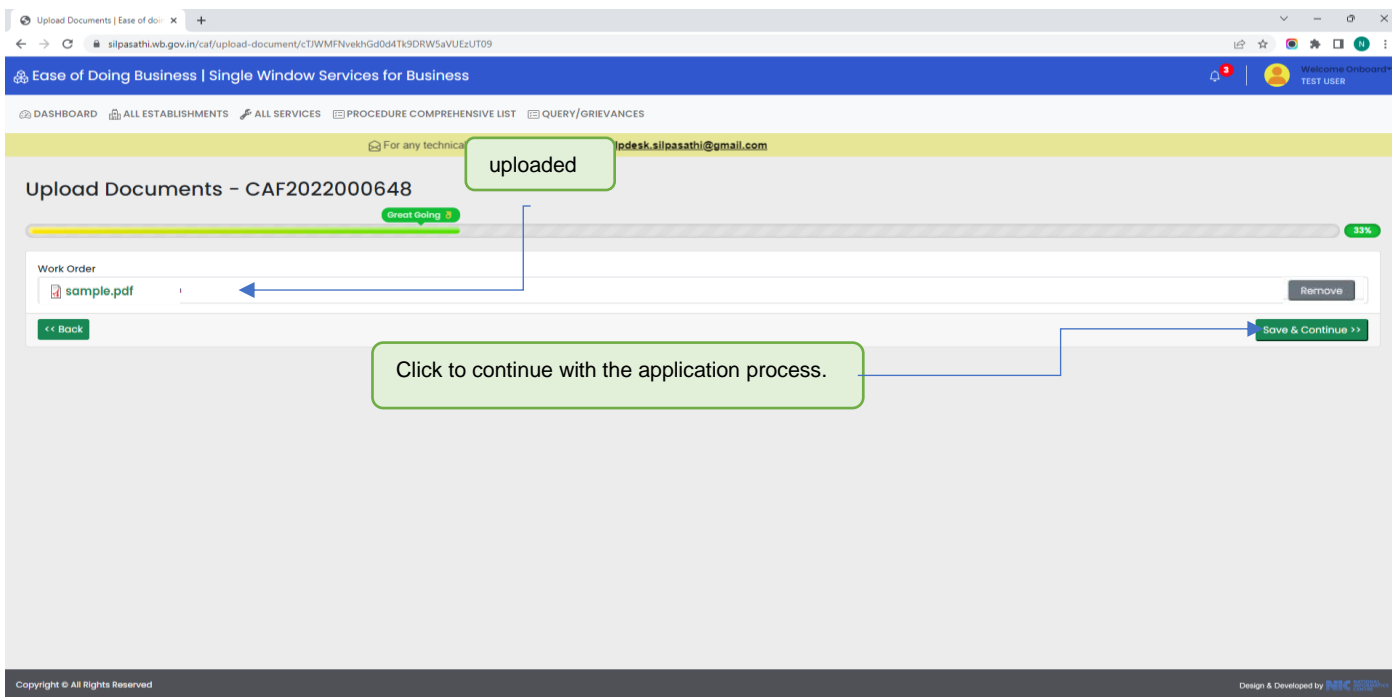
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The applicant is required to upload **both the required documents in pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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

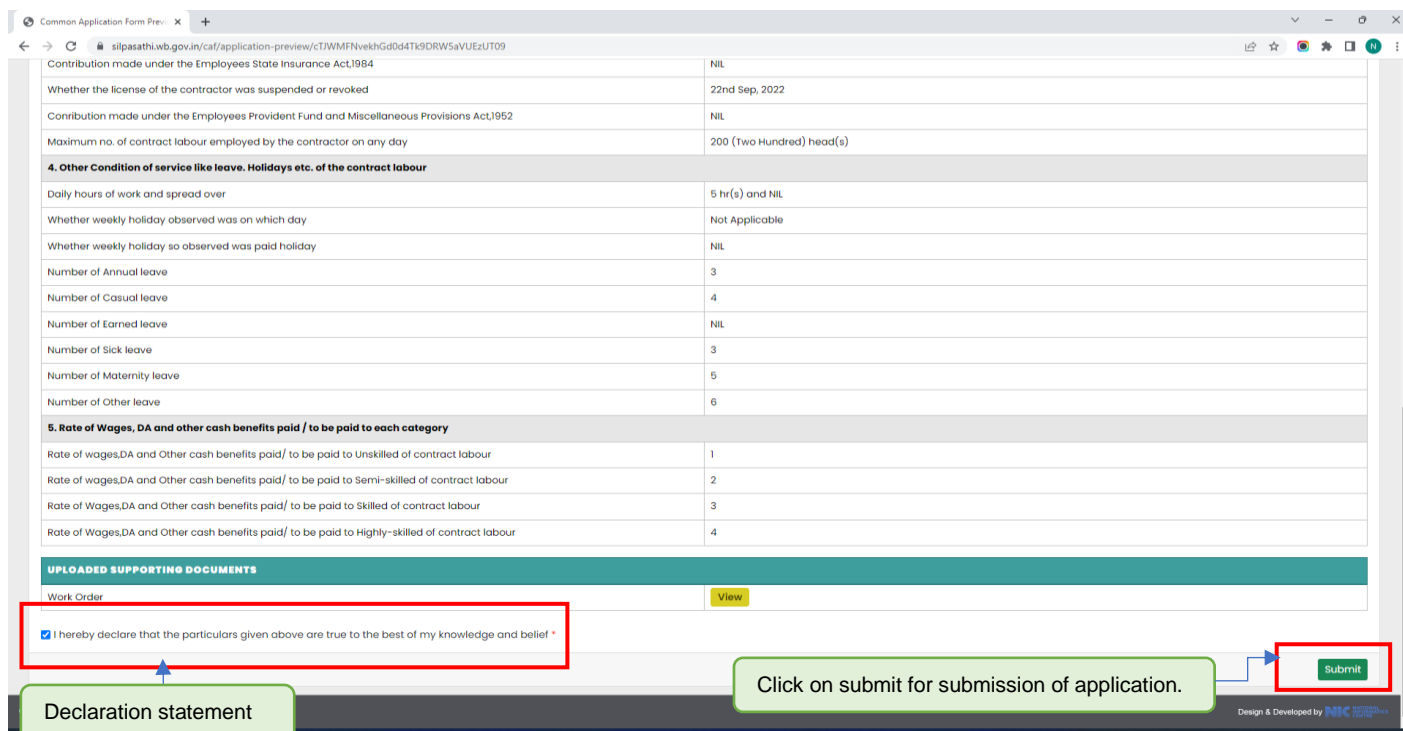
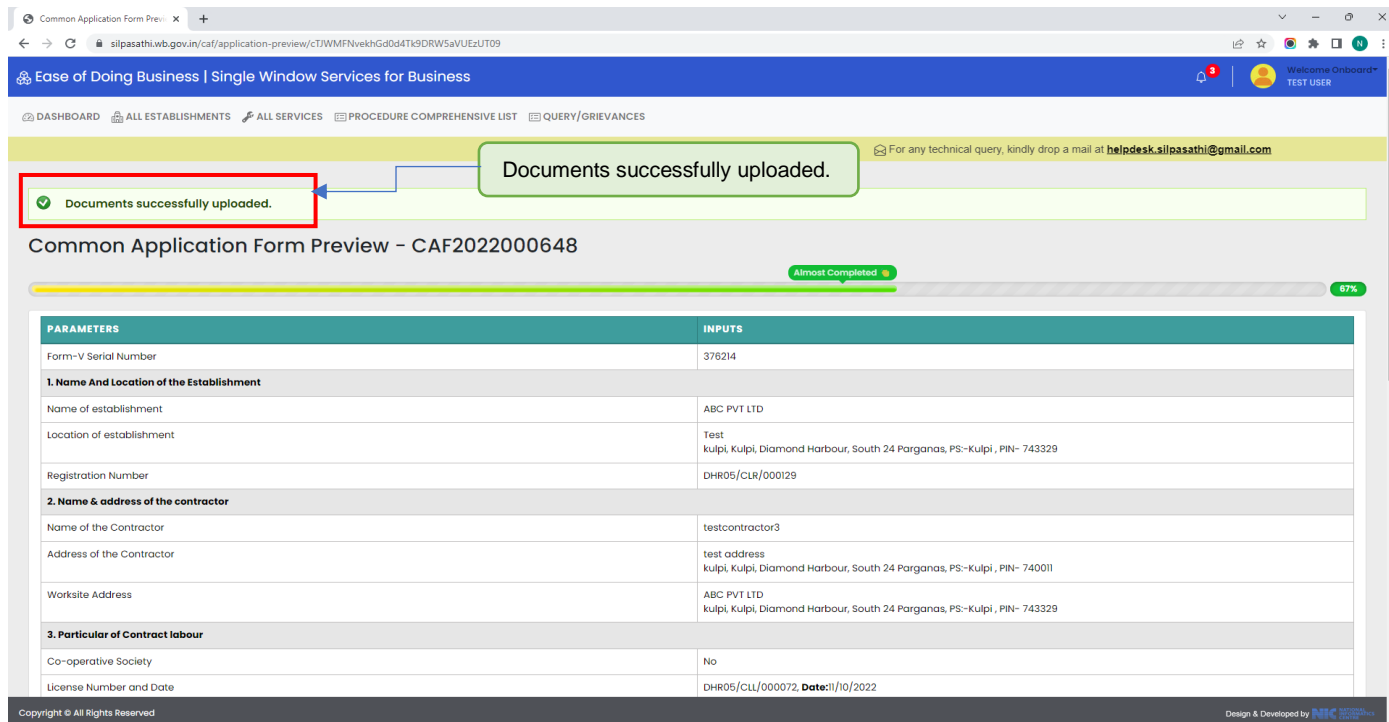


The applicant shall review the filled application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit**' button, as illustrated in the screenshots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

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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.

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## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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Current Status-CAF2022000648

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Data saved/Fees Pending	Completed
	Fees Paid/Form - VII Upload Pending	Pending
	Final Submit	Pending
	Issued	Pending

Application status updated.

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.

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

2:03 pm

Application status notified through SMS.

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in> to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No.: CAF2022000481 Dt.: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE: YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

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### 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 screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. Under 'Your Selected Service(s)', a table lists the service: 'Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970'. The progress bar shows 'Data saved/Fees Pending' as the current step. A 'Pay Now' button is highlighted in a red box. A green callout box points to the 'Pay Now' button with the text 'For proceeding with payment'. Another green callout box points to the service name with the text 'Application status updated.'

The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

The screenshot shows the 'Payments Details-CAF2022000648' page. It includes a 'Details of the depositor' section with fields for Dept. Payment Reference Number, CAF Number, Name, Email, and Mobile. A note states: '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.' Below this is a 'Service wise fees details' table:

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT (RS.)
1	Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	License Renewal Fees	0230-00-106-001-27	625
Total				625

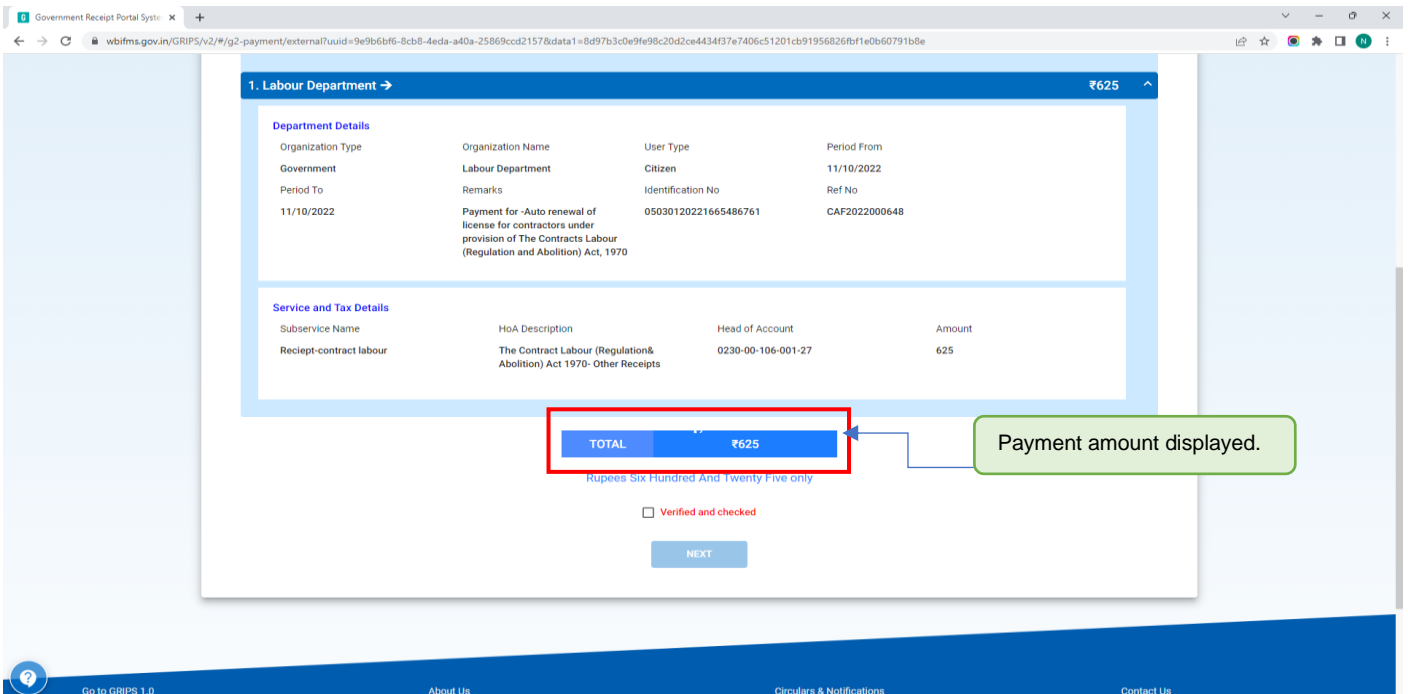
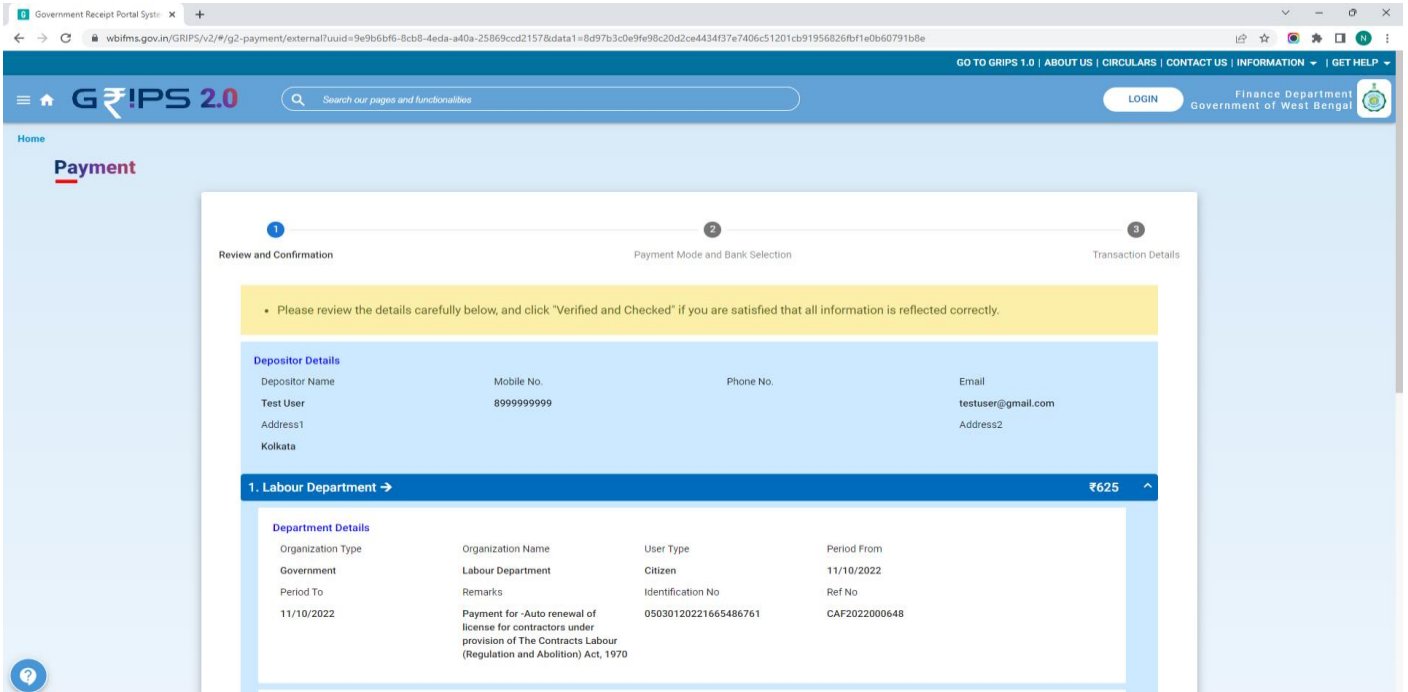
A green callout box points to the 'Proceed to Pay' button with the text 'Click here to proceed with the payment in GRIPS portal.'

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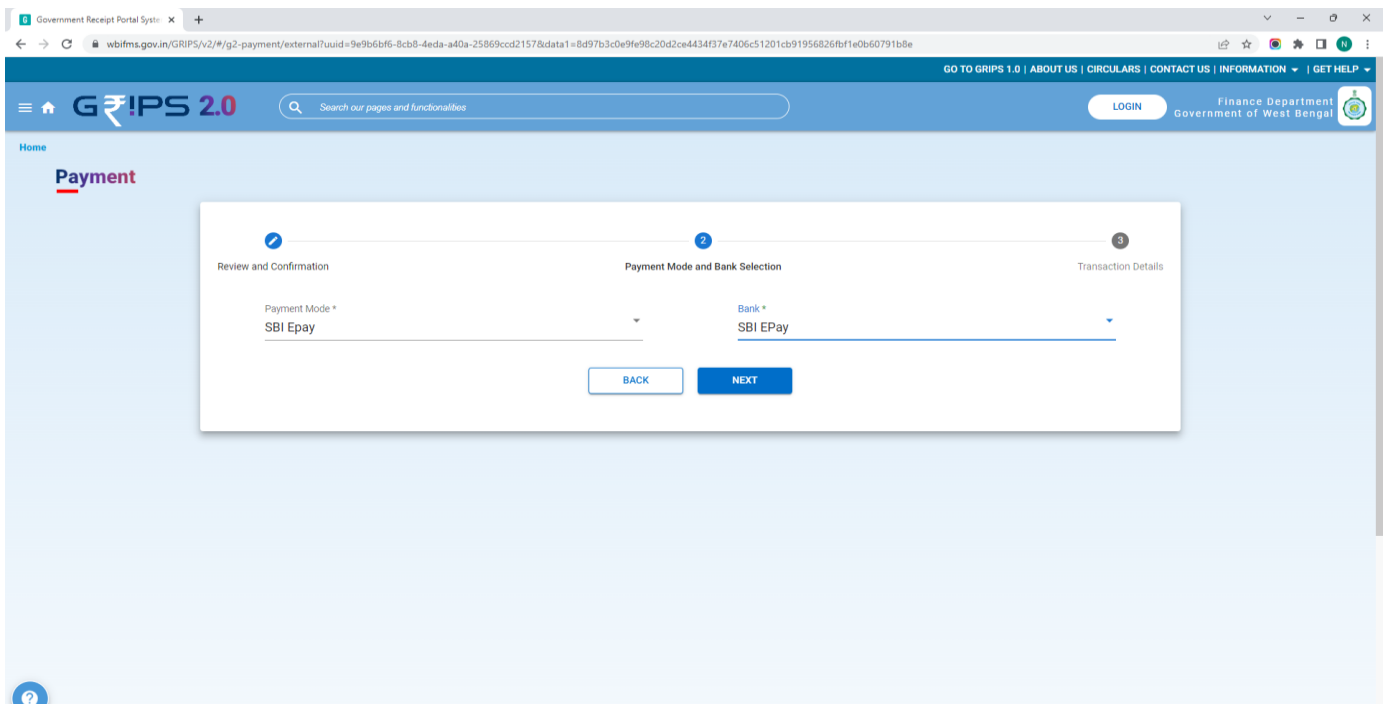
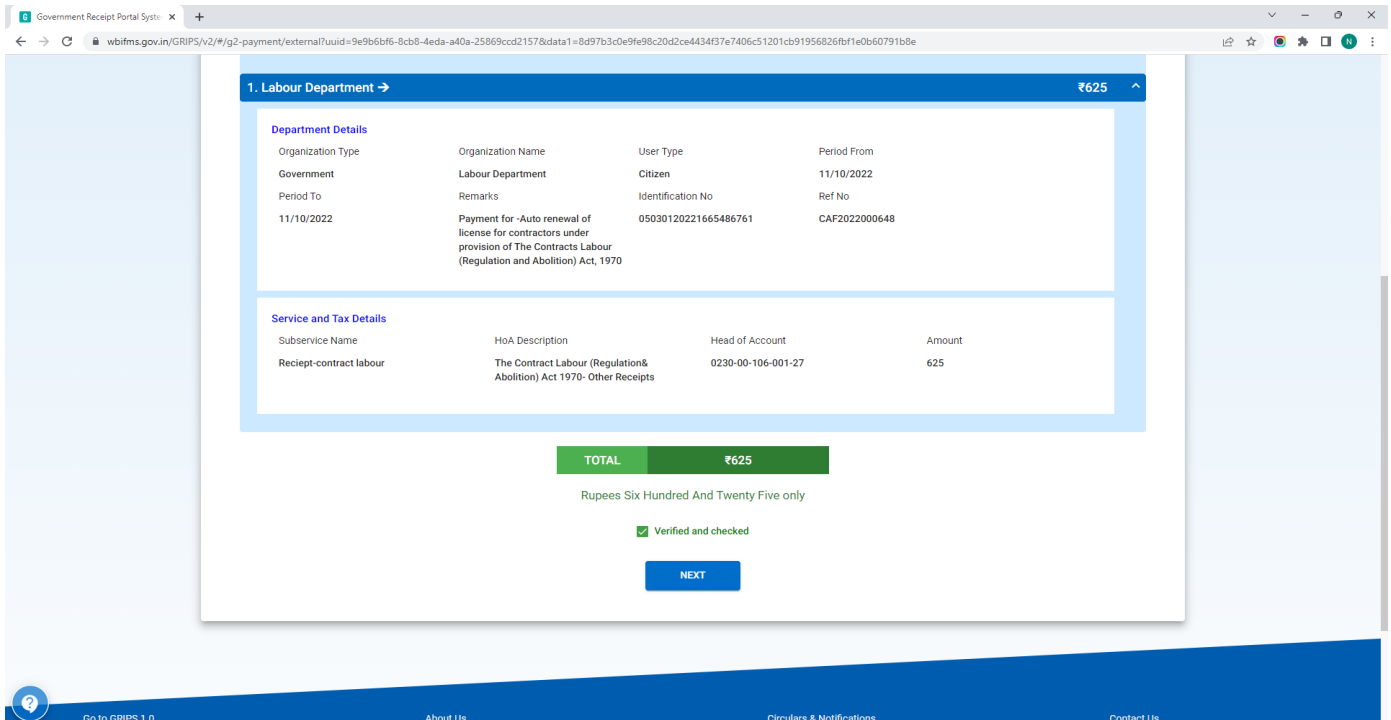
The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



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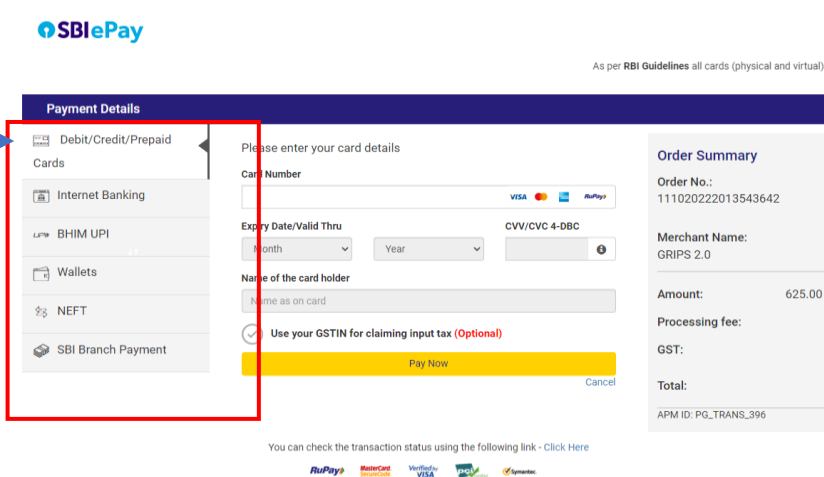
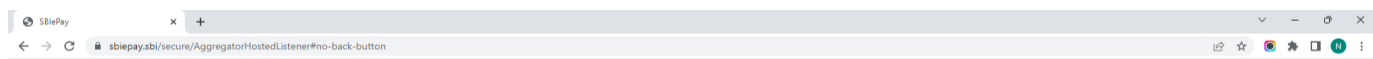
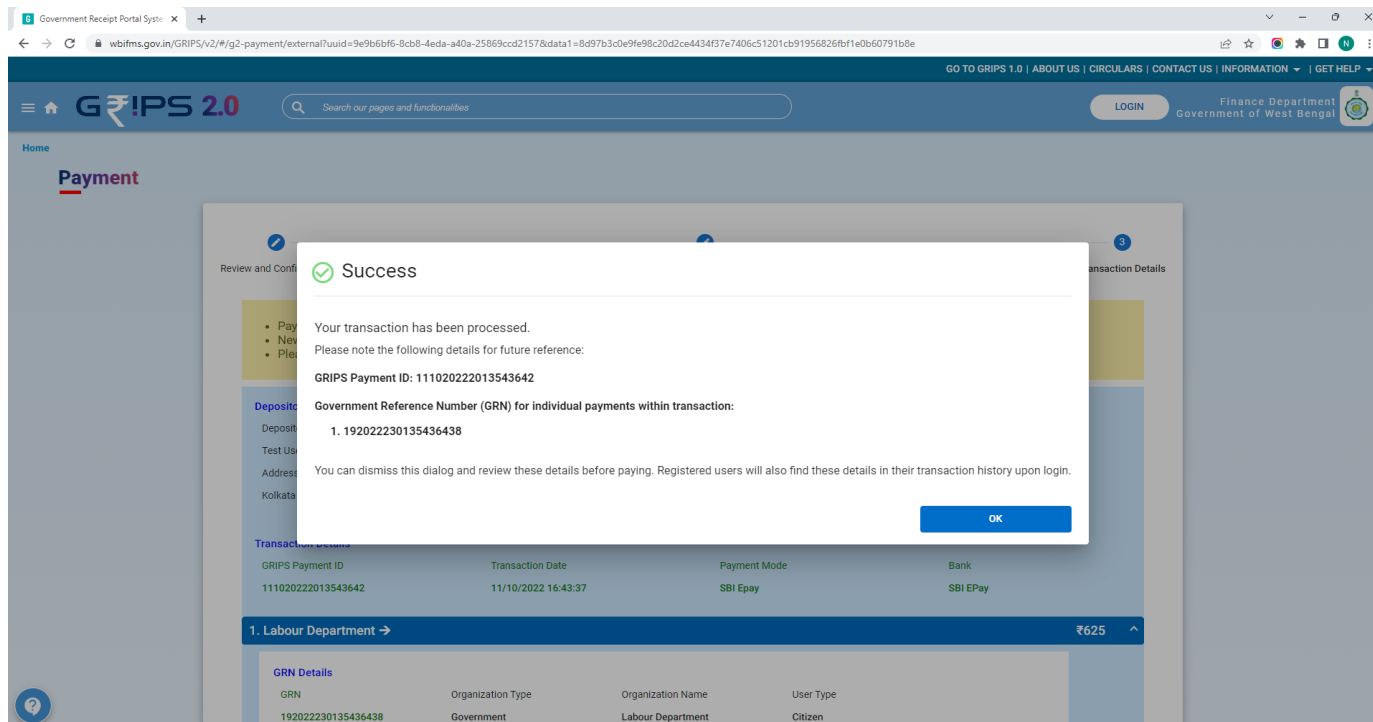
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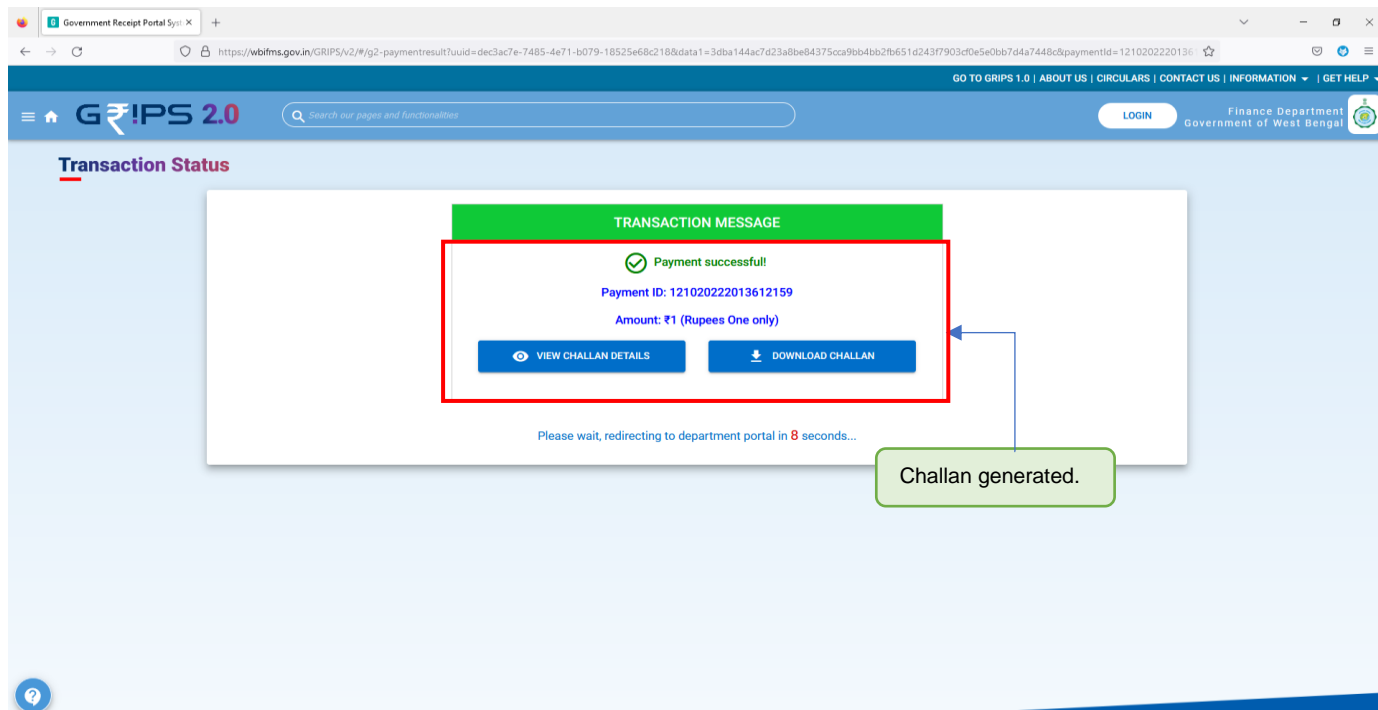
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



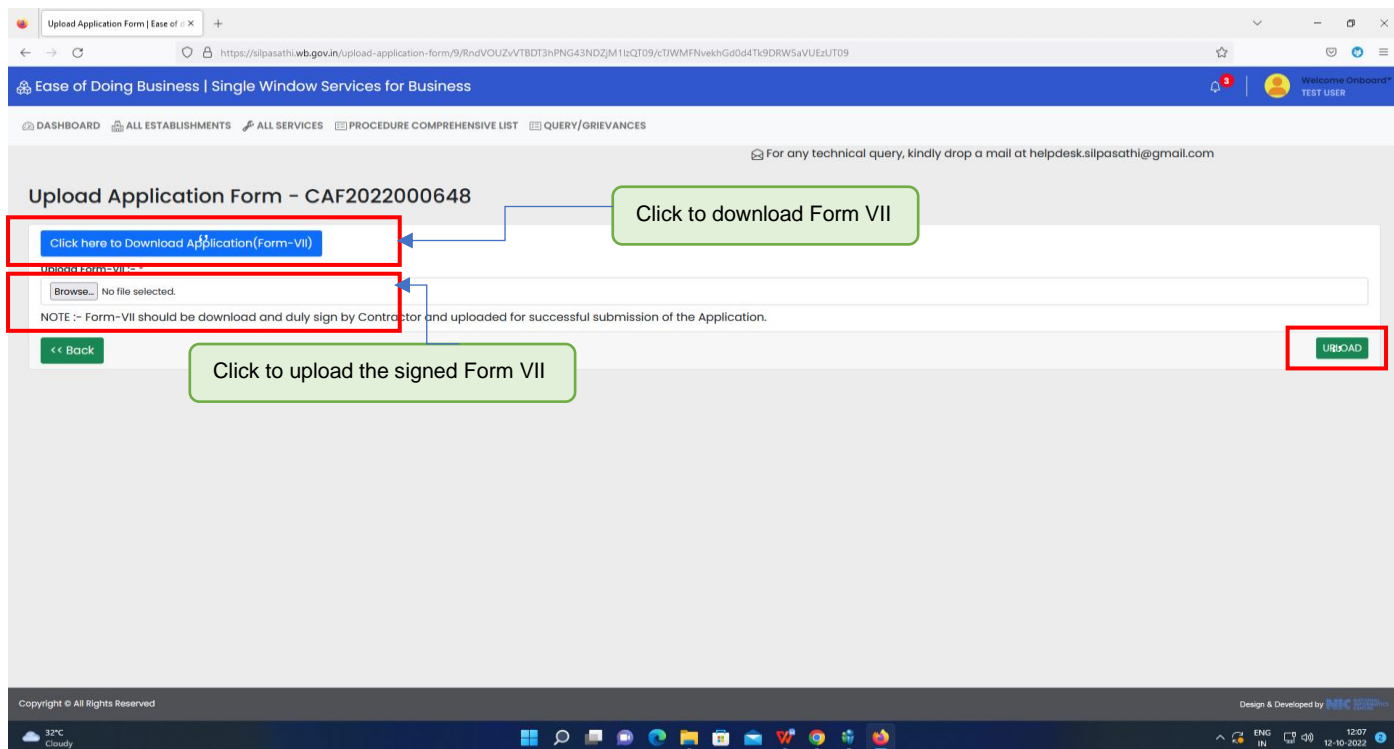
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Once done, applicant will be auto directed to download Form VII and upload the same with the signature of the Contractor and proceed with the Final submit as mentioned in the screenshot below:



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

**Application for Renewal of License**

1.Name & Address of the Contractor:	testcontractor3 test address, kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi , PIN- 740011
2.Number and Date of the License	DHR05/CLL/000072 dated on 11/102022
3.Date of expiry of the previous license	
(i)Maximum no.of contract labour employed by the contractor on any day	200
<b>(ii)Rate of paid to each category(unskilled, semi-skilled,skilled,highly-skilled etc.) of contract labour</b>	
Rate of paid to each unskilled category	1
Rate of paid to each semi-skilled category	2
Rate of paid to each skilled category	3
Rate of paid to each highly-skilled category	4
(iii)Daily hours of work and spread over	Daily hour(s) 5 hr(s) and spread over 6 hr(s)
(iv)Whether weekly holiday observed and on which day	day(s)()
<b>(v)Whether weekly holiday so observed was paid holiday</b>	
<b>(vi)Whether leave (with wages) allowed (specify Annual leave,Casual leave,Earned leave, and Medical leave etc.)</b>	
Annual leave	3
Casual leave	4
Sick leave	3
Maternity leave	5
Other leave	6
(vii)Special benefits provided if any	

Common Application Form Preview... X

https://silpasathi.wb.gov.in/caf/submitted/RndVOUZvVTBDT3hPNG43NDZJM1zQT09/cTJWMFNvekhGd0d4tK9DRW5aVUEzUT09

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-CAF2022000648**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970		
Data saved/Fees Pending	Completed	
Fees Paid/Form -VII Upload Pending	Completed	
Final Submit	Completed	
Issued	Completed	

Latest Status updated.

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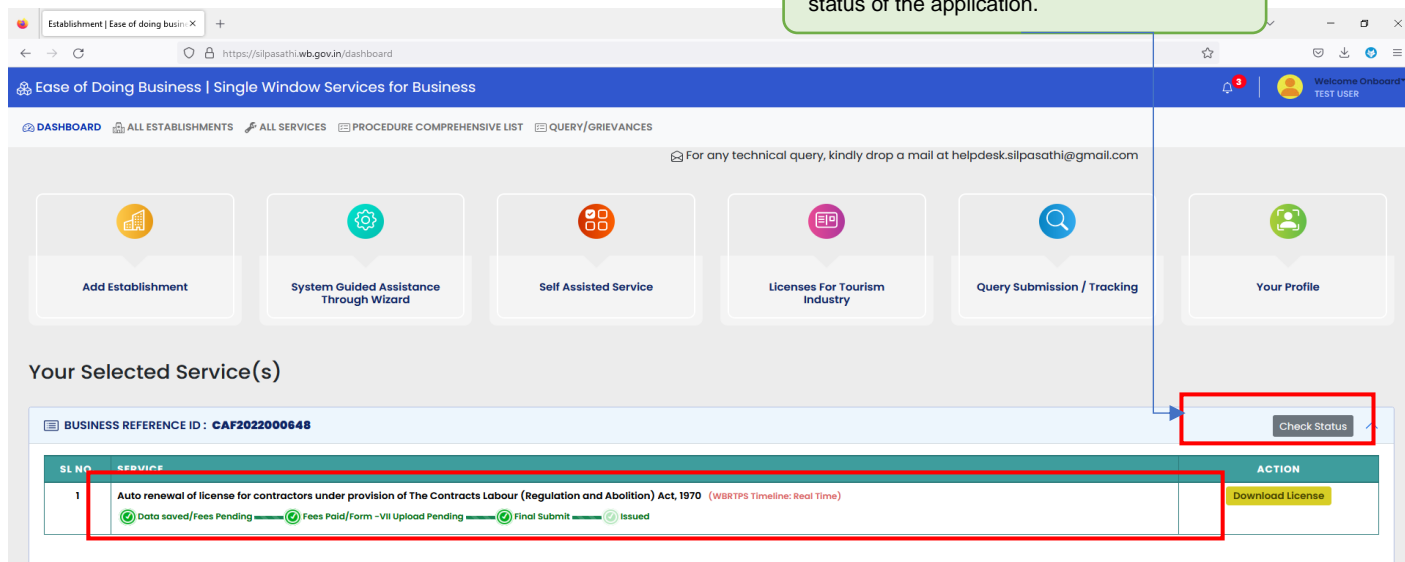
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### 1. Track Status of Application

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

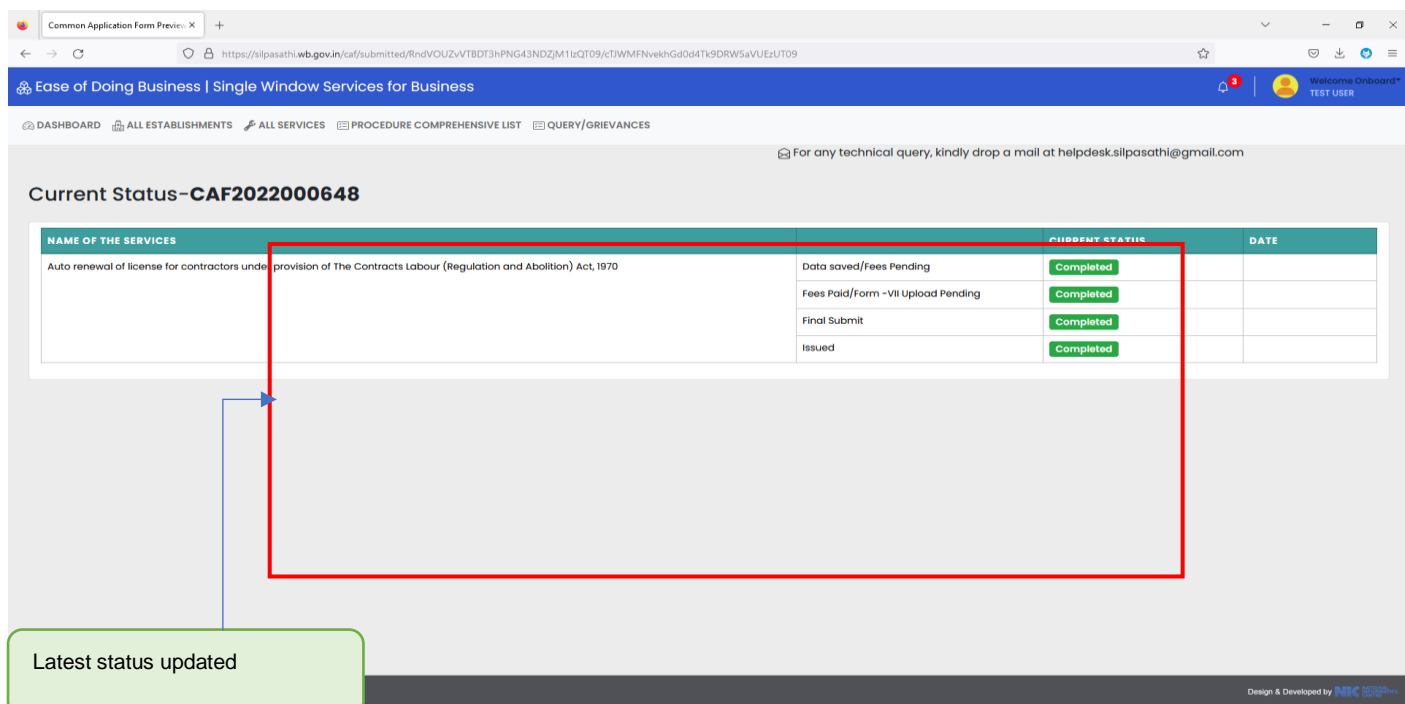
#### Applicant's Dashboard

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).



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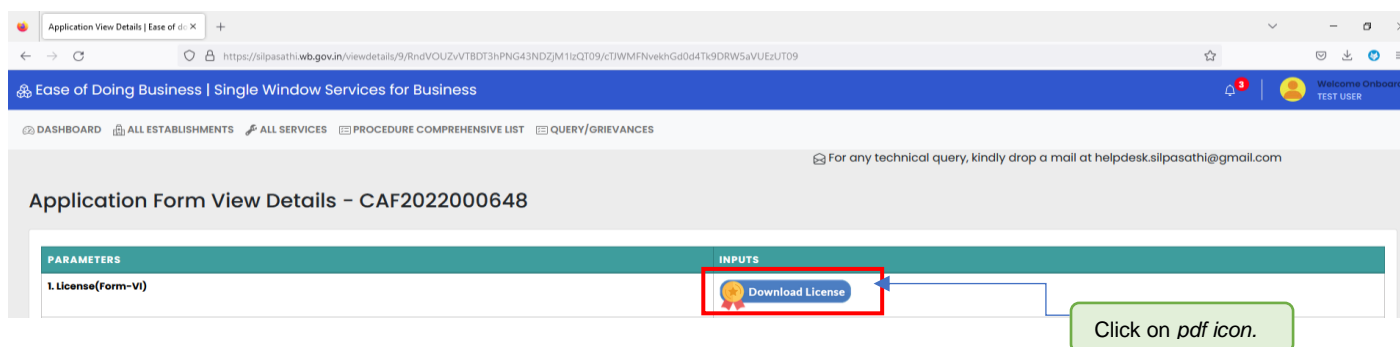
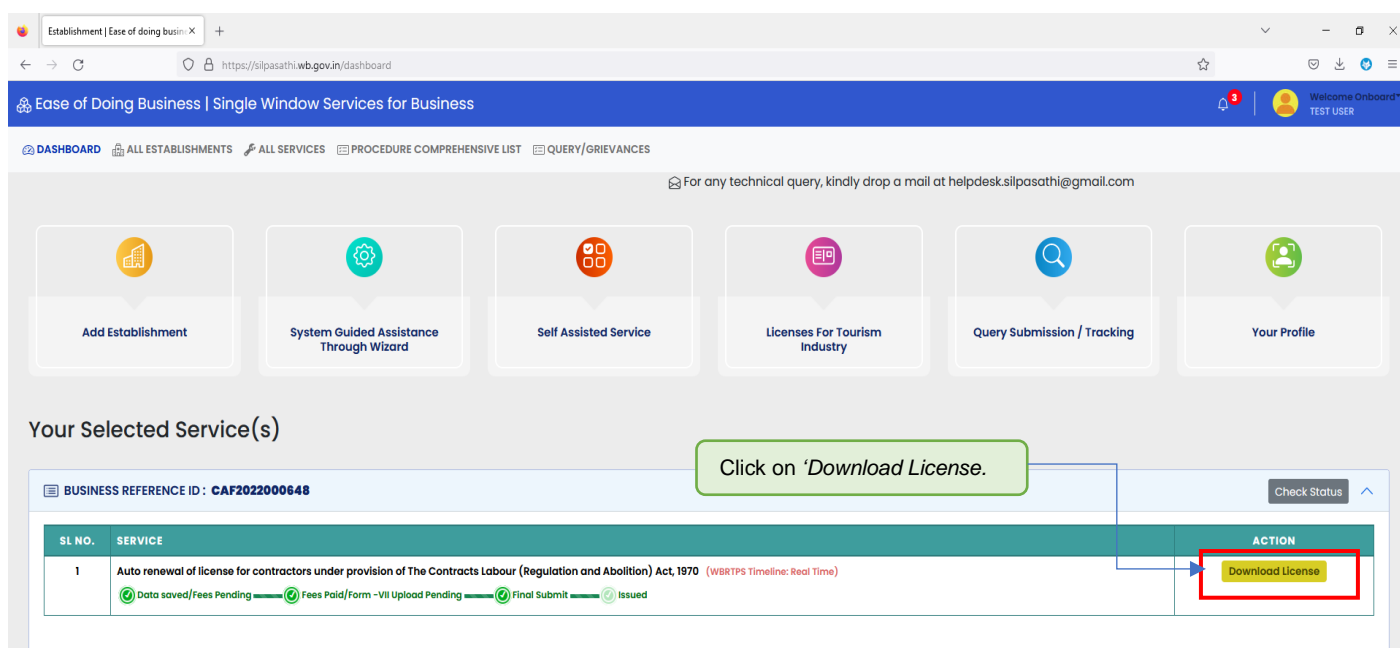
### 4: Online Download of final approval certificate

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



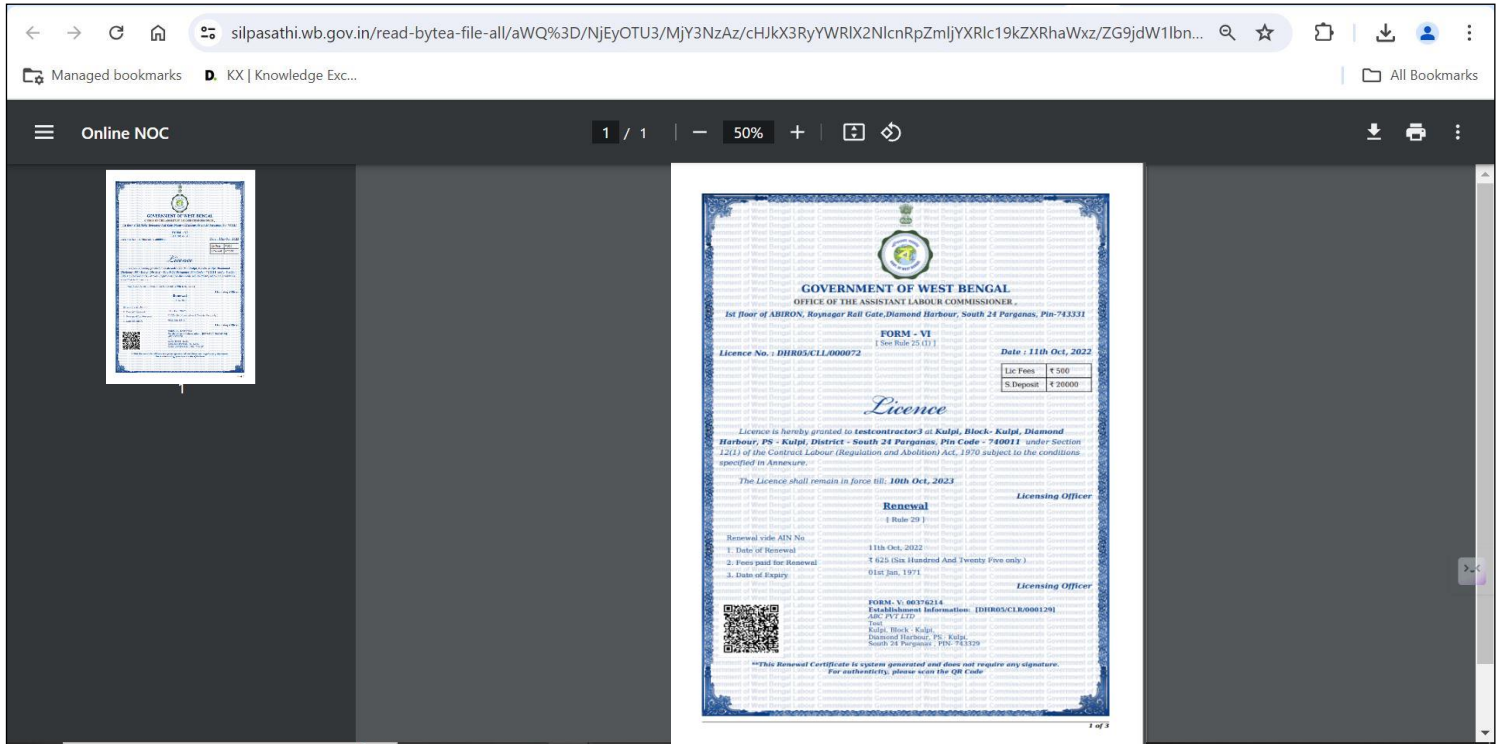
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**The certificate as downloaded has been illustrated in the screenshot below:**

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



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[One Approval certificate document has been illustrated below:](#)



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## 5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

### Third part verification process

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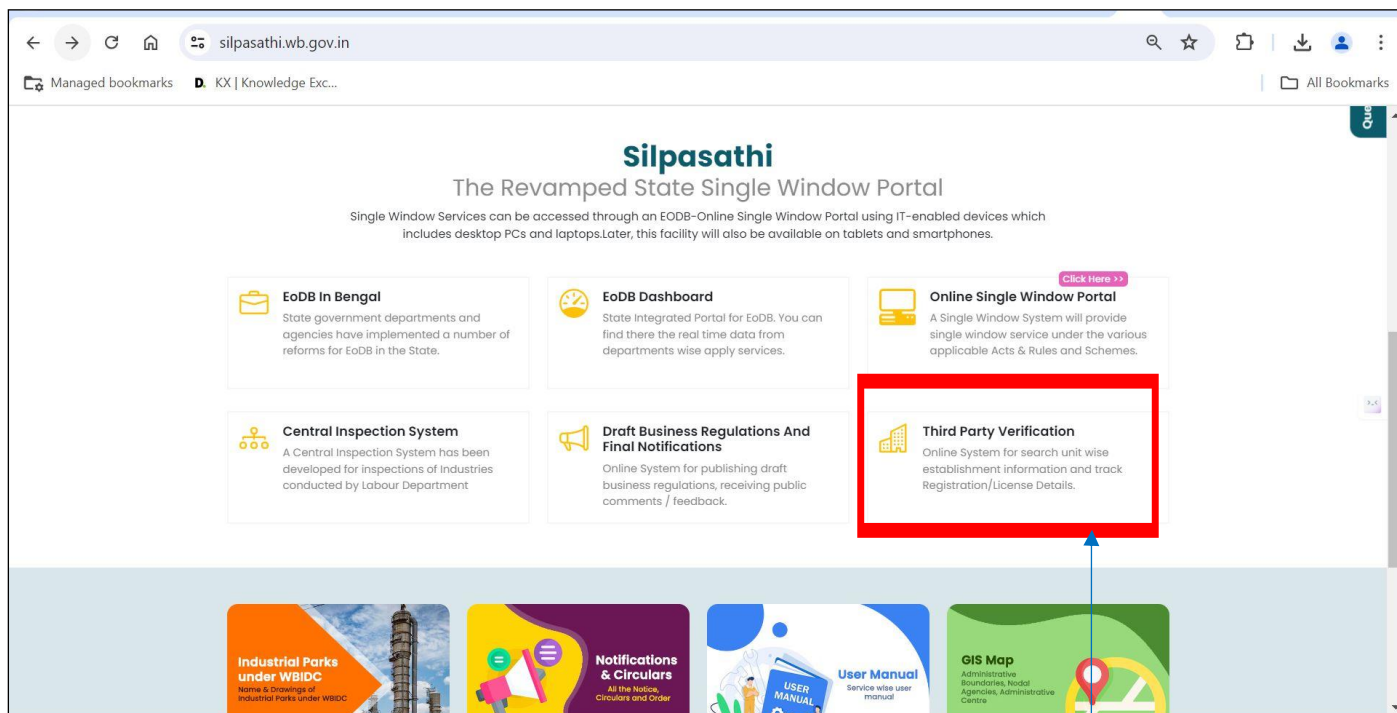
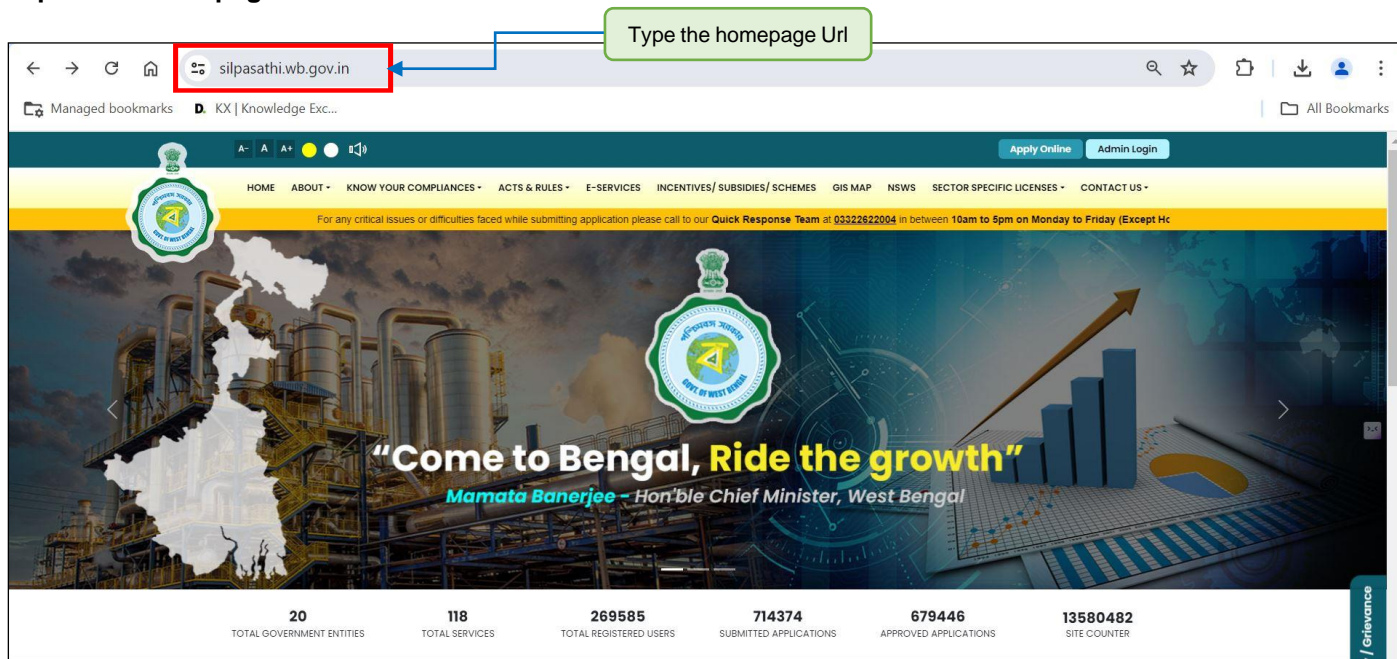
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The applicant or any user has to log in to [www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in).

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



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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.

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 / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services \* Auto renewal of license for contractors under provision of

Registration Number / License Number / Others \* DHR05/CLL/000072

Search

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SWAS

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

# User Manual

## Auto-renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970

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

The third party can view the details as illustrated below:

The screenshot shows the 'Track Registration/License Details' page on the SilpaSathi portal. The page features a search bar with a dropdown menu for 'Select Services' and a text input for 'Registration Number / License Number / Others'. The search results are displayed in a table with two columns: 'Parameter' and 'Output'.

Parameter	Output
License Number	DHR05/CLL/000072
License Date	11-10-2022
Name of the Contractor	testcontractor3
Worksite address	ABC PVT LTD, kulpi, Kulpi, Diamond Harbour, South 24 Parganas, PS:-Kulpi , PIN- 743329

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