



## **Fire & Emergency Services:**

## **Fire Safety Recommendation**

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

*User Manual*

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# User Manual

## Fire Safety Recommendation

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

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### Introduction

This document is intended to serve as a User Manual for grant of the service “**Fire Safety Recommendation**” by **Fire & Emergency Services 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

“**Fire Safety Recommendation**” by **Fire & Emergency Services Govt. of West Bengal** is required to ensure the safety of individuals and properties, it is essential to have a pre-fire planning strategy in place. The West Bengal Fire and Emergency Services conducts regular checks and inspections to prevent fires from occurring. 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.	Key Location Plan	A key plan is a small map that shows the location of specific elements within a building's overall design
2.	Site Plan	A site plan, also known as a plot plan, is a diagram that shows the existing and proposed conditions of a property or parcel of land

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#	Documents Required	Detailed Description
3.	Section Plan	A Section Plan refers to a detailed design or layout of a room, building, or floor plan
4.	Floor Plan	A floor plan is a two-dimensional representation of a building's layout, typically drawn to scale.
5.	Basement Plan	A basement plan refers to a detailed architectural design or blueprint of the underground level of a building, typically including the layout, measurements, and features of the space
6.	Master plan with ground floor showing floor wise area (statement in square metres)	A master plan with a ground floor floor-wise area breakdown typically includes a detailed layout of the building's floor space, highlighting specific areas for various purposes.
7.	Roof Plan	A roof plan refers to a detailed design and layout of a roof's structure, including the type of roofing system, pitch, and design features.
8.	F.A.R. calculation showing details of area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
9.	F.A.R. calculation showing calculation of parking area	F.A.R. (Floor Area Ratio) is a calculation used in urban planning to determine the maximum amount of floor area allowed to be built on a piece of land
10.	Sanction plan for existing building	A sanctioned plan for an existing building is a plan and permissions granted by the competent authority for a building
11.	Other Supporting Documents	Other Supporting Documents
12.	Applicant's proof of identity (Aadhar/ passport/ voter id)	Aadhar/ passport/ voter id
13.	Proof of power of attorney	A proof of power of attorney is a legal document that grants one person (the agent) the authority to make decisions and take actions on behalf of another
14.	PAN	PAN stands for Permanent Account Number, a unique 10-digit alphanumeric identifier issued by the Income Tax Department in India

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#	Documents Required	Detailed Description
15.	Completion Certificate for existing building	A completion certificate (CC) is a legal document that verifies that a building has been constructed in compliance with safety regulations and building plans

## Timeline (WBRTPS)

**"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal has an WBRTPS timeline of 30 days till approval by the authorities. (15 days for KMC Area)**

## Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Applicant Type	Select type of applicant
2.	Applicants Basic Information	Enter Applicants Basic Information which include name, phone number, email id, etc
3.	Address of the Property	Enter address details of the property
4.	Communication Address	Enter details of the address for communication
5.	Minimum Open Space Details	Enter open space details
6.	Means of Access	Enter number of entries, maximum width, minimum width, length of internal road, etc
7.	Details of Licensed Building Surveyor (LBS) or Architect	Enter architect, address, pincode
8.	Power Attorney Details	Enter name and address
9.	Structural Engineer Details	Enter name, address, pin code, Registration No., Contact No.
10.	Location of Fire Check Door	Staircases, Fire Refuge Area, Lift
11.	Rating of FCD (in HRS.)	Staircases, Fire Refuge Area, Fire plan installed, Floor Plan, Number of staff trained
12.	Occupancy and use group details	Enter details for Occupancy and use group
13.	Lift Details	Enter Lift Details
14.	FSC Requirement for Floor	Block No. with floor, FSC needed, etc
15.	FSC Requirement for Basement	Basement Identifier, FSC Needed, etc
16.	Total Plot Area	Enter Plot details
17.	Name and Address to be printed on Fire Safety Certificate	Enter Name and Address
18.	Boundaries Details	Enter details of boundaries

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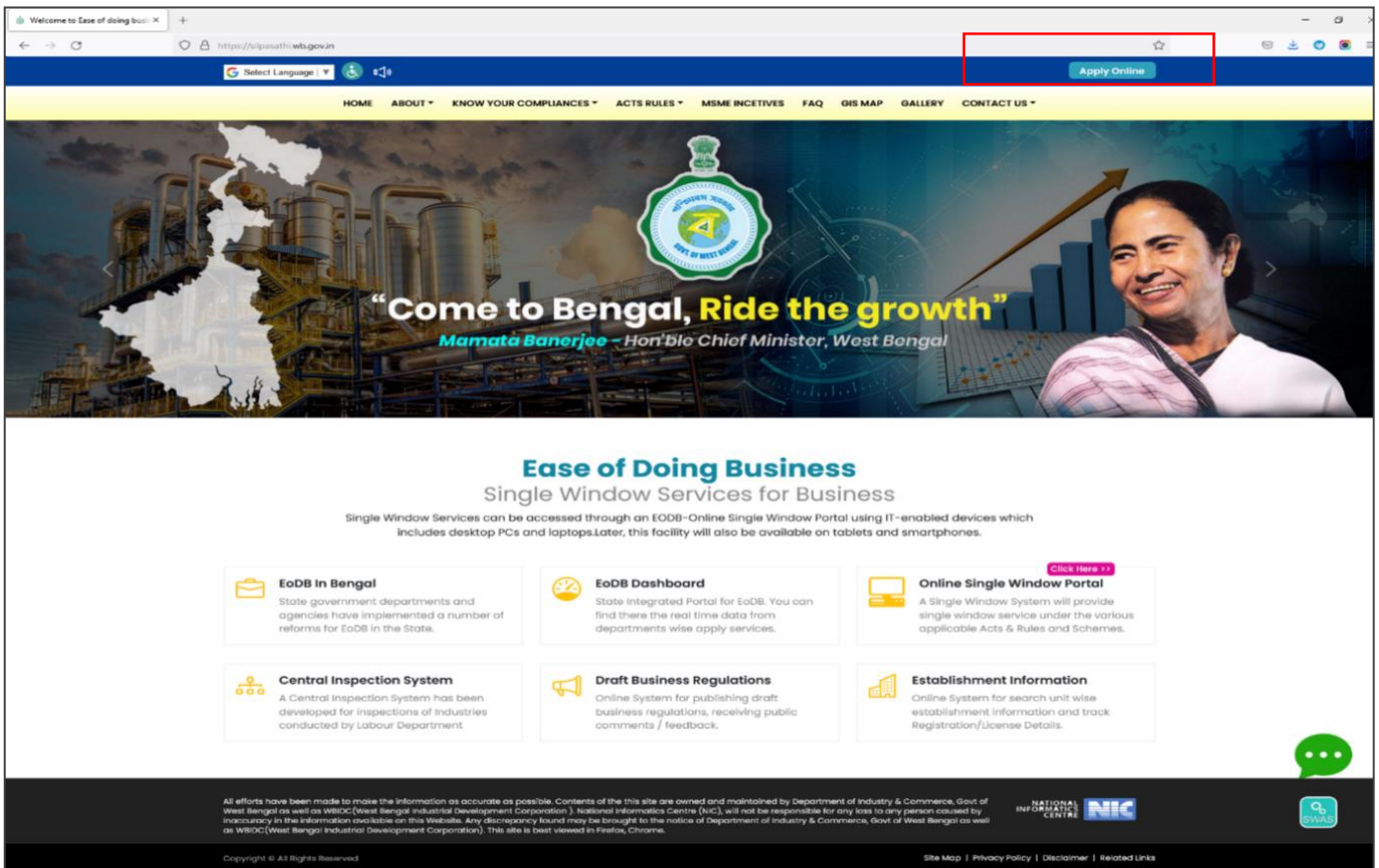
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## Application Process through SilpaSathi

### 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.

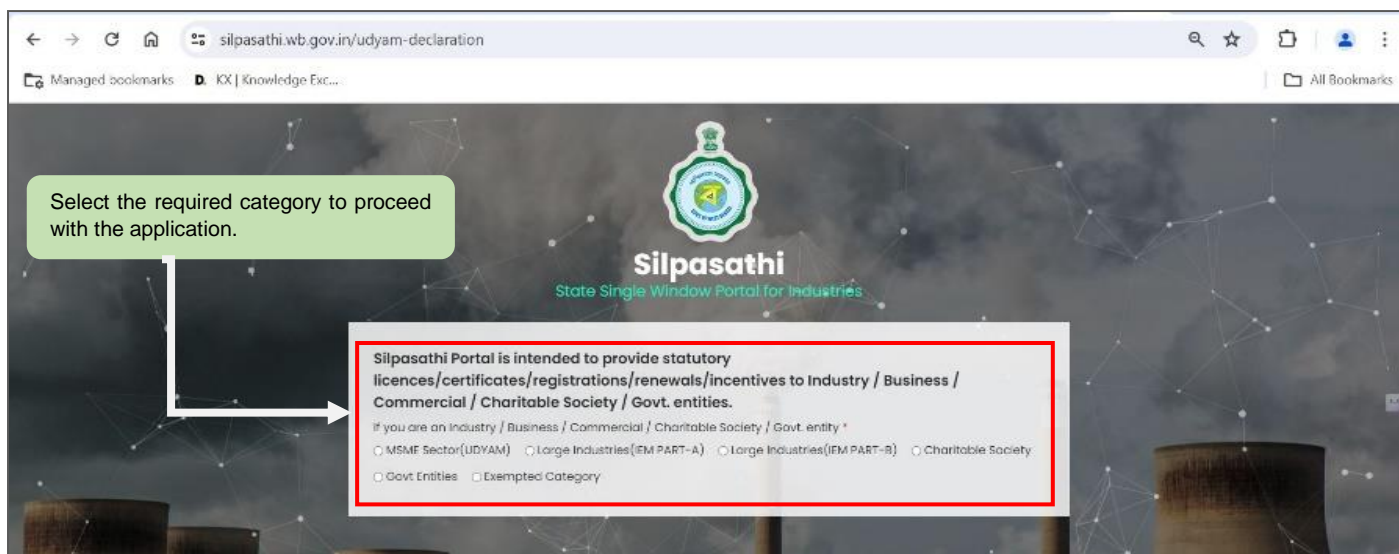


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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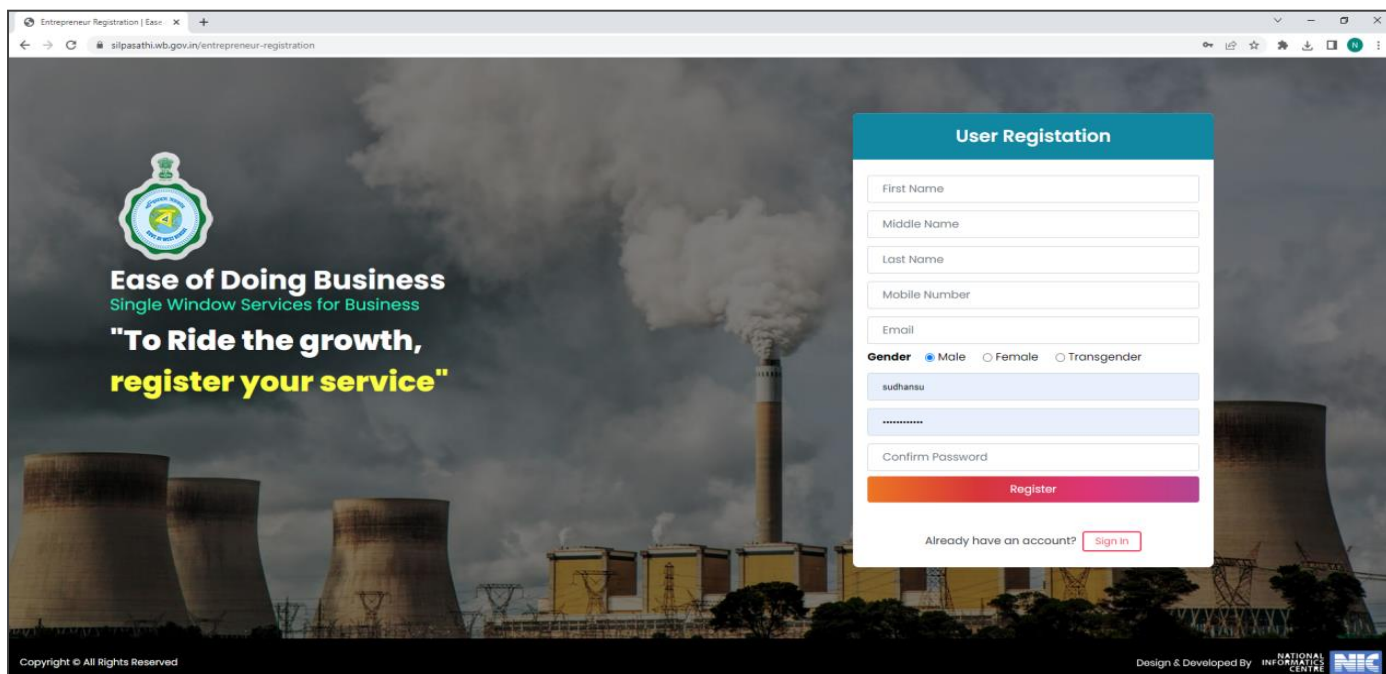
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

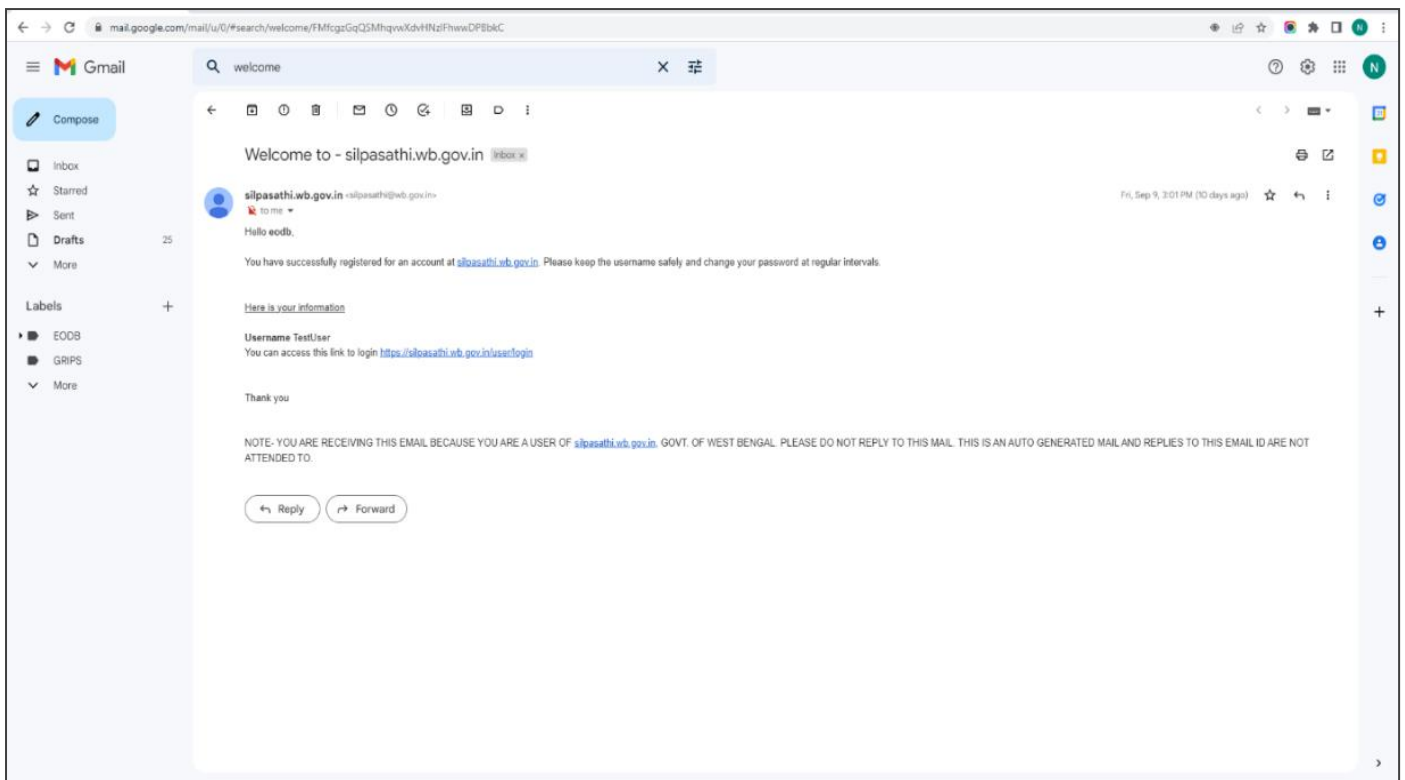


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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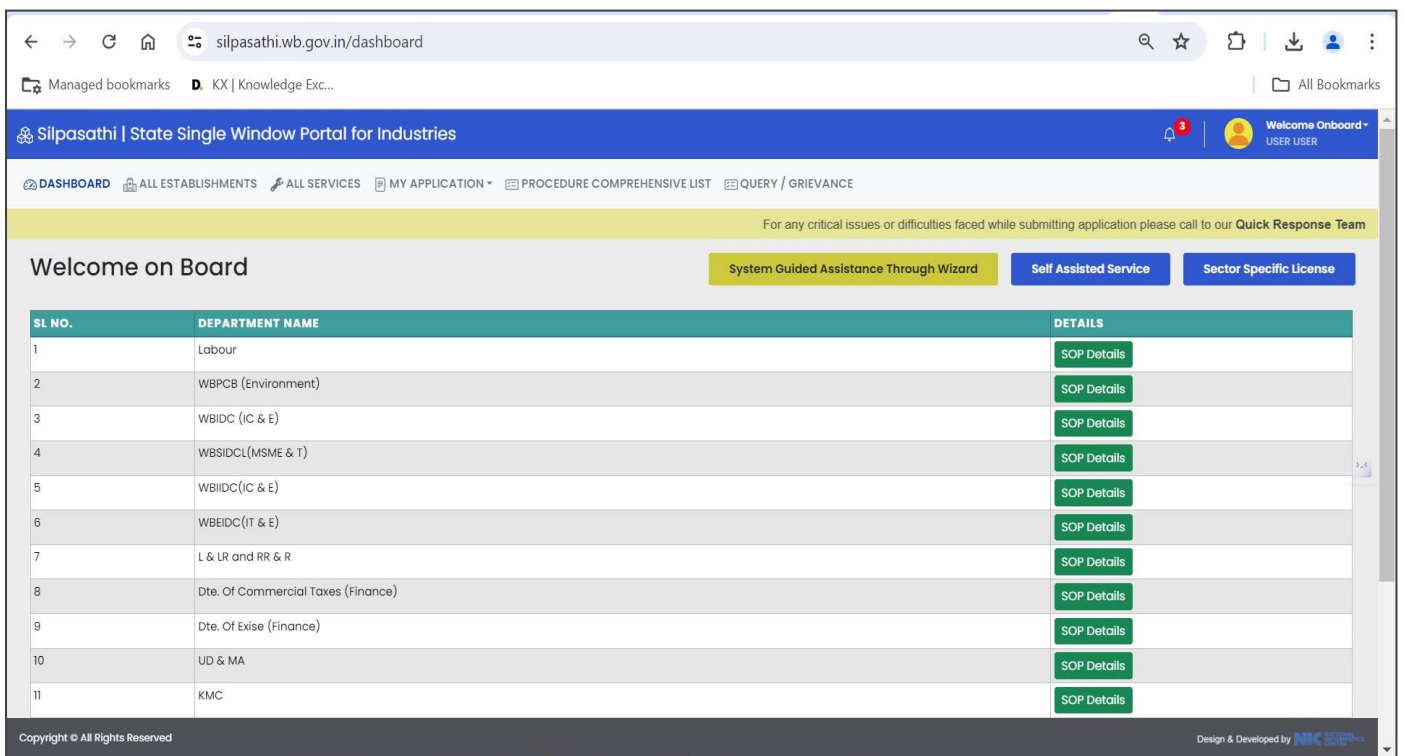
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## Online Application submission

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

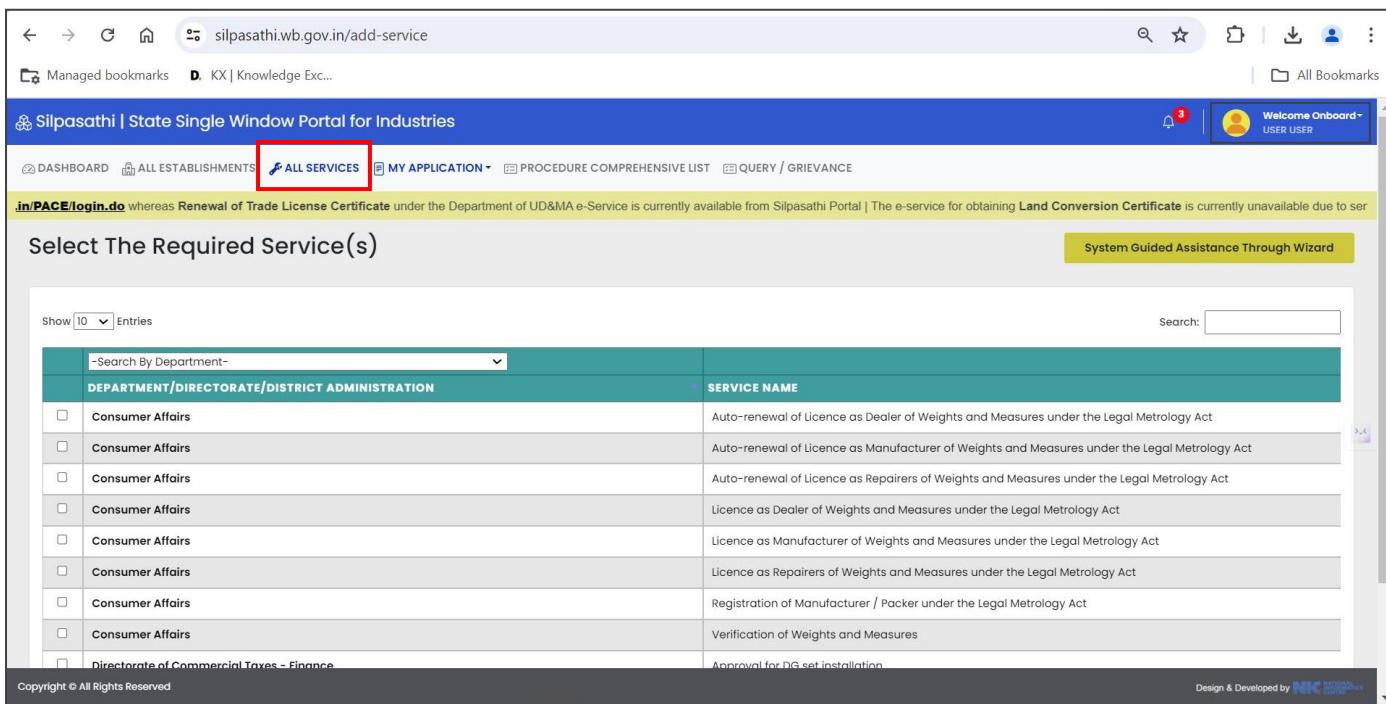


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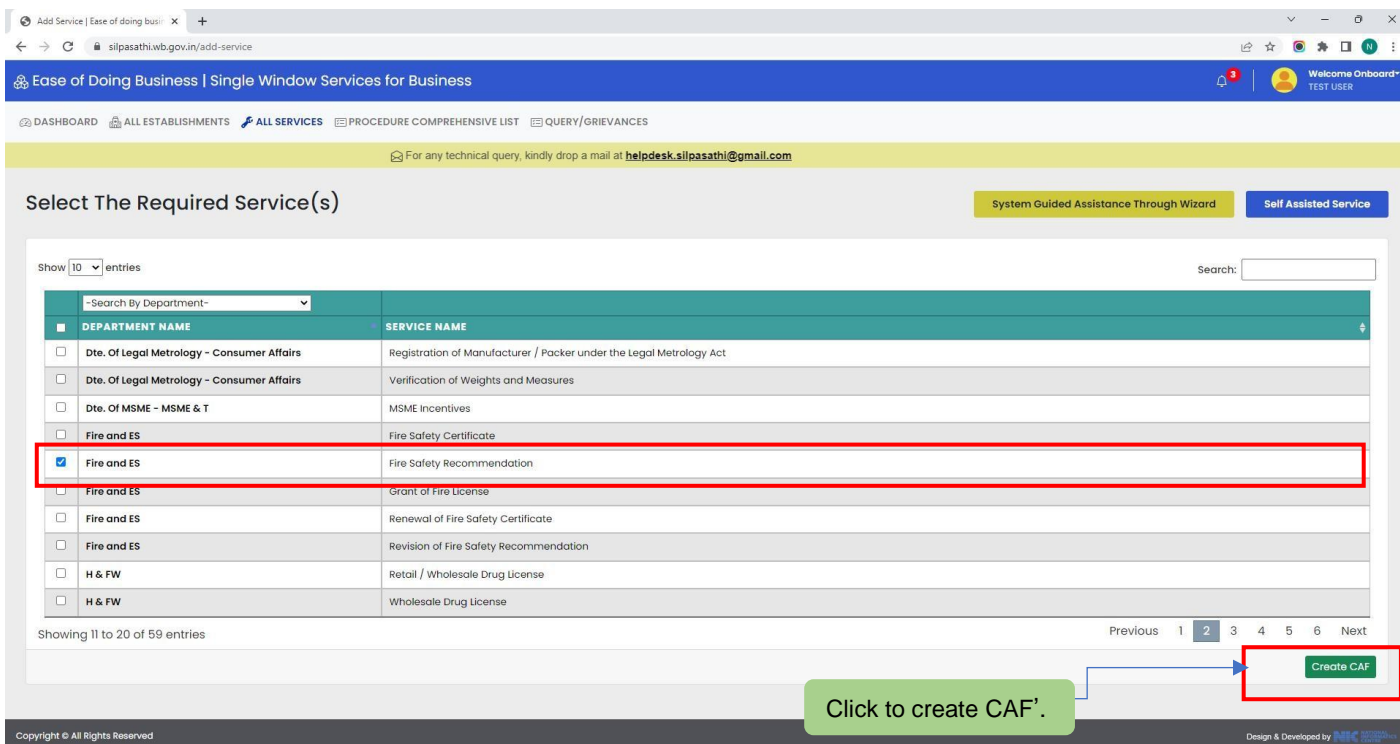
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal**



After selecting the service **"Fire Safety Recommendation" by Fire & Emergency Services Govt. of West Bengal** the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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### Applicant's Dashboard

**CAF ID generated.**

Click on 'Apply Online' to proceed with the application.

The dashboard interface includes a navigation bar with 'EASE OF DOING BUSINESS | Single Window Services for Business' and a user profile 'Welcome Onboard - SHOP TEST NAME'. Below the navigation bar, there are several service cards: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. A message states 'For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com'. The 'Your Selected Service(s)' section displays a table with the following data:

SL NO.	SERVICE	ACTION
1	Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) Applied Pending Forwarded Application is Pending Under HA/PI/DFO/DD/director/DO Auto Escalation Accept for offline inspection offline inspection date send to fire department Send back to Applicant Hard Copy of Document Received Forwarded for Issuance Forwarded to DG Accept for Fees Payment Fees Paid Forwarded for Rejection Forwarded for Seeking Clarification Forwarded for Send back Send Back to Deputy Director Send Back to DFO Accept for Fees Payment Send Back to Immediate Previous Actor Send Back to Inspector Send for Conducting TEC Meeting Waiting for Hard Copy of Document Sent Back to applicant for appropriate payment Approved	

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 'Common Application Form - CAF2022000494' is displayed with a progress bar at 10%. The form is divided into two main sections:

#### Applicants Basic information

Solutation *	Ms	First Name *	Firstname
Middle Name :	Middle name	Last Name *	Lastname
Date of Birth : *	20-01-1998	Age *	28
Gender *	Female	Date of Application *	2022-01-01 04:50
Mobile No. : *	9876543210	E-mail *	test@gmail.com
Aadhaar Card No. : *	9876543210	PAN Number *	DGHPY7083N

#### Address Of The Property

Country *	India	State *	West Bengal
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The screenshot shows a web browser window with the URL [silpasathi.wb.gov.in/caf/application75/OWUyRXVUM1hOMHILdmhoWBzWVmZz09/djVLz8mTDFqejCeHfPW8qUFdpdz09](https://silpasathi.wb.gov.in/caf/application75/OWUyRXVUM1hOMHILdmhoWBzWVmZz09/djVLz8mTDFqejCeHfPW8qUFdpdz09). The page header reads "Ease of Doing Business | Single Window Services for Business" and "Welcome Onboard\* TEST USER". The form contains the following fields:

- Gender: Female
- Mobile No.: 9876543210
- Aadhaar Card No.: 567658573705
- E-mail: test4@gmail.com
- PAN Number: DGHP7083N
- 2022-11-02 11:04:50

**Address Of The Property**

- Country: India
- State: West Bengal
- District: Kolkata
- Sub-division: Kolkata
- Rural or Urban: Urban
- Block/Municipality/Municipal Corporation: Corporation
- Village or Ward: Village or Ward
- Post Office: Post Office
- Police Station: Amherst Street
- Address Line 1: Sample Addressline
- Address Line 2: Address Line 2
- Pin Code: 700009
- Nearest Fire Station to the Premises: Central Avenue
- Plot No./Holding No./Premises No.: 12345

Buttons: "Save & Next >>"

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The screenshot shows the "Common Application Form - CAF2022000494" with a progress bar at 10%. The page header includes "Ease of Doing Business | Single Window Services for Business" and "Welcome Onboard\* TEST USER". A navigation menu contains: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, QUERY/GRIEVANCES. A banner reads: "For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)". A green message box states: "DATA SAVED SUCCESSFULLY".

**Application for Issuance of Fire Safety Recommendation**

**Applicant Type**

- Applicant Type: Owner

**Communication Address**

- Same as previous address
- Country: India
- State: West Bengal
- District: Kolkata
- Sub-division: Kolkata
- Rural or Urban: Urban
- Block/Municipality/Municipal Corporation: Corporation
- Village or Ward: Village or Ward

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Application for Issuance of Fire S: x

silpasathi.wb.gov.in/ca/application75/steptwo/OWUyRXVUM1hOMHILdmhoWBzWWxmZz09/djVlLzBmTDFqejCeHhPWXBqUfDpdz09

SL. NO.	OF LEASE WHOSE PARTICULARS ARE AS STATED BELOW	NAME	SUPERIOR OR SUB-LESSOR?	CO-LESSOR?	REGISTRATION PARTICULARS	DELETE
No Record Exists						

### Occupancy And Use Group Details

Type of Dominant Occupancy \*  
Educational

Mention the Share of Different Occupancy with Floor

Type of Use Group \*  
Library

### Total Plot Area

As per Documents (sqm) \*  
123

As per physical measurements (sqm) \*  
123

### Boundaries On Each Sides

North (m)  
South (m):

East (m)  
West (m)

### Main Characteristic Details

Maximum Height of the Building (m) \*  
123

Name of the Abutting Road: \*  
123

Width of the Abutting Road (m): \*  
123

Area of the Site (sqm) \*  
123

Total Floor Area of the Building (sqm): \*  
123

Was the building with the advantage of the open space on which the present proposal has been submitted? \*  
Yes

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Application for Issuance of Fire S: x

silpasathi.wb.gov.in/ca/application75/steptwo/OWUyRXVUM1hOMHILdmhoWBzWWxmZz09/djVlLzBmTDFqejCeHhPWXBqUfDpdz09

specify other space (car parking):  
Yes

No. of Individual Basement:   
No. of Common Basement:   
Specify Other Space (car parking):

Bed Capacity:   
Bed Capacity

Holding Capacity:   
Holding Capacity

### Block Details

Block No \* 12345  
Block Description \* Sample description  
Height of the Block (in meter) \* 123  
No. of Floors (excluding Basement) \* 12  
Total Floor Area of the Block (sqm) (excluding basement) \* 123  
Basement \* Common

SL. NO.	BLOCK NO	BLOCK DESCRIPTION	HEIGHT OF THE BLOCK (IN METER)	NO. OF FLOORS (EXCLUDING BASEMENT)	TOTAL FLOOR AREA OF THE BLOCK (SQM) (EXCLUDING BASEMENT)	BASEMENT	DELETE
1	12345	Sample description	123	12	123	Common	

### Floor Details

Block No \* 1  
Floor Description \* 12th Floor  
Use \* Educational  
Category of Use \* NA  
Area of Use (sqm) \* 123

SL. NO.	BLOCK NO	FLOOR DESCRIPTION	USE	CATEGORY OF USE	AREA OF USE (SQM)	DELETE
1	1	12th Floor	Educational	NA	123	

### Basement Details

Basement Identifier \* NA  
No of Levels \* 1  
Use of Basement \*  
Area of Basement (sqm) \* 123  
No. of Ramp (Basement) :. Total Floor Area  
Width of the Ramp (m) :. Total Floor Area  
Width of the Corridor or Driveway (m) :. Total Floor Area  
No. of Staircases :. Total Floor Area  
Minimum Width of the Staircase (m) :. Total Floor Area

SL. NO.	BASEMENT IDENTIFIER	NO OF LEVELS	USE OF BASEMENT	AREA OF BASEMENT (SQM)	NO. OF RAMP (BASEMENT)	WIDTH OF THE RAMP (M)	WIDTH OF THE CORRIDOR OR DRIVEWAY (M)	NO. OF STAIRCASES	MINIMUM WIDTH OF THE STAIRCASE (M)	DELETE
	NA	1		123						

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SL. NO.	ARCHITECT OR LBS?	NAME OF THE ARCHITECT OR LBS	CLASS OF THE LBS	ARCHITECT REGISTRATION NO. OR LBS LICENSE NO.	ADDRESS	PIN CODE	CONTACT NO OF ARCHITECT OR LBS	VALIDITY PERIOD OF THE LICENSE OR REGISTRATION	DELETE
1	Yes	Architect name	LBS class	12345	Test Address	700009	9876543210	26-01-2024	

SL. NO.	NAME	ADDRESS	PIN CODE	REGISTRATION NO	CONTACT NO	VALIDITY PERIOD	DELETE
1	Engineer name	Engineer address	700009	12345	9999999999	26-01-2024	

SL. NO.	PREVIOUS APPLICATION ID	NAME OF THE APPLICANT IN THE PREVIOUS APPLICATION	REASON FOR REJECTION	DELETE
1	12345	Applicant name	Repeated Proposal	

SL. NO.	AIN	APPLICATION DATE	PLOT NO. PREMISE NO. HOLDING NO.	STATUS	DELETE
No Record Exists					

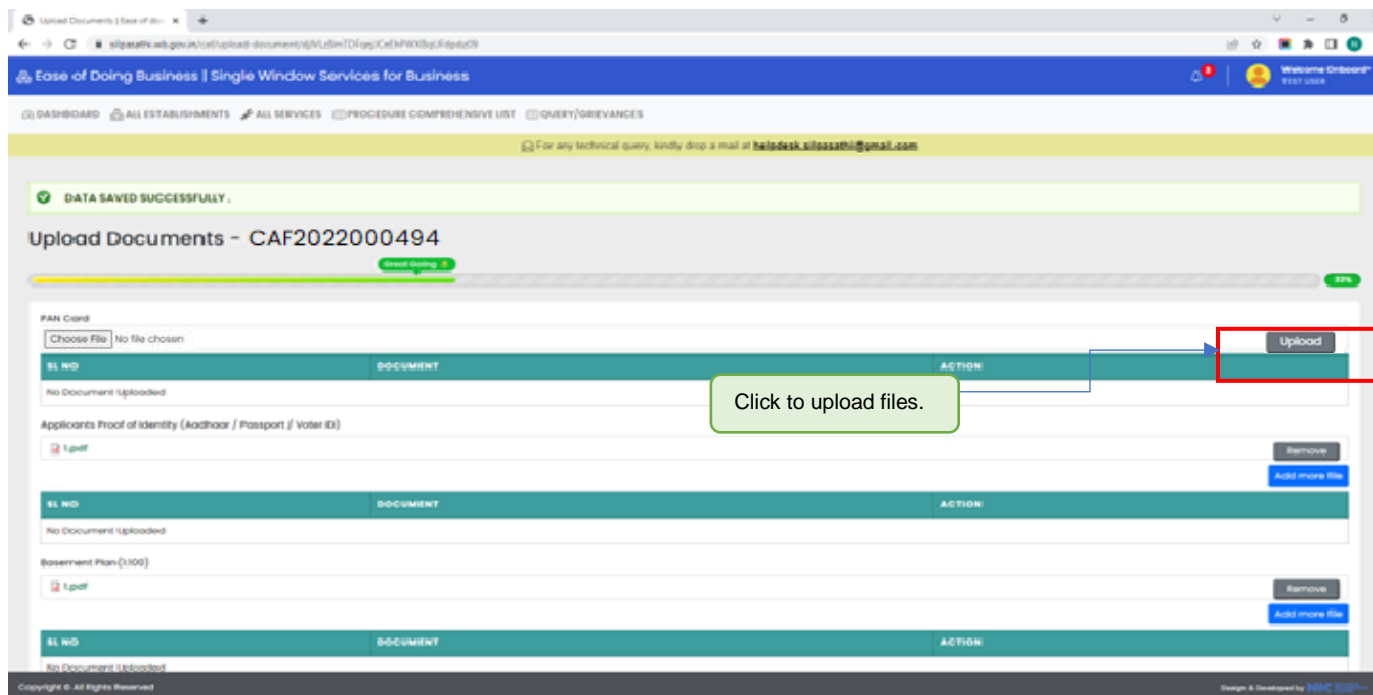
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

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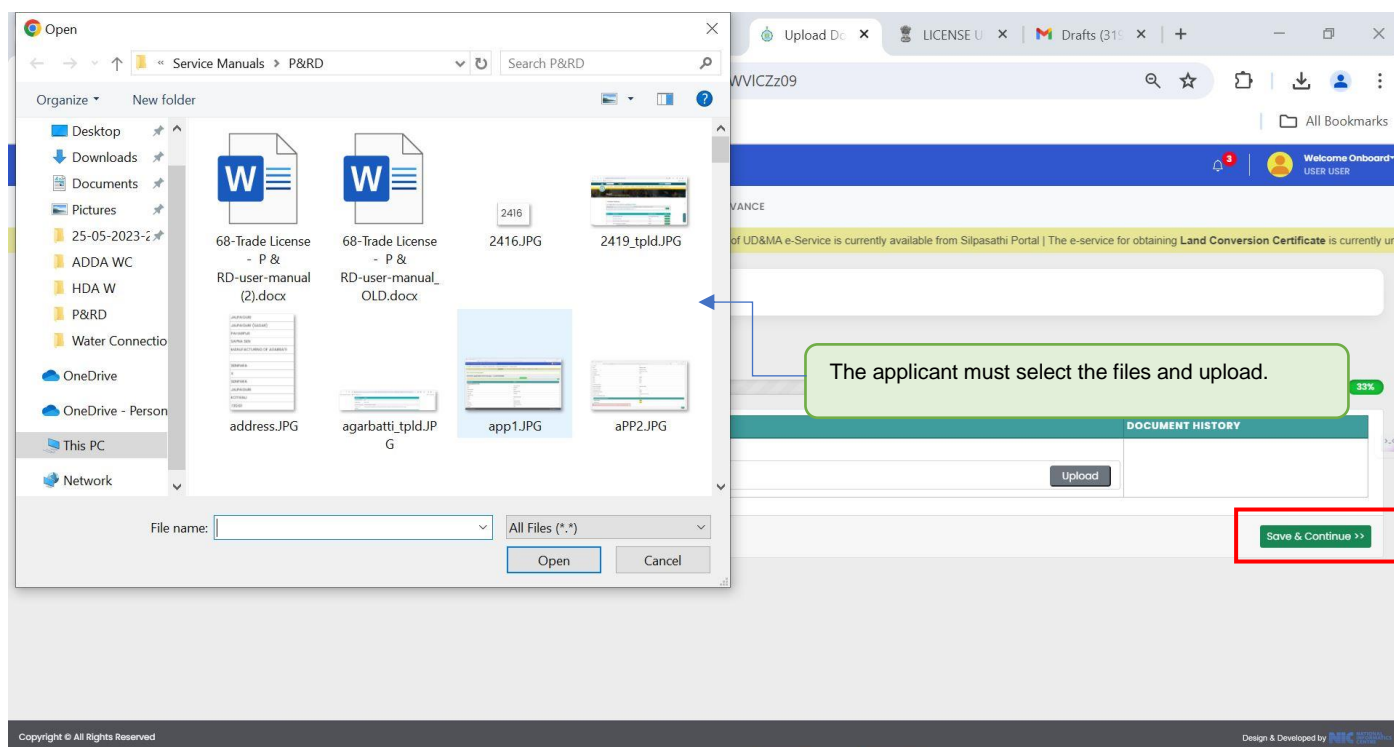
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**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**



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.

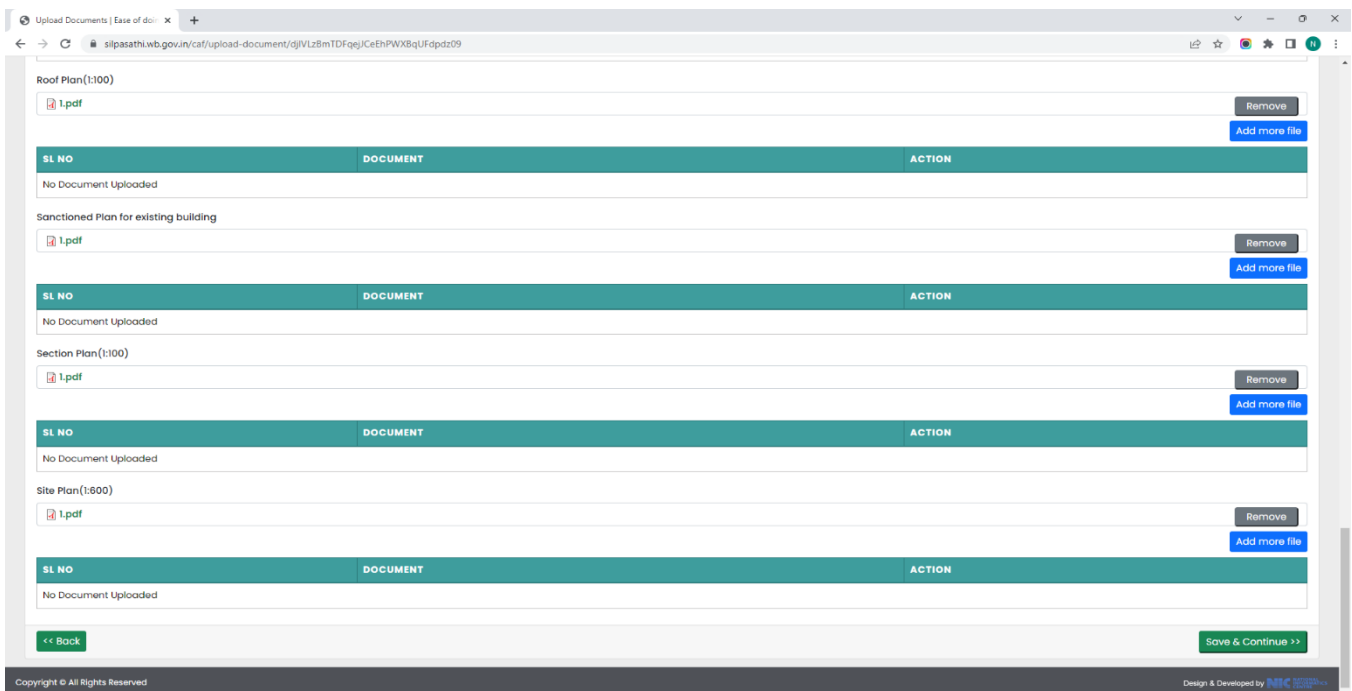
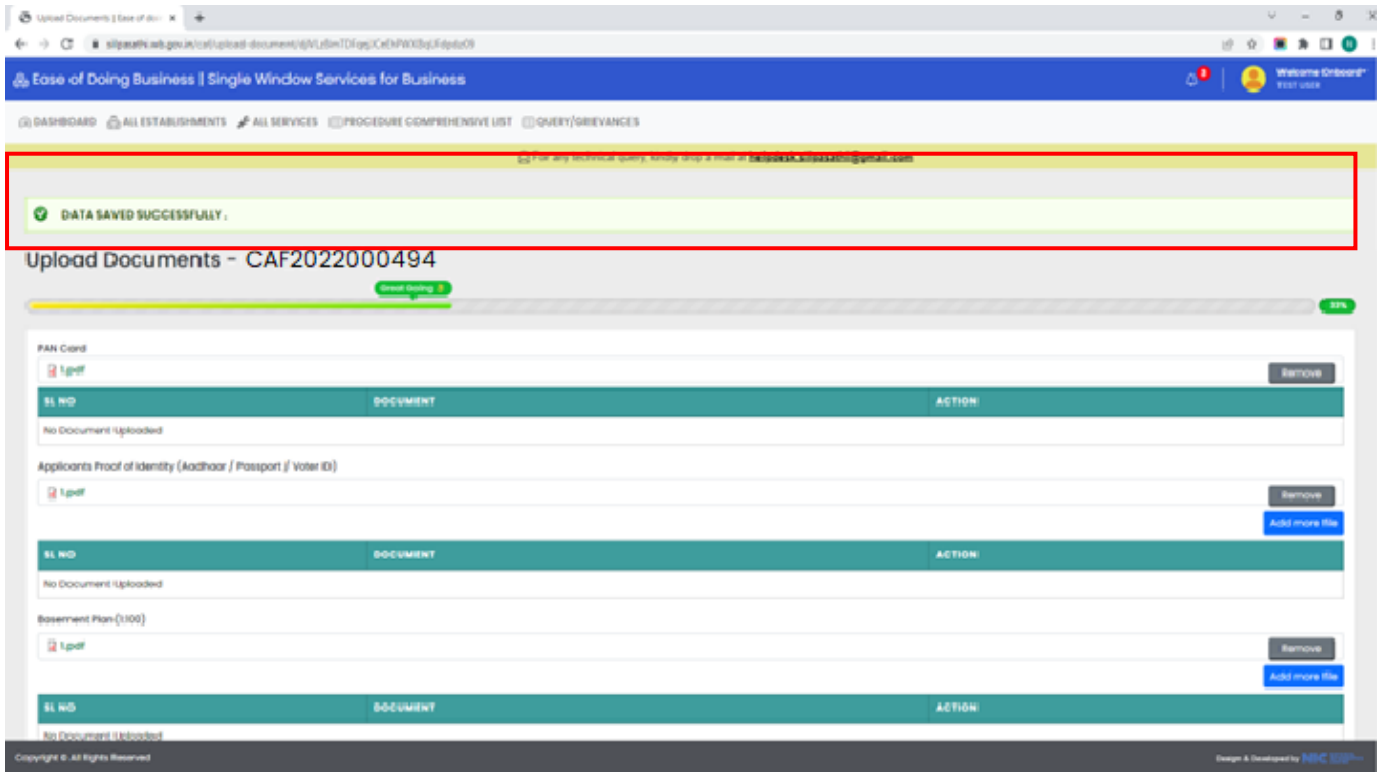


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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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



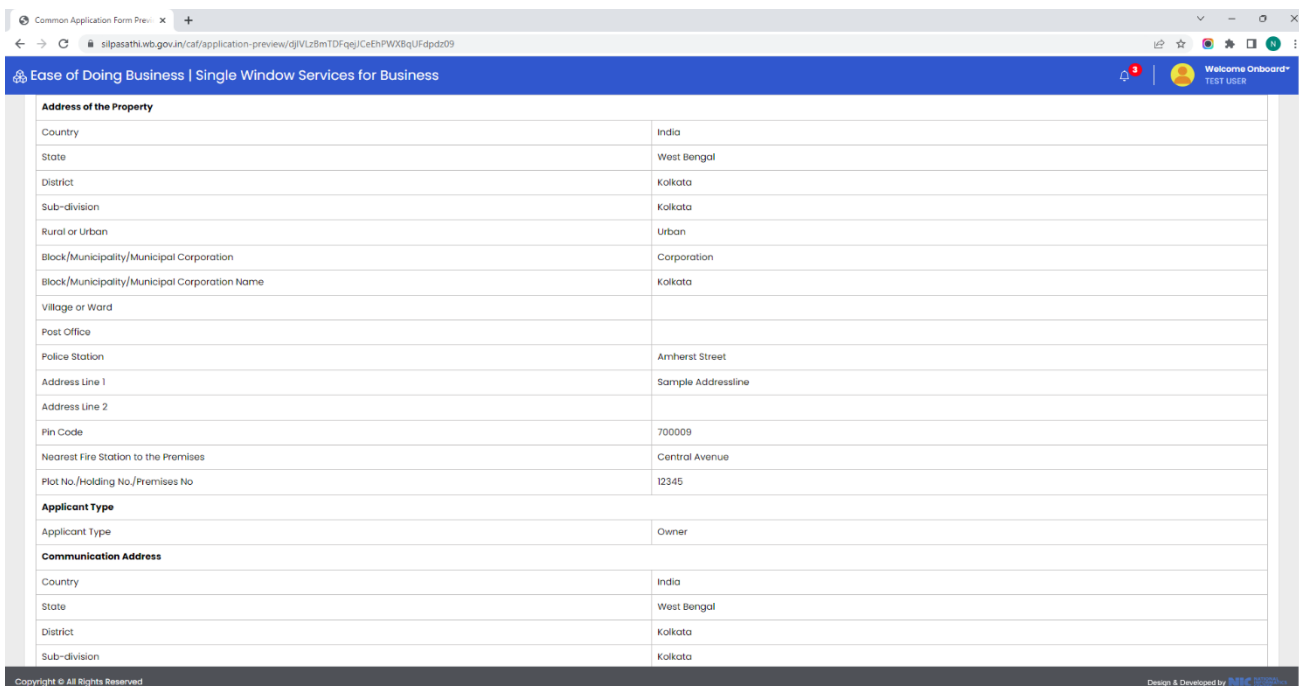
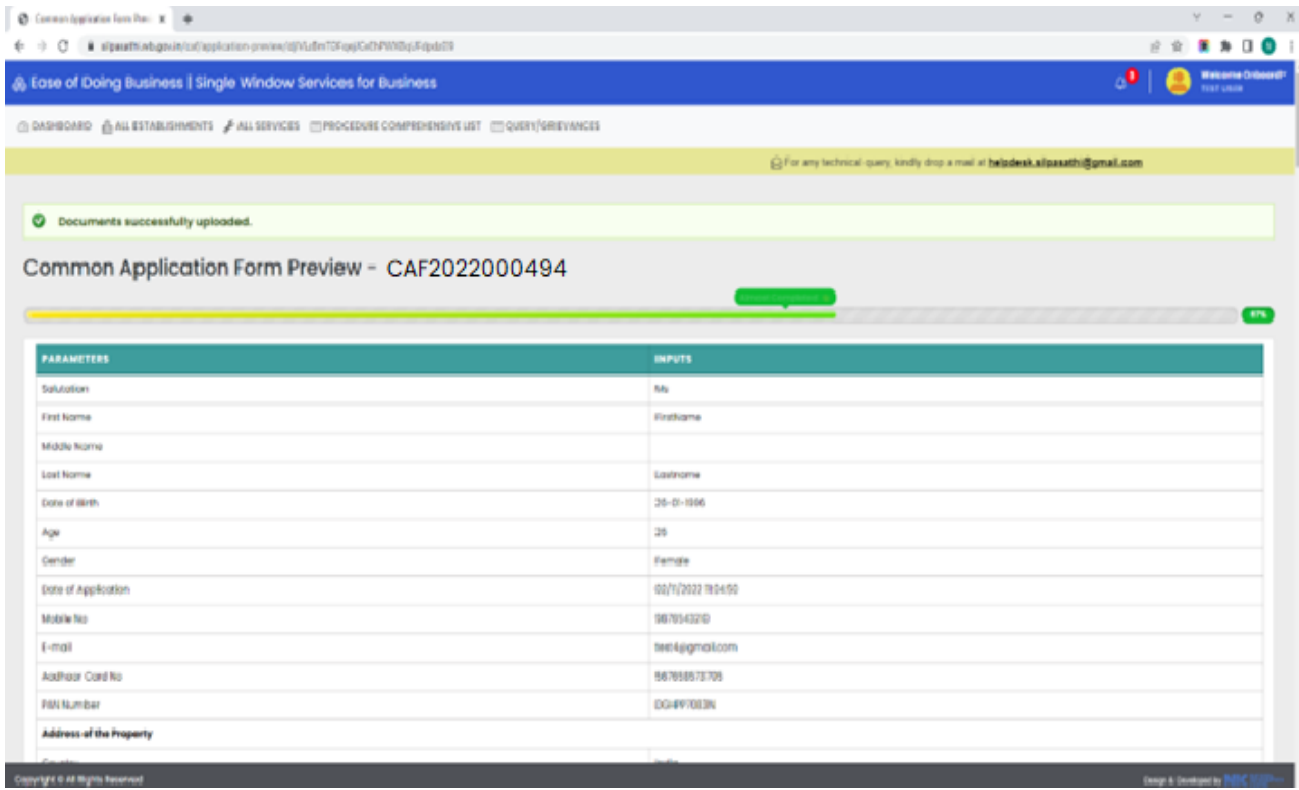
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit**' button, as illustrated in the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

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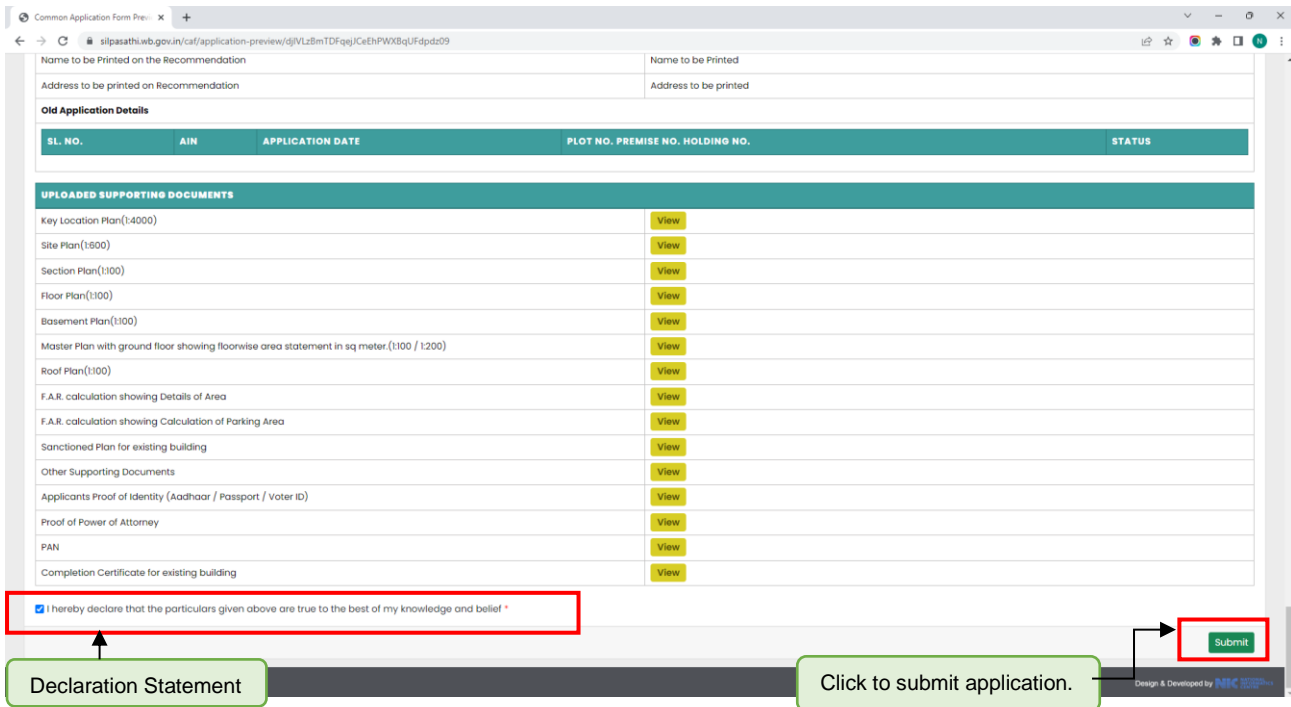
### Application Form



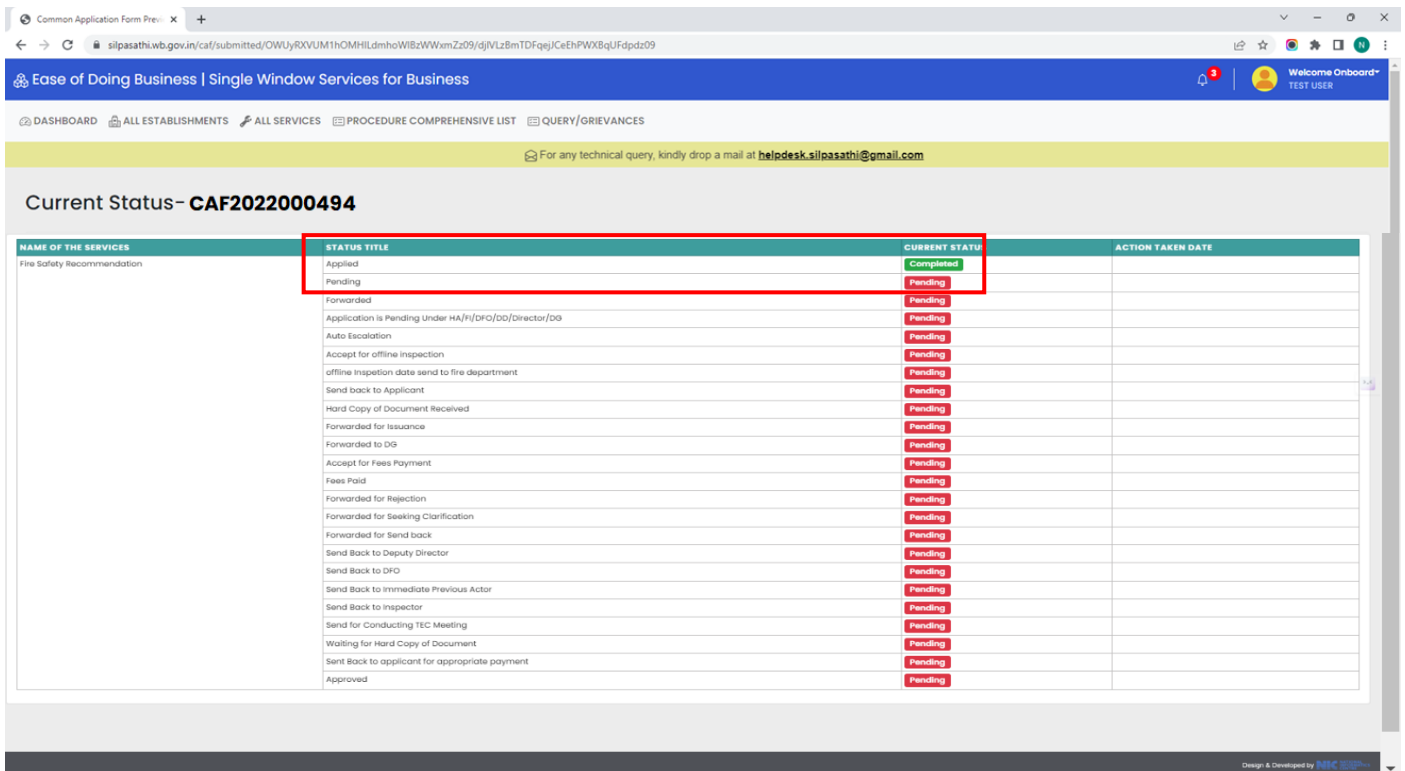
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On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.



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

**Application status notified through SMS.**

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

**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.

silpasathi.wb.gov.in/dashboard

Silpasathi | State Single Window Portal for Industries

DASHBOARD | ALL ESTABLISHMENTS | ALL SERVICES | MY APPLICATION | PROCEDURE COMPREHENSIVE LIST | QUERY / GRIEVANCE | USER MANUAL

Conversion Certificate is currently unavailable due to server migration and maintenance | For any technical query, kindly drop a mail at [qrt.silpasathib@gmail.com](mailto:qrt.silpasathib@gmail.com)

Add Establishment | System Guided Assistance Through Wizard | Self Assisted Service | Sector Specific License | Query / Grievance Submission / Tracking | Your Profile

Your Selected Service(s) (Please click on to Check Status [Click Here] button every time at log in to get your updated status and Actionables)

\* Note: The applications not submitted post 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2022000494

SL NO.	SERVICE	ACTION
1	Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) Applied <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Application Is Pending Under HA/IT/DFO/DD/Director/DG <input checked="" type="checkbox"/> Forwarded <input checked="" type="checkbox"/> Auto Escalation <input checked="" type="checkbox"/> Accept for offline inspection <input checked="" type="checkbox"/> offline inspection date send to fire department <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Send back to Applicant <input checked="" type="checkbox"/> Forwarded for issuance <input checked="" type="checkbox"/> Hard Copy of Document Received <input checked="" type="checkbox"/> Forwarded to DG <input checked="" type="checkbox"/> Accept for Fees Payment <input checked="" type="checkbox"/> Fees Paid <input checked="" type="checkbox"/> Forwarded for Rejection <input checked="" type="checkbox"/> Forwarded for Seeking Clarification <input checked="" type="checkbox"/> Forwarded for Send back <input checked="" type="checkbox"/> Send Back to Deputy Director <input checked="" type="checkbox"/> Send Back to DFO <input checked="" type="checkbox"/> Send Back to immediate Previous Actor <input checked="" type="checkbox"/> Send Back to Inspector <input checked="" type="checkbox"/> Send for Conducting TEC Meeting <input checked="" type="checkbox"/> Waiting for Hard Copy of Document <input checked="" type="checkbox"/> Sent Back to applicant for appropriate payment <input checked="" type="checkbox"/> Approved	view Details

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The screenshot shows the 'viewdetails' page for a Fire Safety Recommendation application. The browser address bar shows the URL: silpasathi.wb.gov.in/viewdetails/75/Q3V6U11ZYUoxZCt3OE5qTUFRRHBTz09/WW9YemlpMVlwNFQ0V1pT3cxZDJQ... The page header includes 'Silpasathi | State Single Window Portal for Industries' and a 'Welcome Onboard' message for SANJIV PRAHLADKA. An orange banner at the top states: 'Current Status : Application is Pending Under HA/R/DFO/DB/Director/DG | Action to be taken by: Department. Application is Pending Under HA/R/DFO/DB/Director/DG'. Below this is a table with two columns: 'PARAMETERS' and 'INPUTS'. The table contains personal and property details. At the bottom, there is a copyright notice and a note: 'Design & Developed by NIC'.

PARAMETERS	INPUTS
AIN NO:	221862406300005937
Salutation	Mr.
First Name	SANJIV
Middle Name	
Last Name	PRAHLADKA
Date of Birth	05-10-1965
Age	59
Gender	Male
Date of Application	10/09/2024 12:32:04
Mobile No	7439988447
E-mail	firesafety977@gmail.com
Aadhaar Card No	352366880546
PAN Number	AENPP916DR
<b>Address of the Property</b>	
Country	India
State	West Bengal
Complete Address	District - Howrah, Sub-division - Howrah Sadar, Rural or Urban - Rural, Block/Municipality/Municipal Corporation - Block, Block/Municipality/Municipal Corporation Name - Sankrail, Village or Ward - Post Office - ALAMPUR, Police Station - Sankrail, Address Line 1 - PLOT NO-21LDAGA COMPLEX,NH-6 BOMBAY ROAD,ALAMPUR,P.O-NEW KALOORA,AT MOUZA-ALAMPUR,JL-25,P.S-SANKRAILDIST-HOWRAH-711302, Address Line 2 - MASHILA GRAM PANCHAYAT COMPRISED IN RS DAG 14(P)-16(P),18(P),27(P),LR,DAG-13-15,17,26, LR,KHATIAN-437,439,442,447,60,230,78, Pin Code - 711302, Nearest Fire Station to the Premises - Howrah, Plot No./Holding No./Premises No - 21

The screenshot shows the dashboard page. The browser address bar shows the URL: silpasathi.wb.gov.in/dashboard. The page header includes 'Silpasathi | State Single Window Portal for Industries' and a 'Welcome Onboard' message for SANJIV PRAHLADKA. Below the header is a navigation menu with options: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. A yellow banner contains the text: 'Migration and maintenance | For any technical query, kindly drop a mail at qrt.silpasathiwb@gmail.com'. The main content area features six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Below this is a section titled 'Your Selected Service(s)' with a note: '\* Note: The applications not submitted past 90 days would be removed from the system.' It lists two business reference IDs: CAF2024729581 and CAF2024681838. A table below shows the status of the 'Fire Safety Recommendation' service. The table has columns for 'SL NO.', 'SERVICE', and 'ACTION'. The 'ACTION' column contains a 'Re-upload Document' button. At the bottom, there is a copyright notice and a note: 'Design & Developed by NIC'.

**Business Reference IDs:** CAF2024729581, CAF2024681838

SL NO.	SERVICE	ACTION
1	Fire Safety Recommendation (WBRTPS Timeline: 30 days (15 days in KMC area)) Applied - Pending - Application is Pending Under HA/R/DFO/DB/Director/DG - Forwarded - Auto Escalation - Accept for offline inspection offline inspection date send to fire department - Send back to Applicant - Forwarded for issuance - Hard Copy of Document Received - Forwarded to DG - Accept for Fees Payment Fees Paid - Forwarded for Rejection - Forwarded for Seeking Clarification - Forwarded for Send back - Send Back to Deputy Director - Send Back to DFO Send Back to Immediate Previous Actor - Send Back to inspector - Send for Conducting TEC Meeting - Waiting for Hard Copy of Document - Send Back to applicant for appropriate payment Approved	Re-upload Document

# User Manual

## Fire Safety Recommendation

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

**Upload Documents - CAF2024681838**

- Key Location Plan(1:4000)  
Choose File No file chosen Upload  
Previous Attachment: LOCATION PLAN.Pdf View
- Site Plan(1:800)  
Choose File No file chosen Upload  
Previous Attachment: MASTER.Pdf View
- Section Plan(1:100)  
Choose File No file chosen Upload  
Previous Attachment: ROOF AND SECTION.Pdf View
- Elevation Plan(1:800)  
Choose File No file chosen Upload  
Previous Attachment: ROOF AND SECTION.Pdf View
- Floor Plan(1:100)  
Choose File No file chosen Upload  
Previous Attachment: FLOOR PLAN.Pdf View
- F.A.R. Calculation Showing Details Of Area  
Choose File No file chosen Upload  
Previous Attachment: AREA.Pdf View
- F.A.R. Calculation Showing Calculation Of Parking Area  
Choose File No file chosen Upload

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**Upload Documents**

- Choose File No file chosen Upload  
Previous Attachment: AREA.Pdf View
- F.A.R. Calculation Showing Calculation Of Parking Area  
Choose File No file chosen Upload  
Previous Attachment: AREA.Pdf View
- Sanctioned Plan For Existing Building  
Choose File No file chosen Upload  
Previous Attachment: View
- Proof Of Power Of Attorney  
Choose File No file chosen Upload  
Previous Attachment: Sp Aadhar.Pdf View
- Completion Certificate For Existing Building  
Choose File No file chosen Upload  
Previous Attachment: View
- Basement Plan(1:100)  
Choose File No file chosen Upload  
Previous Attachment: View
- Master Plan With Ground Floor Showing Floorwise Area Statement in Sq Meter.(1:100 / 1:200)  
Choose File No file chosen Upload  
Previous Attachment: MASTER (1).Pdf View
- Roof Plan(1:100)  
Choose File No file chosen Upload  
Previous Attachment: ROOF AND SECTION.Pdf View

<< Back Save & Continue >>

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# User Manual

## Fire Safety Recommendation

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

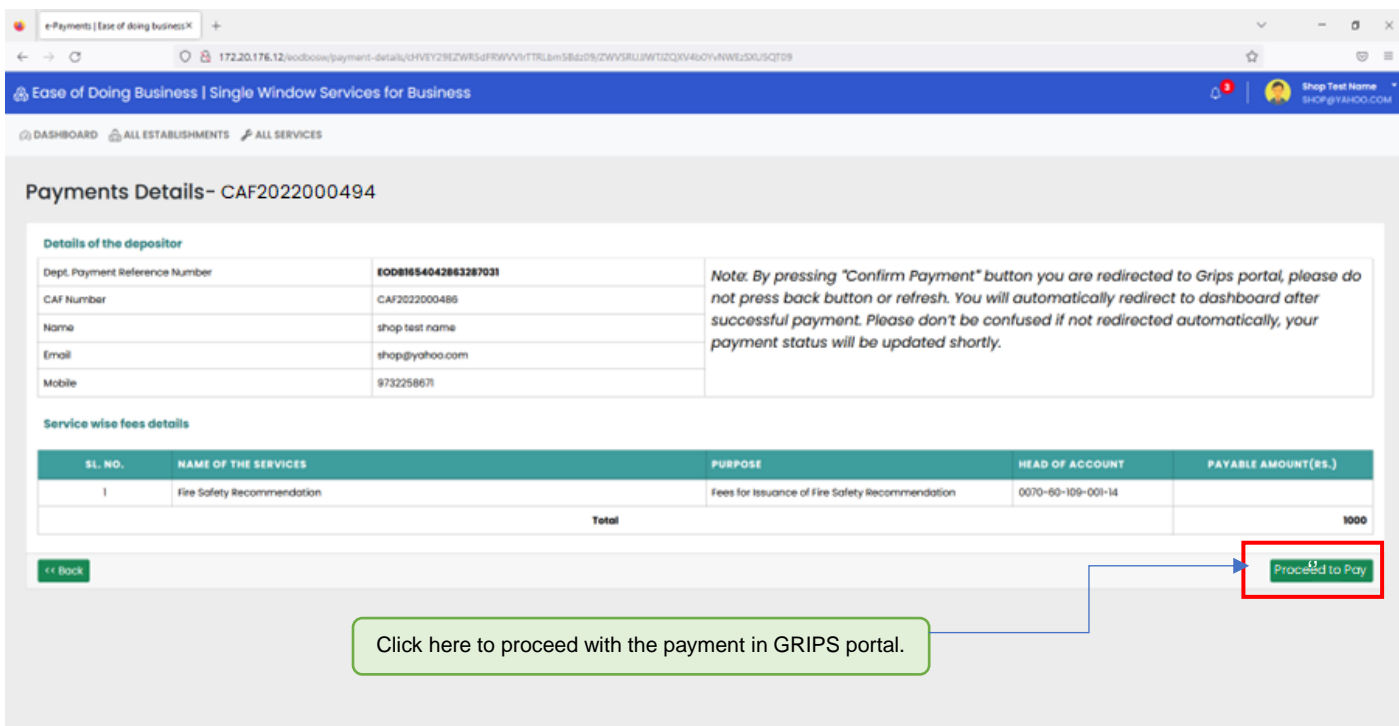
### 2. Online Payment of fees

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 to Pay' option.



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.

# User Manual

## Fire Safety Recommendation

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

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

Depositor Details			
Depositor Name	Mobile No.	Phone No.	Email
shop test name	9732258671		shop@yahoo.com
Address1			Address2
Kolkata			

**1. Fire Services → ₹1000**

Department Details			
Organization Type	Organization Name	User Type	Period From
Government	Fire Services	Citizen	04/11/2022
Period To	Remarks	Identification No	Ref No
04/11/2022	Payment for -Revision of Fire Safety Recommendation	02730120221667560273	CAF2022000494

Service and Tax Details			
Subservice Name	HoA Description	Head of Account	Amount
Service Fees	Fees Under West Bengal Fire Services Act- Service Fees	0070-60-109-001-14	1000

**TOTAL ₹1000**  
Rupees One Thousand only

Verified and checked

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

**GRIPS 2.0** Search our pages and functionalities LOGIN Finance Department Government of West Bengal

Home **Payment**

1 Review and Confirmation 2 **Payment Mode and Bank Selection** 3 Transaction Details

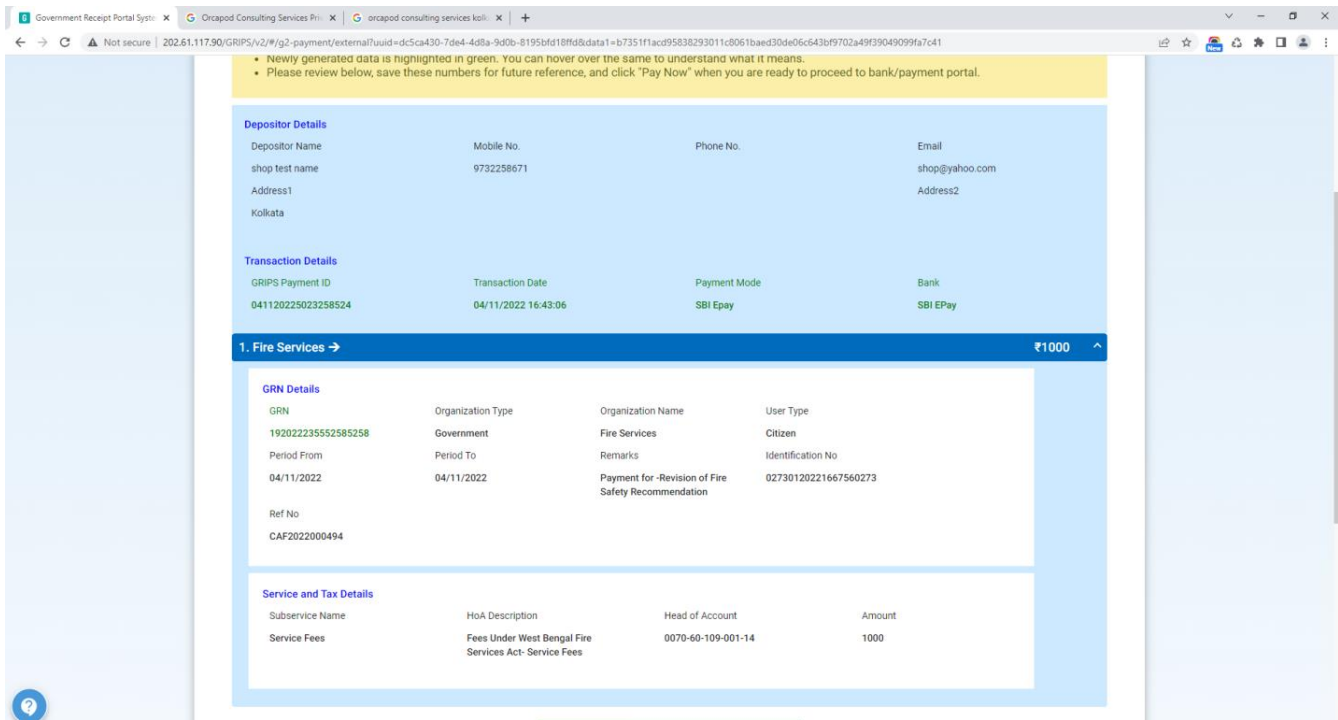
Payment Mode \* SBI Epay Bank \* SBI EPay

BACK NEXT

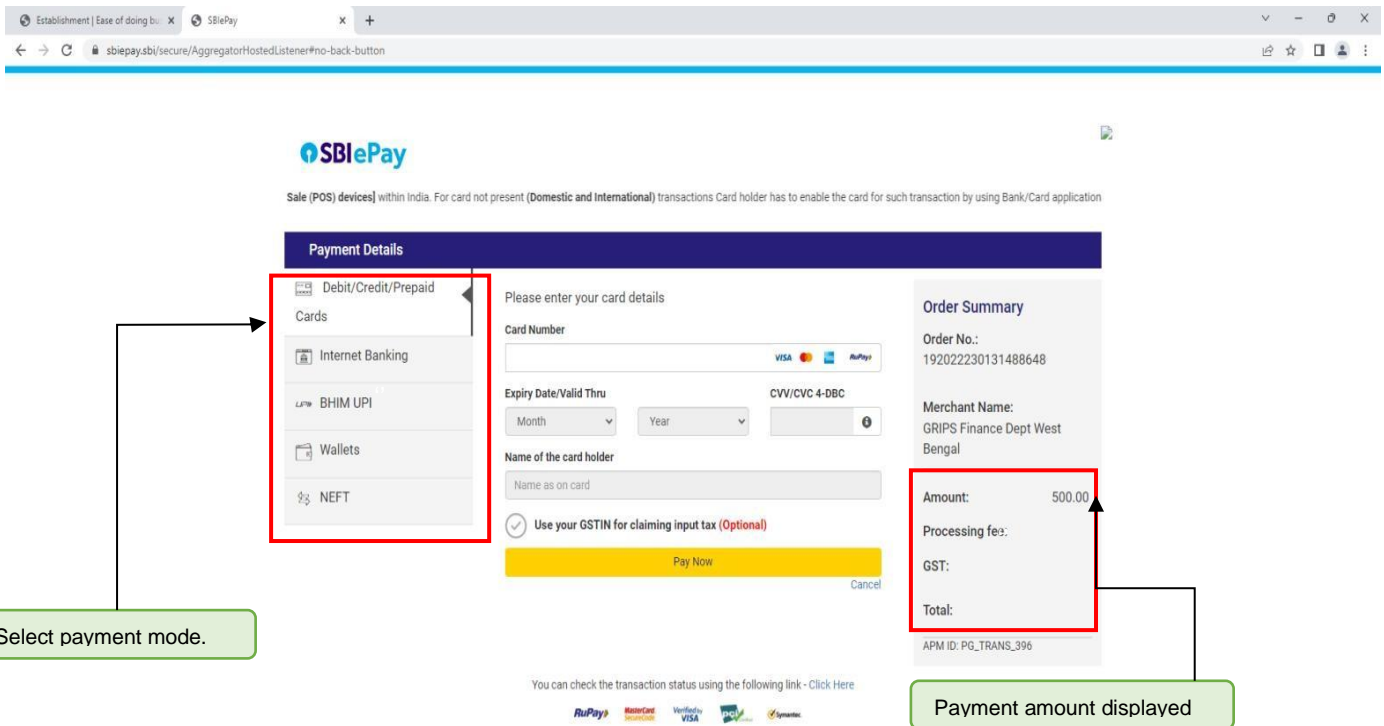
# User Manual

## Fire Safety Recommendation

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



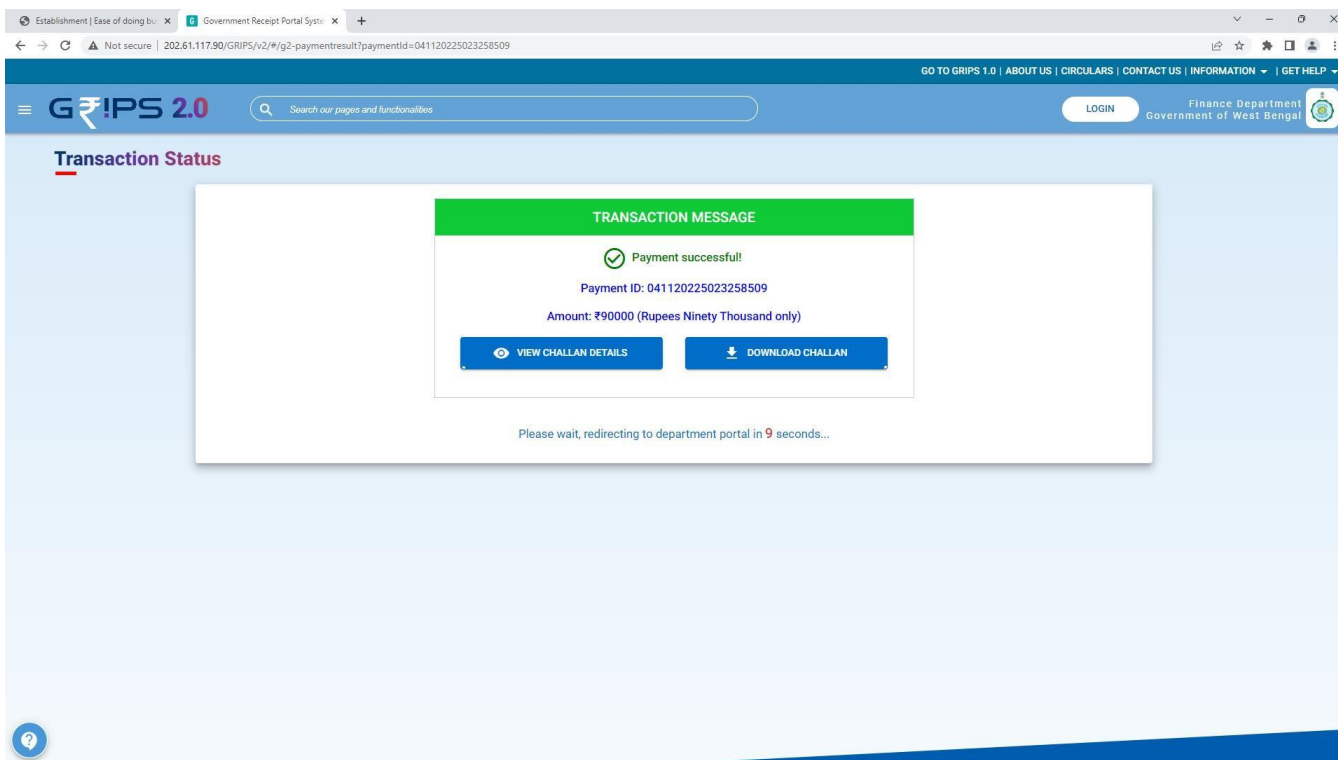
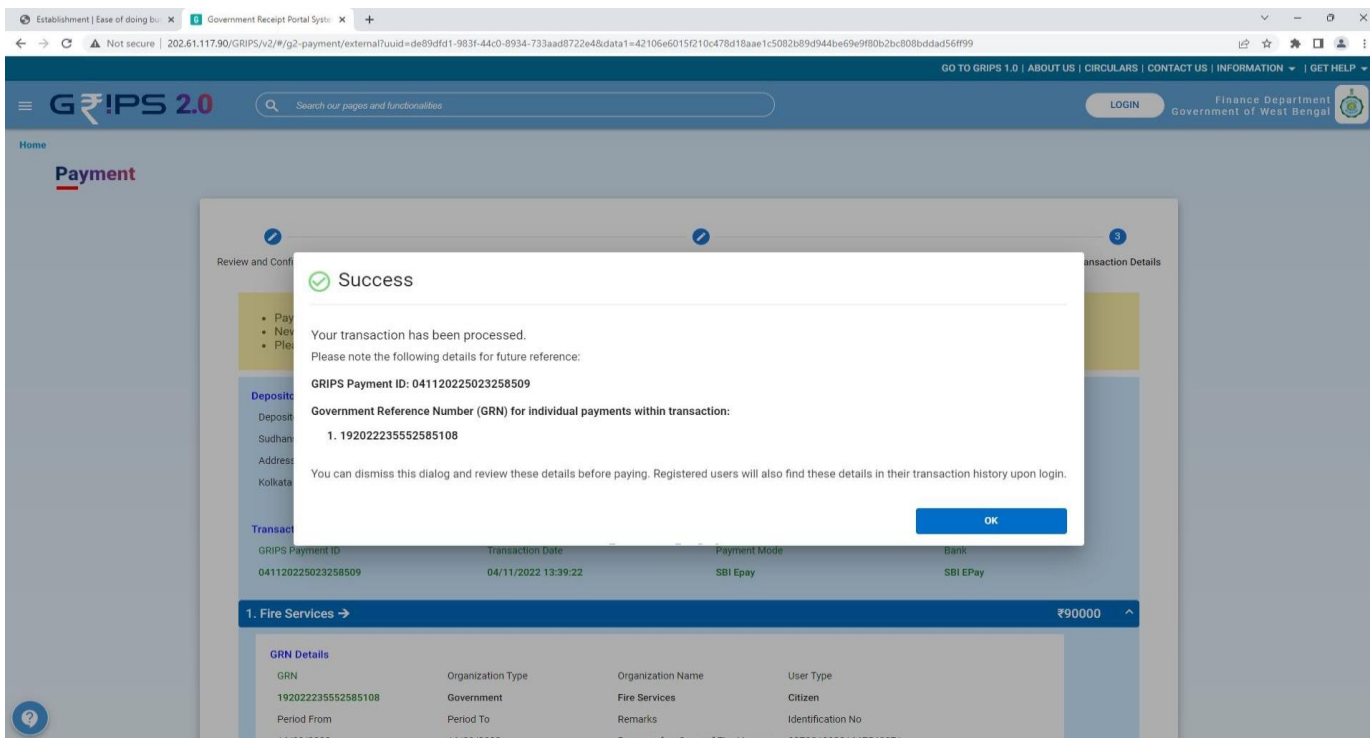
The applicant can choose his required mode of payment.



# User Manual

## Fire Safety Recommendation

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

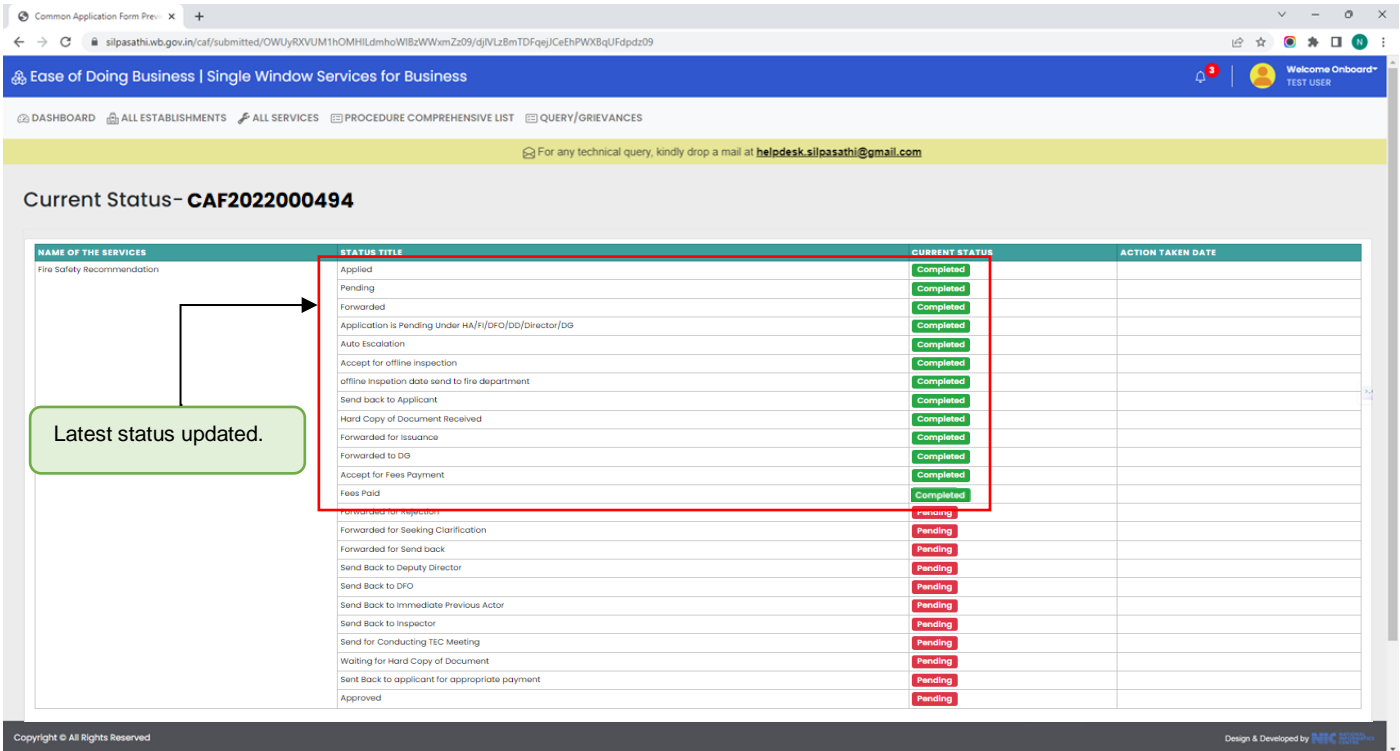


# User Manual

## Fire Safety Recommendation

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

After successful payment of fees, the applicant can see the latest status of his application in the Status Dashboard.

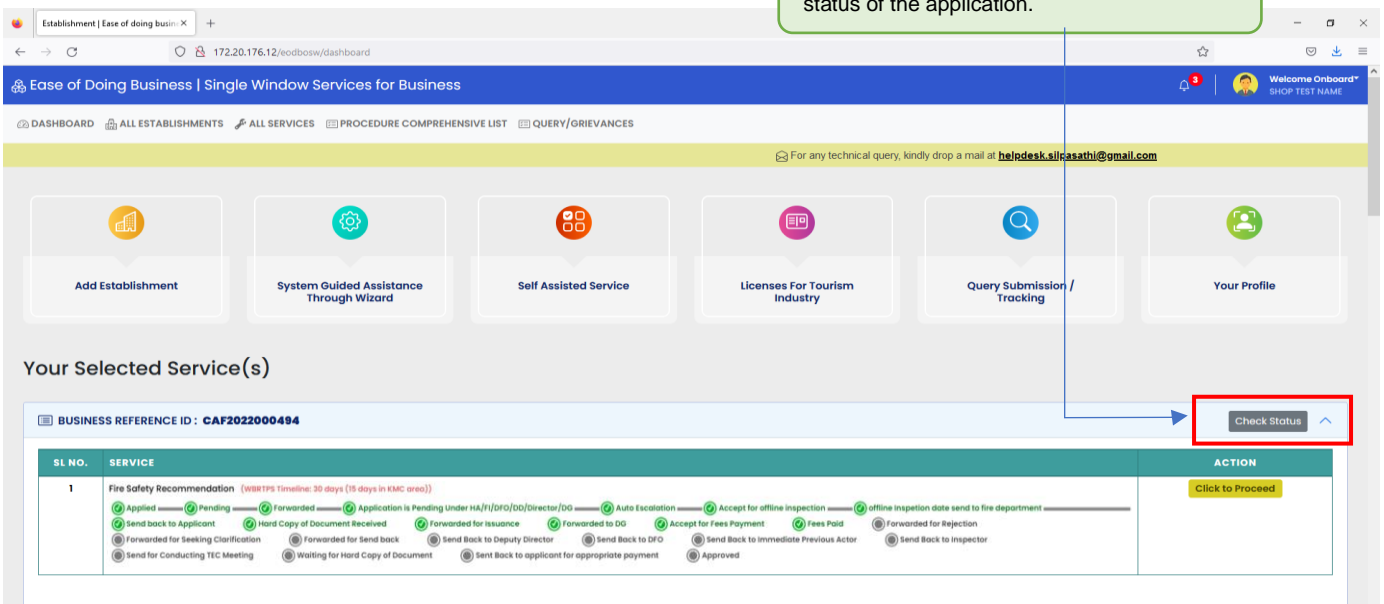


### 3. Track Status of Application

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.



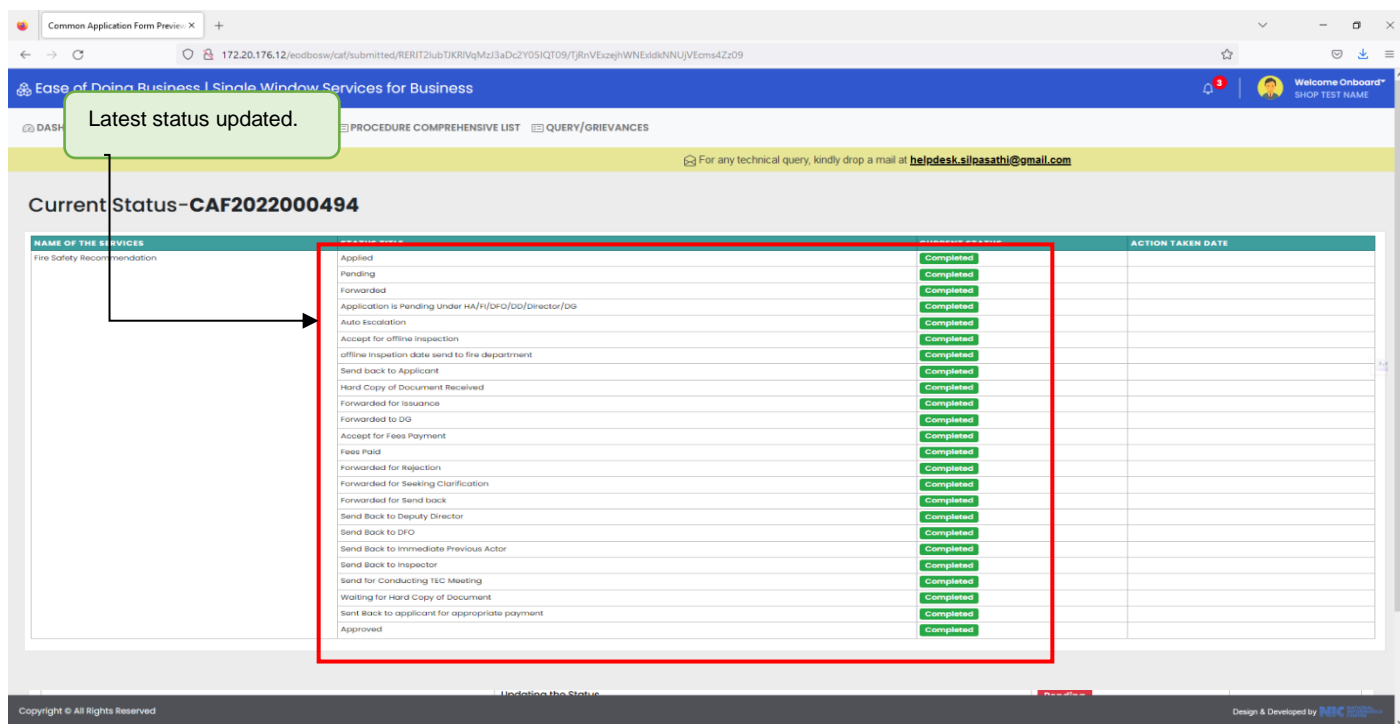
**Note: Latest status can be seen any time through Applicant's Dashboard**

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

# User Manual

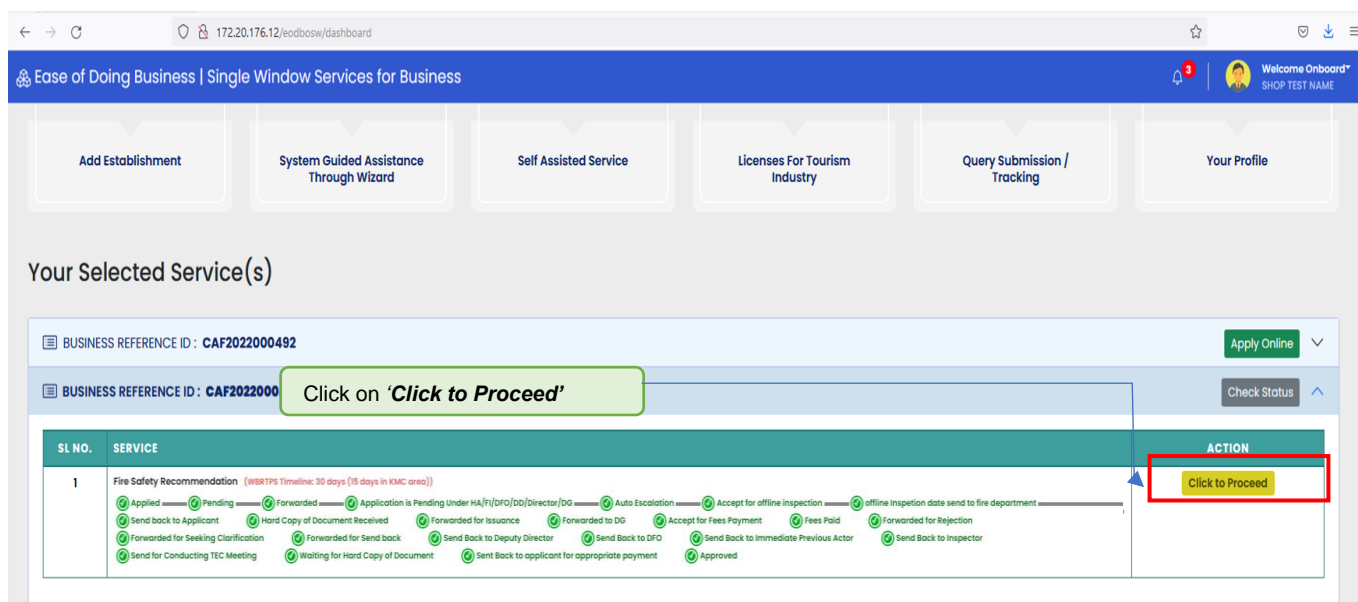
## Fire Safety Recommendation

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



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

### 4. Online Download of final approval certificate



**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 'View and download' icon to download the Final Approval Certificate issued.

# User Manual

## Fire Safety Recommendation

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

Application Form View Details

Click to download certificate

PARAMETERS	INPUTS
Acknowledgement	View & Download
Demand Note	View & Download
License/Certificate	View & Download
Registration Number	FL0225182220400344
Registration Date	17/09/2022
Name	Mr. t t t
Date of Birth	01-09-2004
Age	18
Gender	Male
Mobile No	7603091500
E-mail	t@g.com
Aadhaar Card No	1212343456665
PAN Number	CULPM5656F
<b>Present Address</b>	
Country	India
State	West Bengal
District	Coochbehar
Sub-division	Coochbehar

188\_Certificate.pdf

File | C:/Users/Admin/Documents/Received%20Files/188\_Certificate.pdf

1 of 1

Government Of West Bengal  
Office Of The Deputy Director  
West Bengal Fire & Emergency Services  
Station Feeder Road, P.O & P.S Siliguri,  
District: Darjeeling, Pin - 734005

Memo no. FSR/0225186220400464 Date: 04-11-2022

From:  
Deputy Director  
North Zone, HQ Wing,  
West Bengal Fire & Emergency Services

To: Sample name  
Sample address

Sub: test

Application Reference : OSWP(Silpasathi) (CAF-CAF2022000494) received on 02-11-2022 regarding the test

The plan submitted by you was scrutinized and marked as found necessary from Fire Safety point of view. In returning one set of plan with recommendation, this office is issuing **Revised Fire Safety Recommendation** in favor of the aforesaid building subject to the compliance of the following fire safety measure.

Recommendation:  
test

Deputy Director  
West Bengal Fire & Emergency Services

The authenticity of this document can be verified by accessing the URL: [silpa.silpa.gov.in](http://silpa.silpa.gov.in) and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number: 0225186220400464

Page: 1

# User Manual

## Fire Safety Recommendation

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

### The certificate as downloaded



Government Of West Bengal  
Office Of The Deputy Director  
West Bengal Fire & Emergency Services  
Station Feeder Road, P.O & P.S Silliguri,  
District: Darjeeling, Pin - 734005

Memo no.:FSR/0225186220400464

Date: 04-11-2022

**From:**  
Deputy Director  
North Zone, HQ Wing,  
West Bengal Fire & Emergency Services

**To: Sample name**  
**Sample address**

**Sub: test**

Application Reference : OSWP(Shilpasathi) (CAF-CAF2022000494) received on 02-11-2022 regarding the test

The plan submitted by you was scrutinized and marked as found necessary from Fire Safety point of view. In returning one set of plan with recommendation, this office is issuing **Revised Fire Safety Recommendation** in favor of the aforesaid building subject to the compliance of the following fire safety measure.

**Recommendation:**  
test

Deputy Director  
West Bengal Fire & Emergency Services

The authenticity of this document can be verified by accessing the URL: [edistrict.wb.gov.in](http://edistrict.wb.gov.in) and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number : 0225186220400081. Page : 1

# User Manual

## Fire Safety Recommendation

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

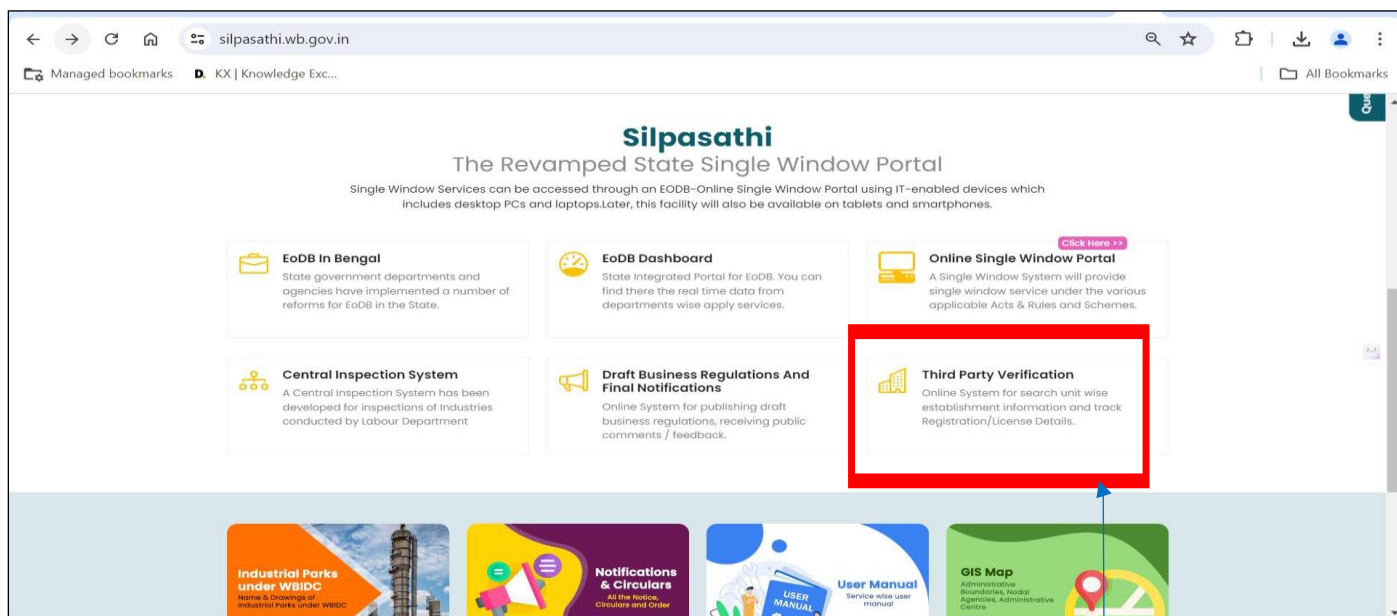
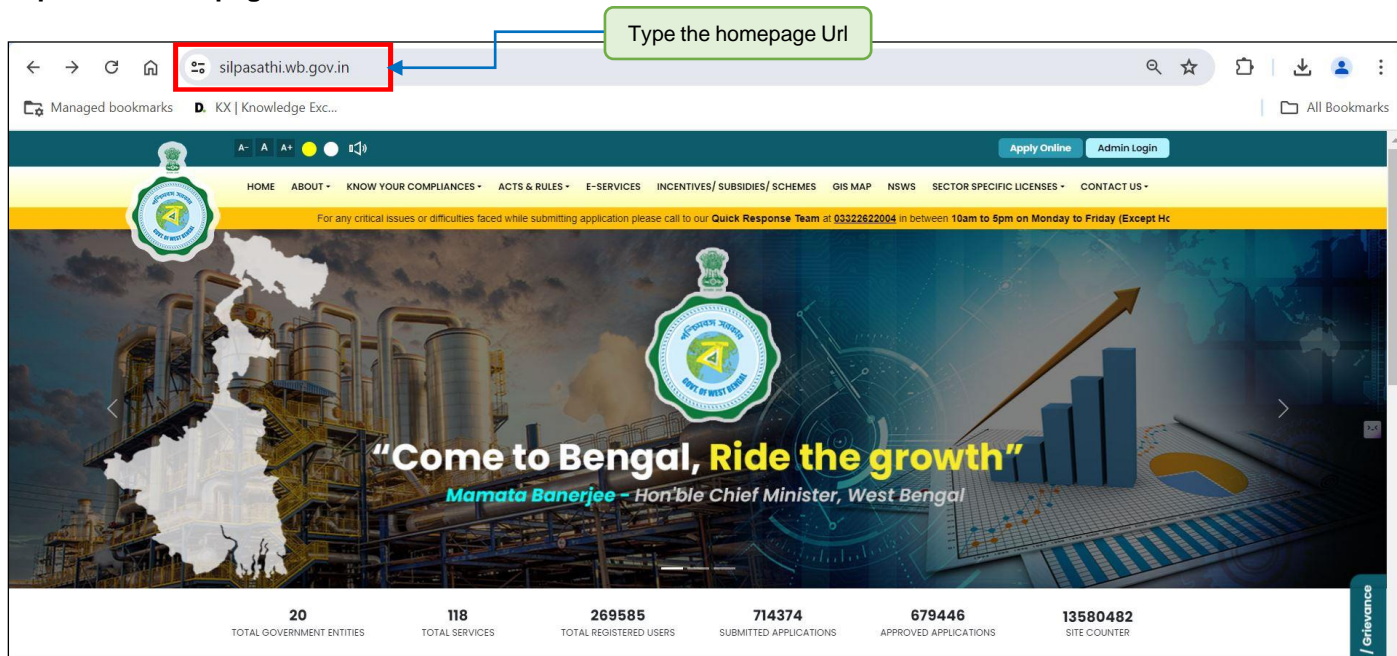
#### Third part verification process

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



# User Manual

## Fire Safety Recommendation

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.

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

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Query / Enquiry

Enter Registration number/ License number to view details.

Third Party Verification

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

Select Services \*  
Fire Safety Recommendation - ( Fire and Emergency Servi

Registration Number / License Number / Others \*

452

Search

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

# User Manual

## Fire Safety Recommendation

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 Silpasathi portal interface. At the top, there is a navigation bar with links for HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS & RULES, E-SERVICES, INCENTIVES/SUBSIDIES/SCHEMES, GIS MAP, NSW, SECTOR SPECIFIC LICENSES, and CONTACT US. Below this is a banner for Silpasathi, 'The Revamped State Single Window Portal'. The main content area is titled 'Third Party Verification' and includes a search form for tracking registration/license details. The search form has a dropdown for 'Select Services' (set to 'Fire Safety Recommendation - ( Fire and Emergency Servi...') and a text input for 'Registration Number / License Number / Others' (containing '452'). A 'Search' button is present. Below the search form is a table with the following data:

Parameter	Output
Certificate Number	452
Approval Date	19-04-2024
Name of the Business	DAS WOOD FURNITURE & SUPPLIERS
Location of the	VILLAGE: SHIPUR SAMBAD;HIGH PARA: DAS POST OFFICE: SHIPUR POLICE STATION: EGRA PIN CODE: 721448

On the right side of the page, there is a vertical button labeled 'Query / Reference'.