



## **Labour Department:**

# **Registration under The Shops and Establishment Act**

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

*User Manual*

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# User Manual

## Registration under The Shops and Establishment Act

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 “**Registration and renewal under The Shops and Establishment Act**” 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

**Registration under The Shops and Establishment Act is a mandatory requirement for all establishments engaged in various industries, including manufacturing, trading, and providing services. The primary purpose of this registration is to ensure compliance with labor laws, safety standards, and regulations governing the working conditions of employees.** 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.	Proof of Identity	Aadhaar Card, issued by Unique Identification Authority of India. Voter ID Card issued by the Election Commission of India. Indian Passport, issued by Ministry of External Affairs of the Republic of India. PAN Card, issued by the Income Tax Department.

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#	Documents Required	Detailed Description
2.	Proof of occupancy (Municipality, Rent, Bill, etc)	Proof of occupancy is a document or certificate that demonstrates an individual or organization is residing or conducting business at a specific location. Ex – Lease Agreement, Rental agreement, etc

## Timeline (WBRTPS)

Registration under The Shops and Establishment Act is a real-time service and certificate is issued on a real time basis after payment

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Name and location of the establishment</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>Registered Office address of the Establishment</b>		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
<b>Full name and address of the Employer</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>Full Name and address of the Manager</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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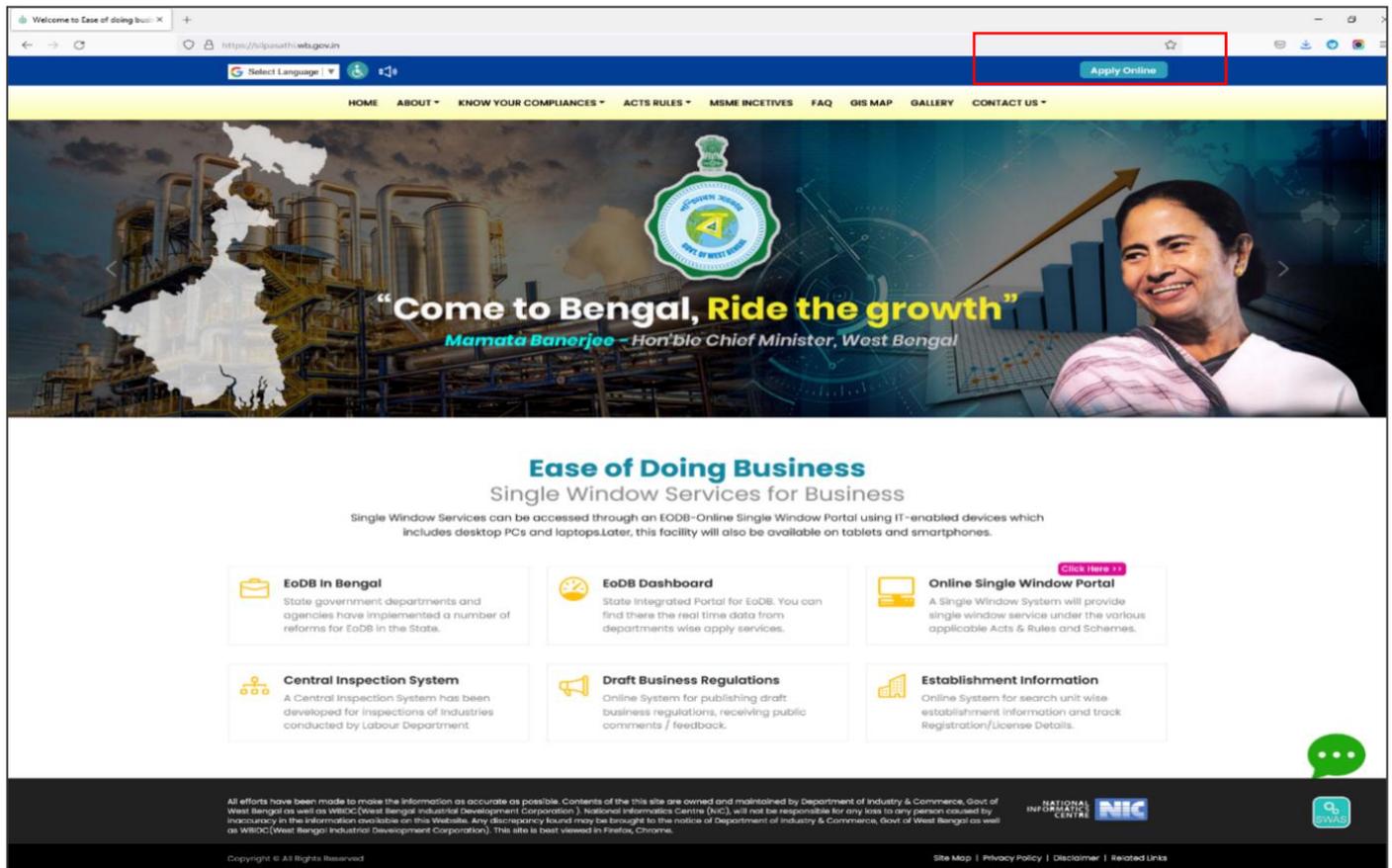
## Registration under The Shops and Establishment Act

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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.

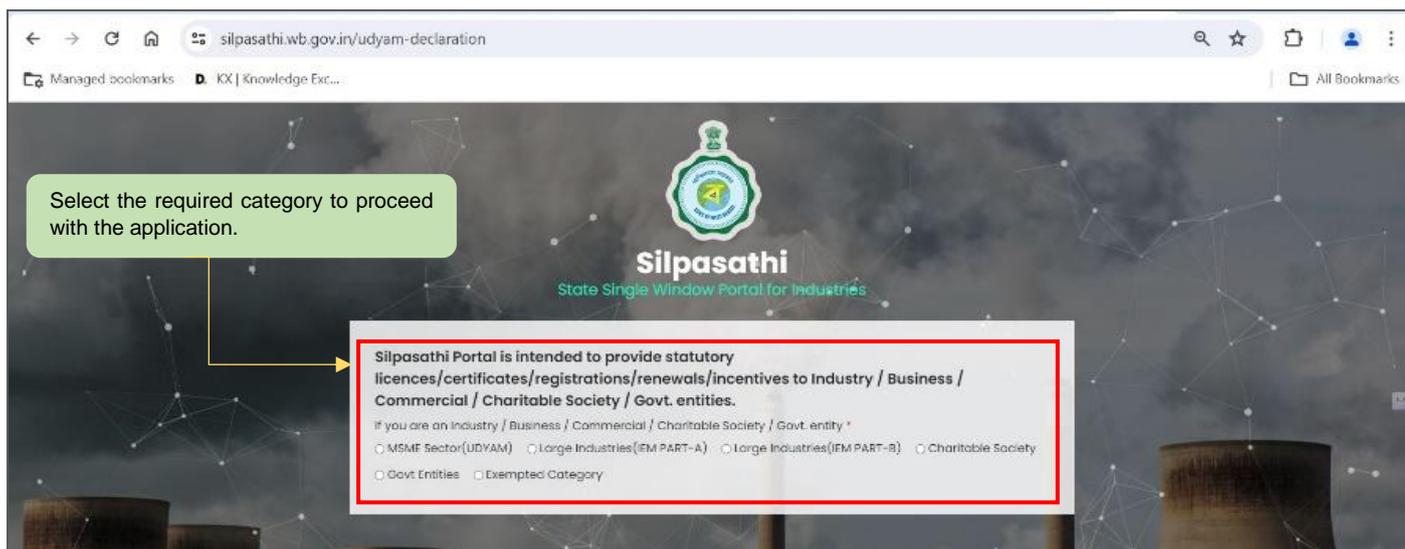


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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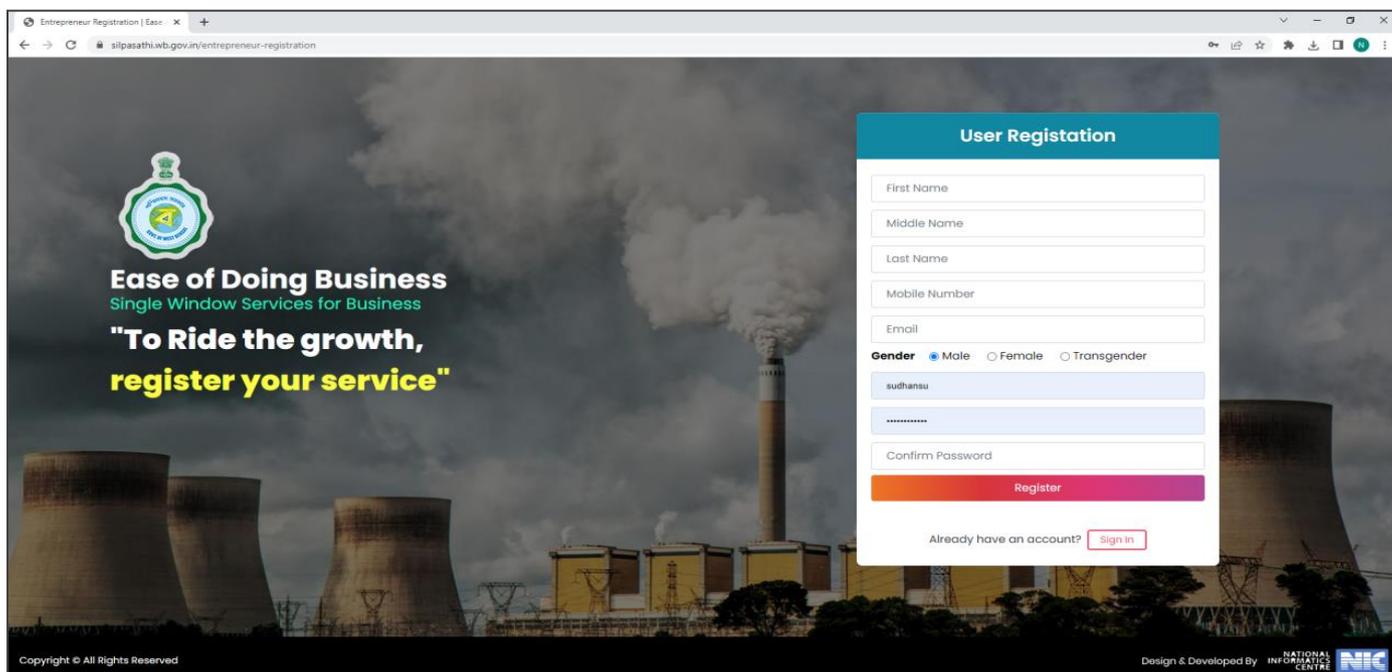
## Registration under The Shops and Establishment Act

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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**.

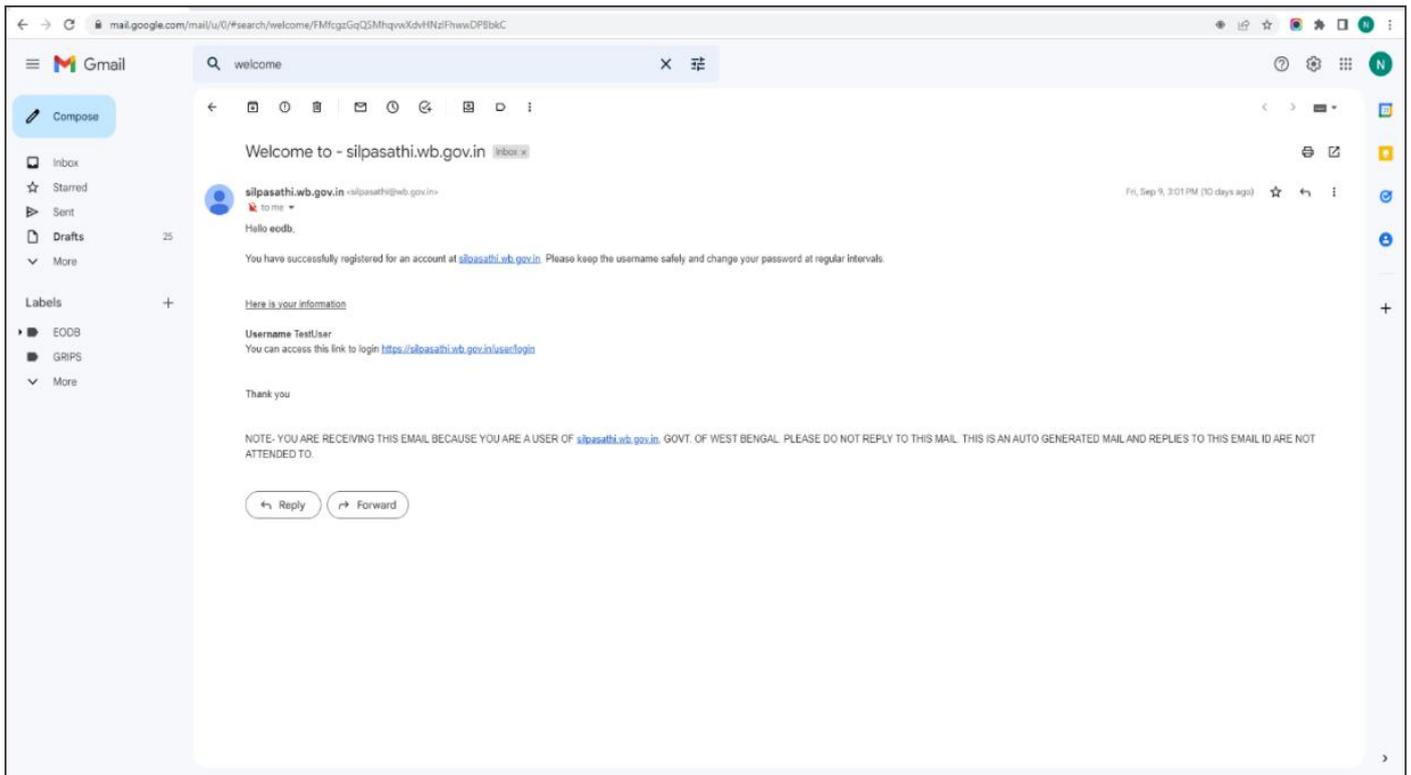


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

# User Manual

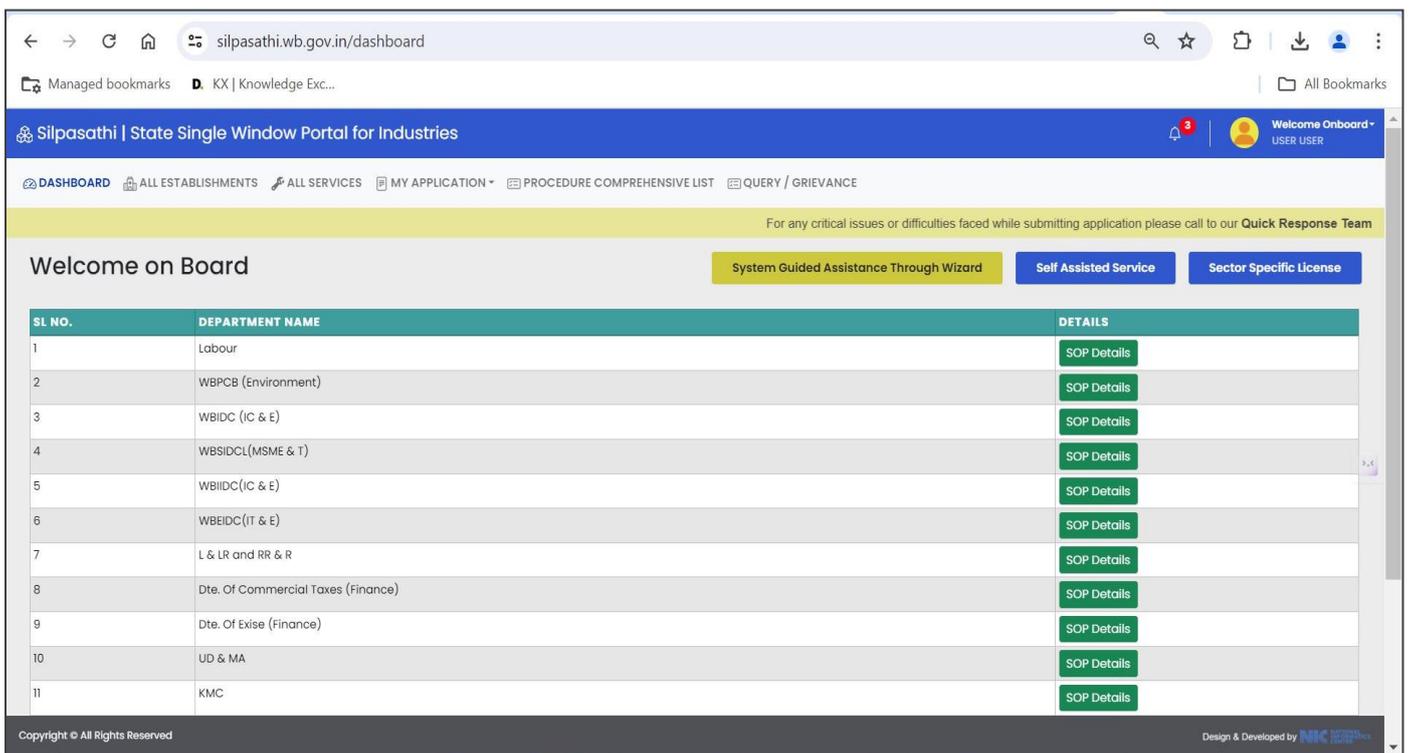
## Registration under The Shops and Establishment Act

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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.

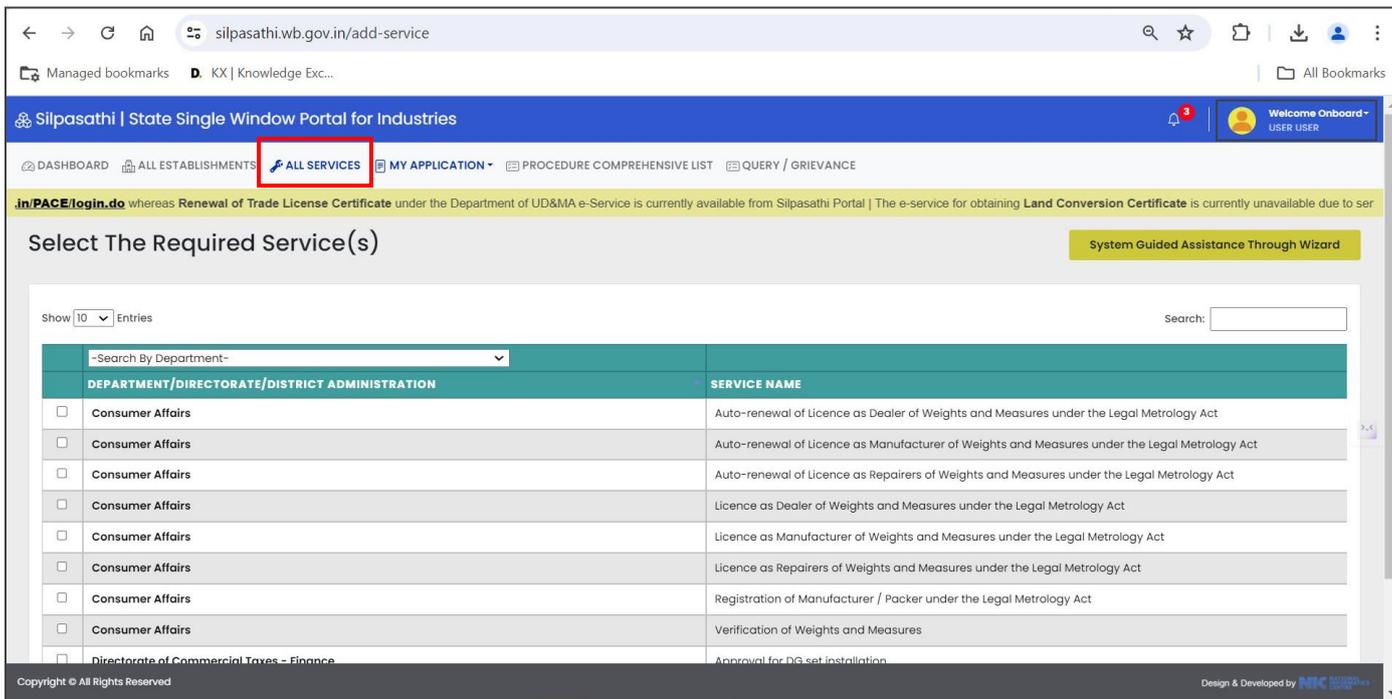


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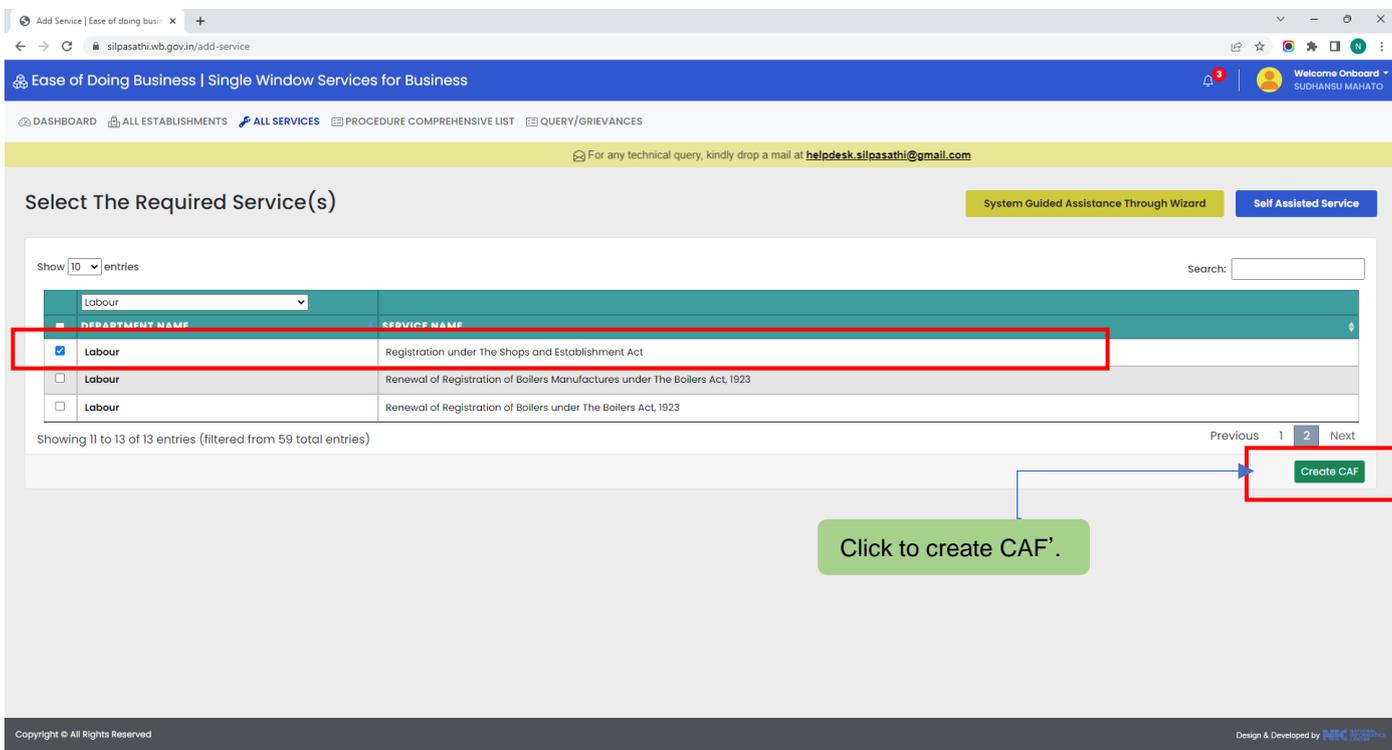
## Registration under The Shops and Establishment Act

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

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 '**Registration under The Shops and Establishment Act**



After selecting the service '**Registration under The Shops and Establishment Act**, 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.

**Service Added Successfully**

**Your Selected Service(s)**

SL NO.	SERVICE	ACTION
1	Registration under The Shops and Establishment Act (WBRTPS Timeline: Real Time) ● Initiated —● Fees Pending —● Fees Paid —● Certificate Issued	<a href="#">Apply Online</a>

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.

**Common Application Form - CAF2022000814**

**Application for Registration of Shops & Establishments.**

**Application For Registration**

1. Name of the shop/establishment: \*  
H. TECHNOLOGY

2. Postal address and exact location of the shop/establishment: \*  
Nimta, Birati

District: NORTH 24-PARGANAS | Sub-division: BARRACKPORE | Rural or Urban: Urban | Block/Municipality/Municipal Corporation: Municipality

Block/Municipality/Municipal Corporation Name: DUM DUM MUNICIPALITY | GP or Ward: 14 | Police Station: DUM DUM | post office: NIMTA S.O | Pin Code: 700049

3. Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop/establishment.  
Nimta, Birati

**Name And Residential Address Of Shopkeepers Or Employers**  
[Click Here to Add/Show Residential Address of shopkeepers or employers](#)

**Name And Residential Address Of Manager If Any**

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## Registration under The Shops and Establishment Act

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The screenshot shows the registration form with the following sections:

- Category of establishment**: Shop
- Establishment MSME Type**: Micro
- Date of commencement of business**: 26-01-2000
- Name Of Members Of The Family Of Owner Who Are Employed In The Shop Or Establishment Or Live With The Owner And Are Dependent On Him Or Her**:
  - Name: Sample name
  - Date of Birth: 26-01-1998
  - Gender of Dependent Member: Male
  - Relationship: Son
- Table of Family Members**:

SL. NO.	NAME	DATE OF BIRTH	GENDER OF DEPENDENT MEMBER	RELATIONSHIP	DELETE
1	Sample name	26-01-1998	Male	Son	
- Names Of Other Persons Employed**:
  - i) In a managerial or confidential capacity
  - ii) As a traveller, canvassar, messenger, watchman, or caretaker; and
  - iii) exclusively in connection with customs examination, collection, despatch, delivery, or conveyance of goods from or to booking officers for transport by rail, road or air, docks warehouses or airports (indicate sex and age in case of young Persons)
- Employee Details**: (Section header for the next screenshot)

The screenshot shows the registration form with the following sections:

- Employee Details**:
  - Name: Sample employee name
  - Designation: Sample designc
  - Date of Join: 26-01-2000
  - Salary / Month: 20000
  - Day on Which Full Holiday is Allowed: Sunday
  - Day on Which half Holiday is Allowed: Saturday
  - Gender: Male
  - Age: 22
- Table of Employee Details**:

SL. NO.	NAME	DESIGNATION	DOJ	SALARY/MONTH	FULL HOLIDAY	HALF HOLIDAY	GENDER	AGE	DELETE
1	Sample employee name	Sample designation	26-01-2000	20000	SUNDAY	SATURDAY	MALE	22	
- Employee Count**:

NO OF ADULT MALE EMPLOYEES	NO OF YOUNG MALE EMPLOYEES	TOTAL NO OF MALE EMPLOYEES
1	0	1
NO OF ADULT FEMALE EMPLOYEES	NO OF YOUNG FEMALE EMPLOYEES	TOTAL NO OF FEMALE EMPLOYEES
0	0	0
NO OF ADULT OTHER EMPLOYEES	NO OF YOUNG OTHER EMPLOYEES	TOTAL NO OF OTHER EMPLOYEES
0	0	0
- Declaration Of Weekly Closing Days**:
  - Full Closing Day: Sunday
  - Half Closing Day: Saturday
  - please click Exempted Category checkbox, if no Full Closing and Half Closing Day
- Employer Information**:
  - Employer Email: test5@gmail.com
  - Employer Mobile No.: 9876543210
  - AADHAR / VOTER ID: AADHAR
  - AADHAR / VOTER ID No.: 769658573705
- I hereby declare that the above information is true to the best of my knowledge and belief I Accept \*
- Save & Next >>**

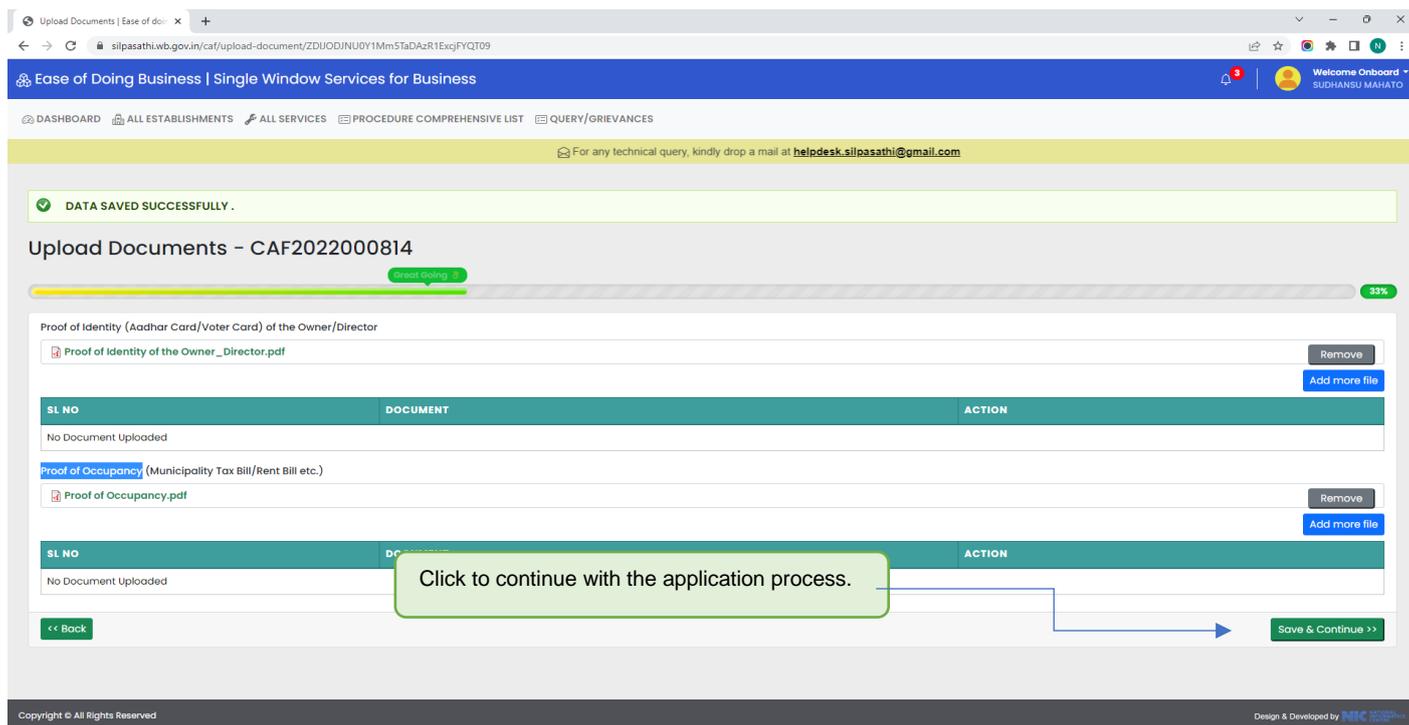
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



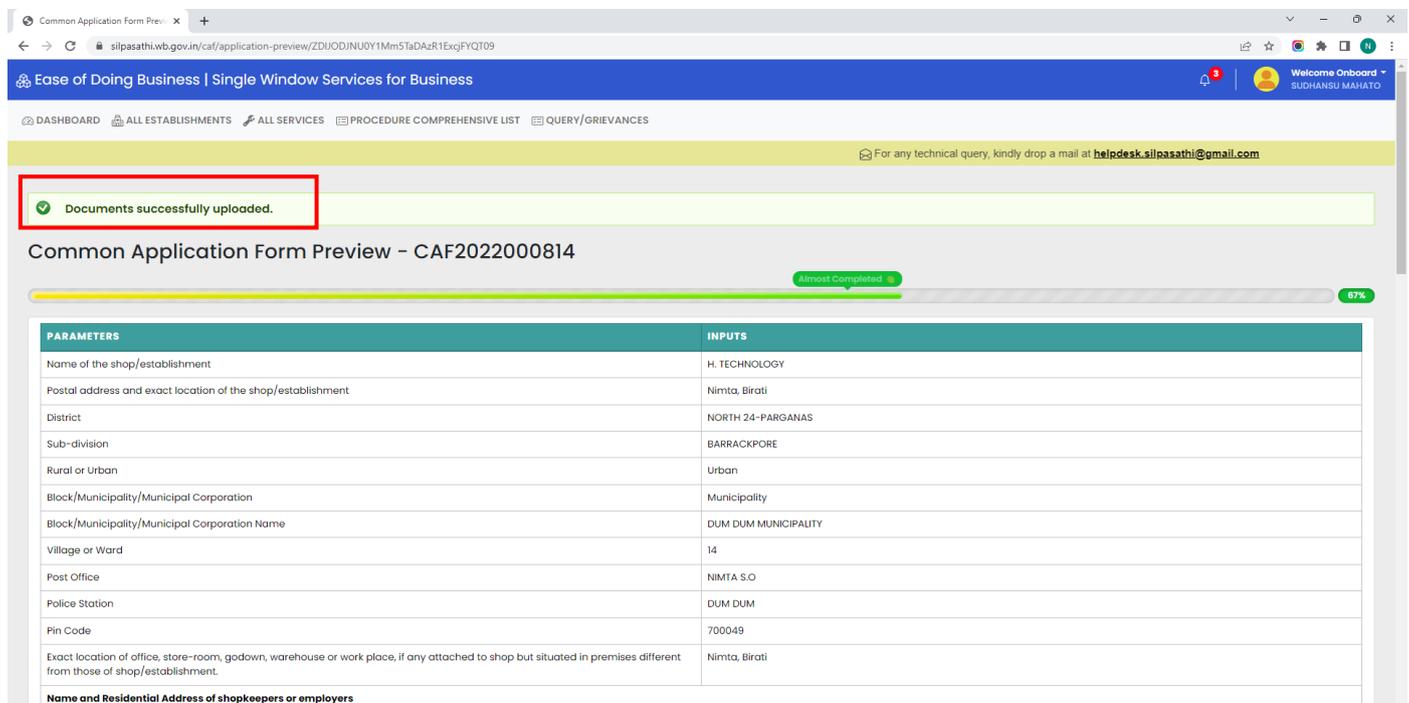
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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



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Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD - SUDHANSU MAJUMDAR

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

Documents successfully uploaded.

### Common Application Form Preview - CAF2022000814

Almost Completed 67%

PARAMETERS		INPUTS	
Name of the shop/establishment		H. TECHNOLOGY	
Postal address and exact location of the shop/establishment		Nimta, Birati	
District		NORTH 24-PARGANAS	
Sub-division		BARRACKPORE	
Rural or Urban		Urban	
Block/Municipality/Municipal Corporation		Municipality	
Block/Municipality/Municipal Corporation Name		DUM DUM MUNICIPALITY	
Village or Ward		14	
Post Office		NIMTA S.O	
Police Station		DUM DUM	
Pin Code		700049	
Exact location of office, store-room, godown, warehouse or work place, if any attached to shop but situated in premises different from those of shop/establishment.		Nimta, Birati	

#### Name and Residential Address of shopkeepers or employers

SL. NO.	SHOPKEEPER NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
1	Sample shopkeeper name	Male	Sample Address line	District:17,Sub-division:KOLKATA, Rural or Urban:Urban, Block/Municipality/Municipal Corporation Name:KOLKATA MUNICIPAL CORPORATION, Police Station:AMHERST STREET,Post office:RAJA RAM MOHAN SARANI S.O,Pincode:700009

#### Name and Residential Address of Manager if Any

SL. NO.	MANAGER NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
1	Sample manager name	Male	Sample Address line	District:17,Sub-division:KOLKATA, Rural or Urban:Urban, Block/Municipality/Municipal Corporation Name:KOLKATA MUNICIPAL CORPORATION, Police Station:AMHERST STREET,Post office:RAJA RAM MOHAN SARANI S.O,Pincode:700009

#### Name and Residential Address of Partners if a Partnership Concern

SL. NO.	PARTNERS NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
1	Sample partner name	Male	Sample Address line	District:17,Sub-division:KOLKATA, Rural or Urban:Urban, Block/Municipality/Municipal Corporation Name:KOLKATA MUNICIPAL CORPORATION, Police Station:AMHERST STREET,Post office:RAJA RAM MOHAN SARANI S.O,Pincode:700009

#### Name and Residential Address of Directors if a Limited Company

SL. NO.	DIRECTOR NAME	GENDER	ADDRESS LINE1	DISTRICT, SUBDIVISION ETC
---------	---------------	--------	---------------	---------------------------

#### Business Category Details

Category of establishment i.e., whether a shop commercial establishment, residential hotel, restaurant, eating house, theatre, cinema, or other place of public amusement or entertainment	Shop
Establishment MSME type	Micro
Nature of business	
Date of commencement of business	2000-01-26

#### Name of Members of the Family of owner who are Employed in the Shop or Establishment or Live with the Owner and are Dependent on Him or Her

SL. NO.	NAME	DATE OF BIRTH	GENDER OF DEPENDENT MEMBER	RELATIONSHIP
1	Sample name	26-01-1998	Male	Son

#### Names of other persons employed

i. In a managerial or confidential capacity

ii) As a traveller, canvasser, messenger, watchman, or caretaker; and

iii) exclusively in connection with customs examination, collection, despatch, delivery, or conveyance of goods from or to booking officers for transport by rail, road or air, docks warehouses or airports (indicate sex and age in case of young Persons)

#### Names of other persons employed

SL. NO.	NAME	DESIGNATION	DOJ	SALARY/MONTH	FULL HOLIDAY	HALF HOLIDAY	GENDER	AGE
1	Sample employee name	Sample designation	26-01-2000	20000	SUNDAY	SATURDAY	MALE	22

#### Employee Count

No of Adult Male Employees	No of Young Male Employees	Total No of Male Employees
1	0	1
No of Adult female Employees	No of Young female Employees	Total No of female Employees
0	0	0
Total No of Other Adult Employees	Total No of Other Young Employees	Total No of Other Employees
0	0	0

#### Declaration of Weekly Closing Days

Full Closing Day	Sunday
Half Closing Day	Saturday
Employer Email	test5@gmail.com
Employer Mobile No	9876543210
AADHAR / VOTER ID	AADHAR
AADHAR / VOTER ID No.	769658573705

#### UPLOADED SUPPORTING DOCUMENTS

Proof of identity (Aadhar Card/Voter Card) of the Owner/Director	<a href="#">View</a>
Proof of Occupancy (Municipality Tax Bill/Rent Bill etc.)	<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.

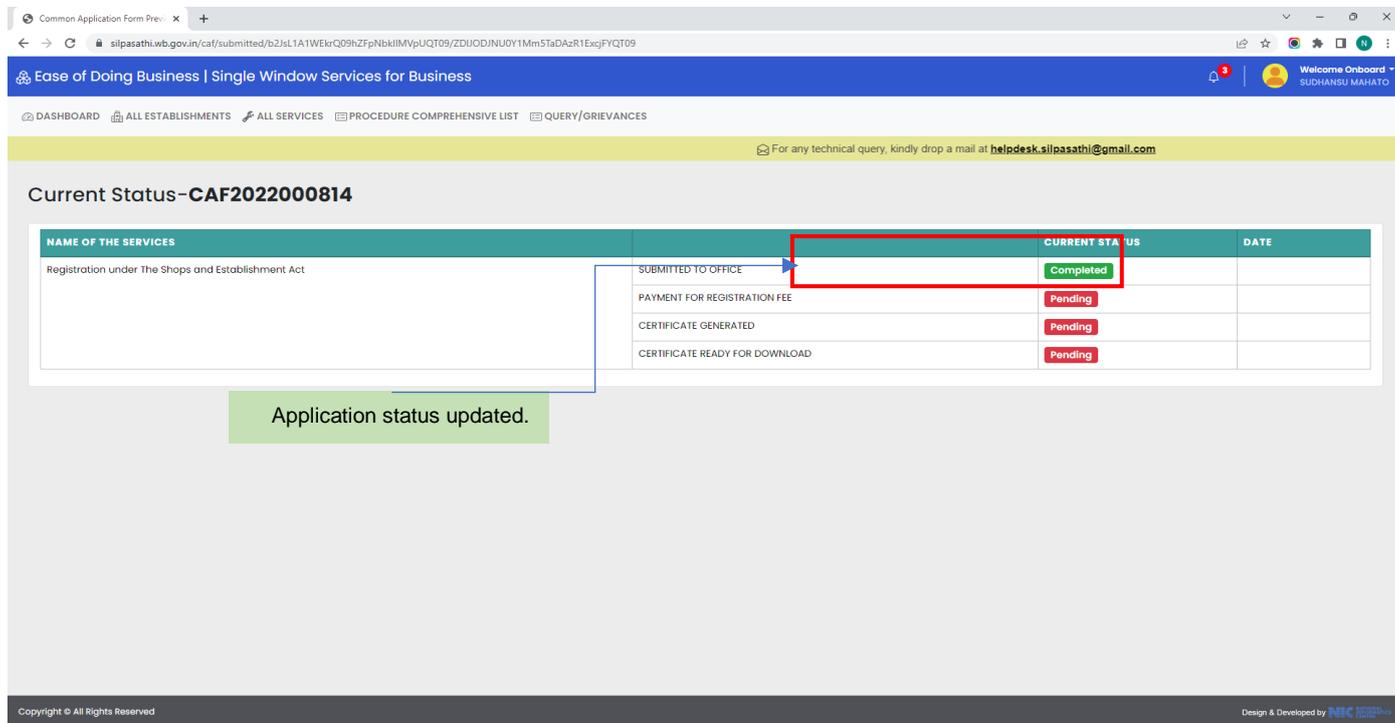
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## Registration under The Shops and Establishment Act

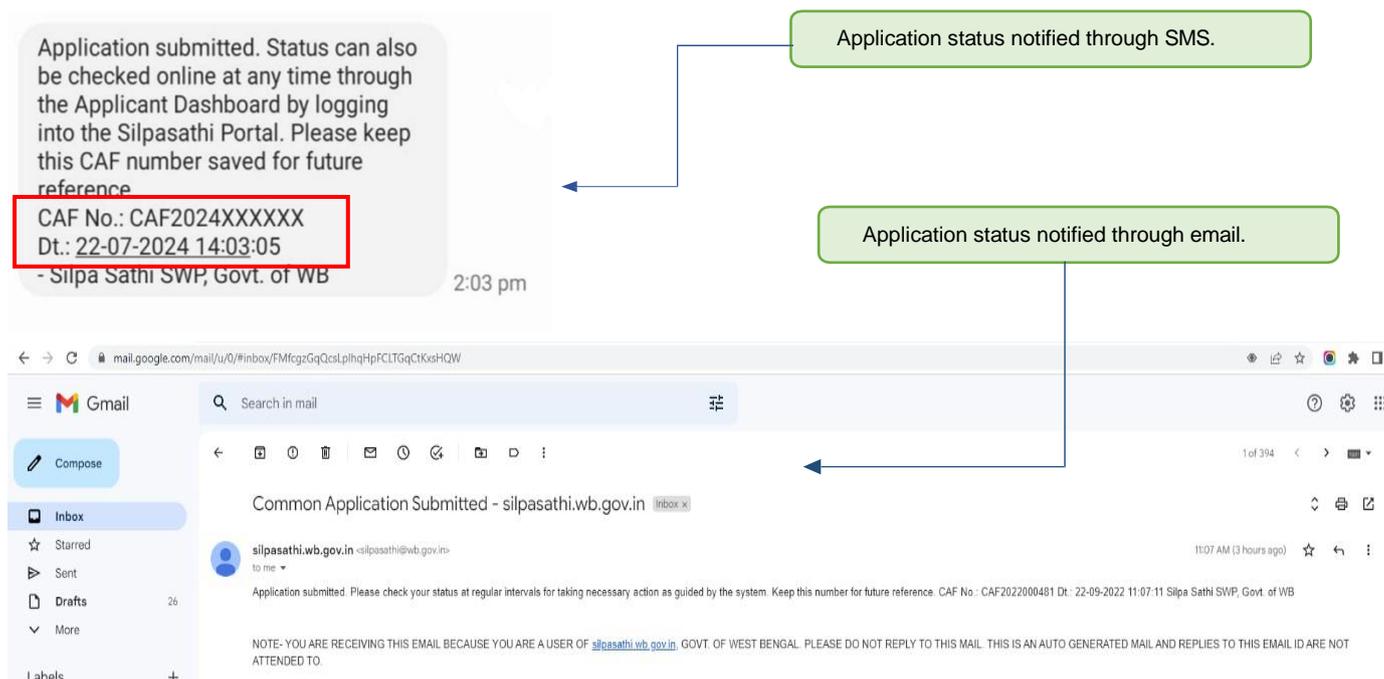
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

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



The 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.



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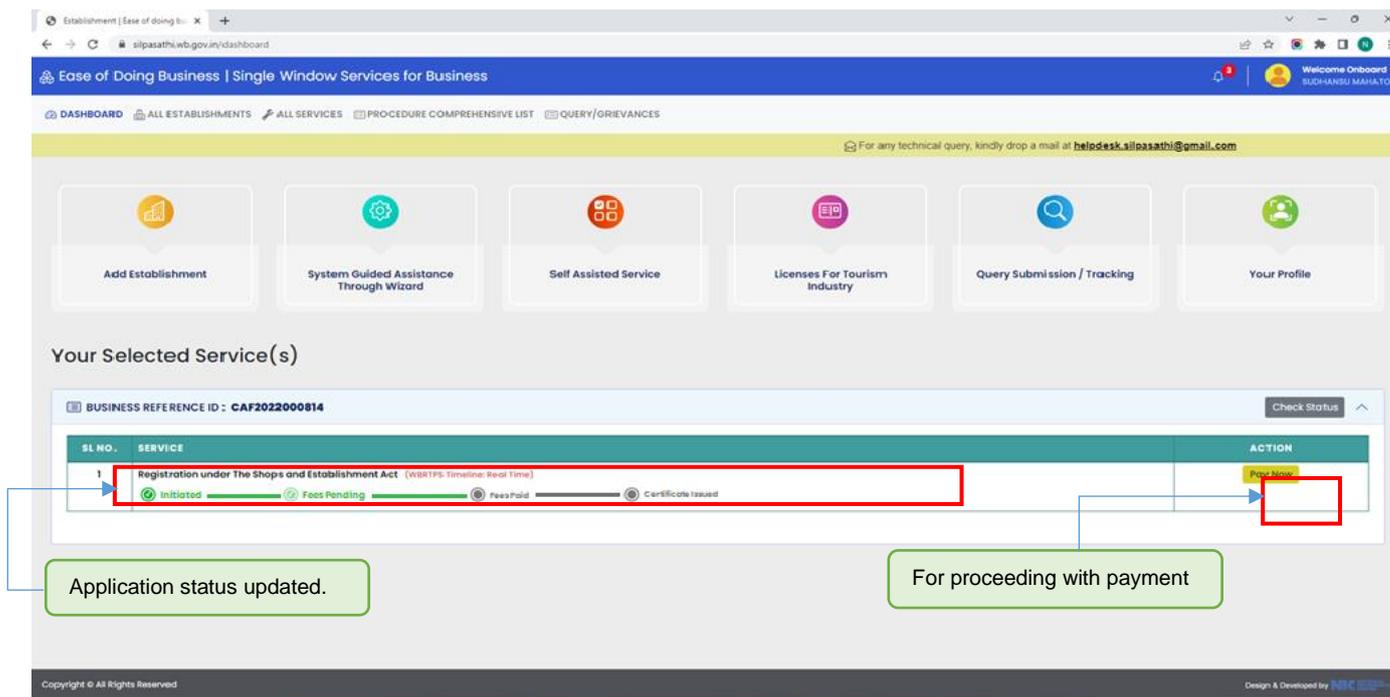
## Registration under The Shops and Establishment Act

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### 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.

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**Payments Details-CAF2022000814**

**Details of the depositor**

Dept. Payment Reference Number	EOD82021703339814150	<i>Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.</i>
CAF Number	CAF2022000814	
Name	SUDHANSU MAHATO	
Email	sudhansumht@gmail.com	
Mobile	9749689171	

**Service wise fees details**

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Registration under The Shops and Establishment Act	Fees for Registration under The Shops and Establishment Act	0230-00-800-009-27	30
<b>Total</b>				<b>30</b>

[<< Back](#) [Proceed to Pay](#)

Click here to proceed with the payment in GRIPS portal.

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

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

**Payment**

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

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
Test User	8999999999		testuser@gmail.com
Address1			Address2
Kolkata			

**1. Labour Department → ₹625**

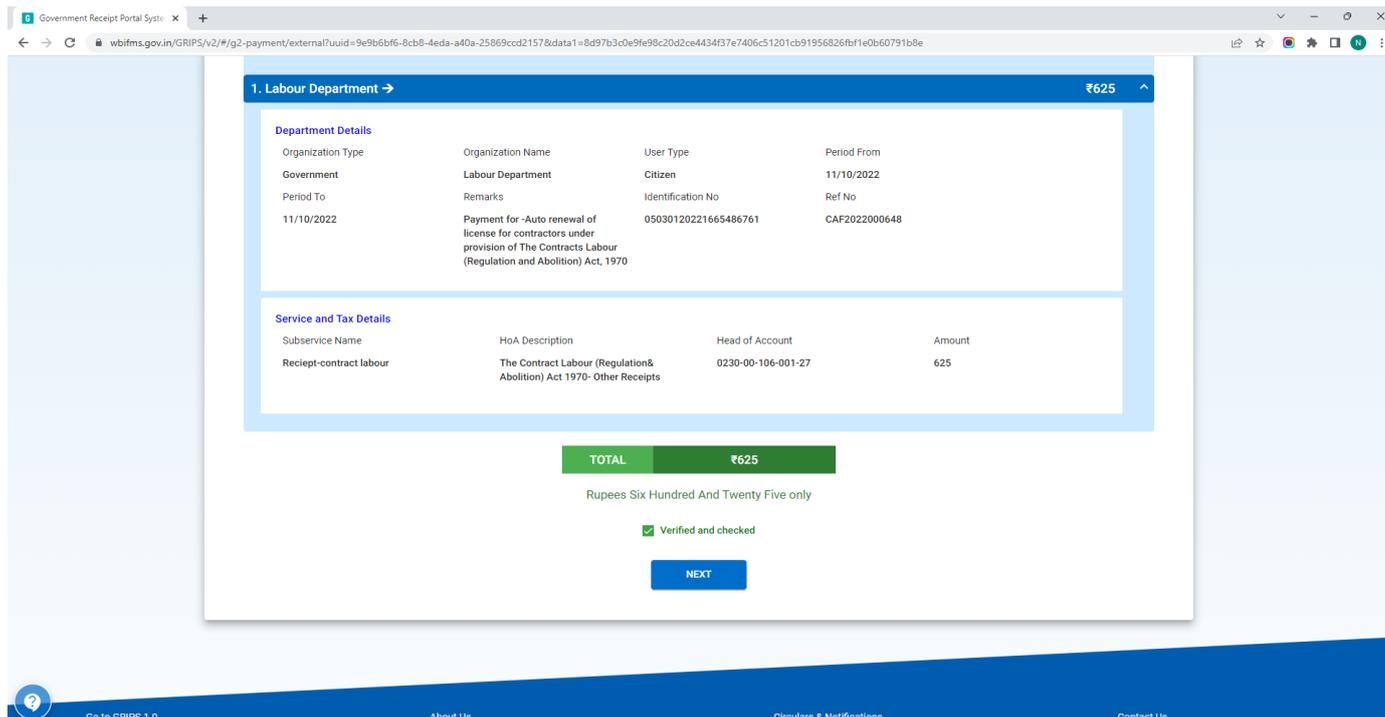
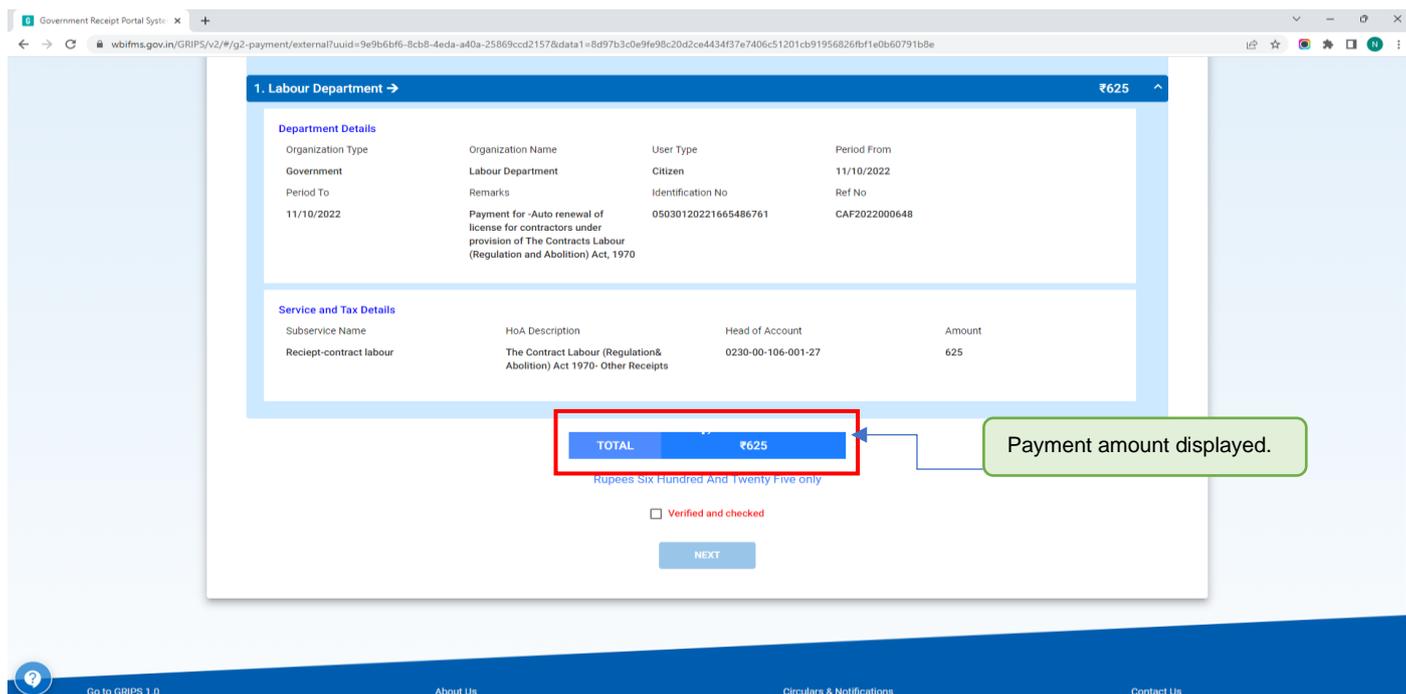
**Department Details**

Organization Type	Organization Name	User Type	Period From
Government	Labour Department	Citizen	11/10/2022
Period To	Remarks	Identification No	Ref No
11/10/2022	Payment for -Auto renewal of license for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	05030120221665486761	CAF2022000648

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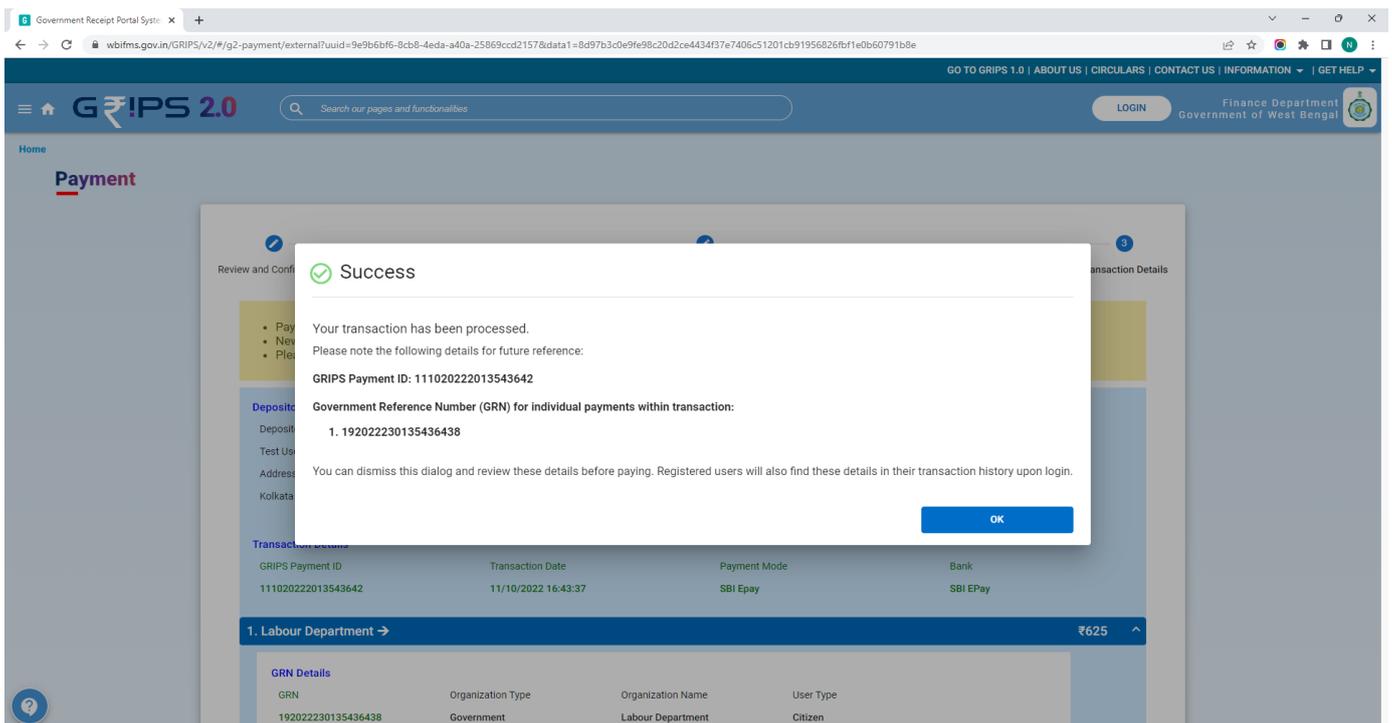
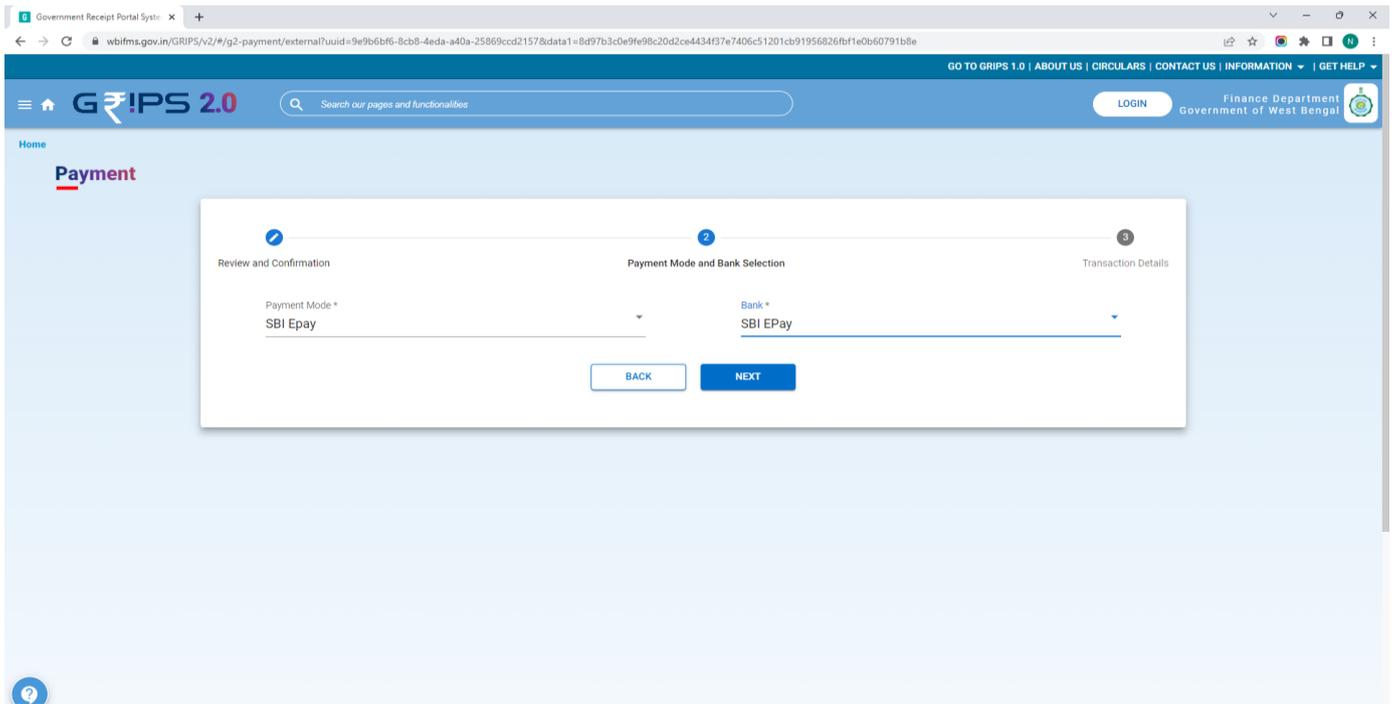
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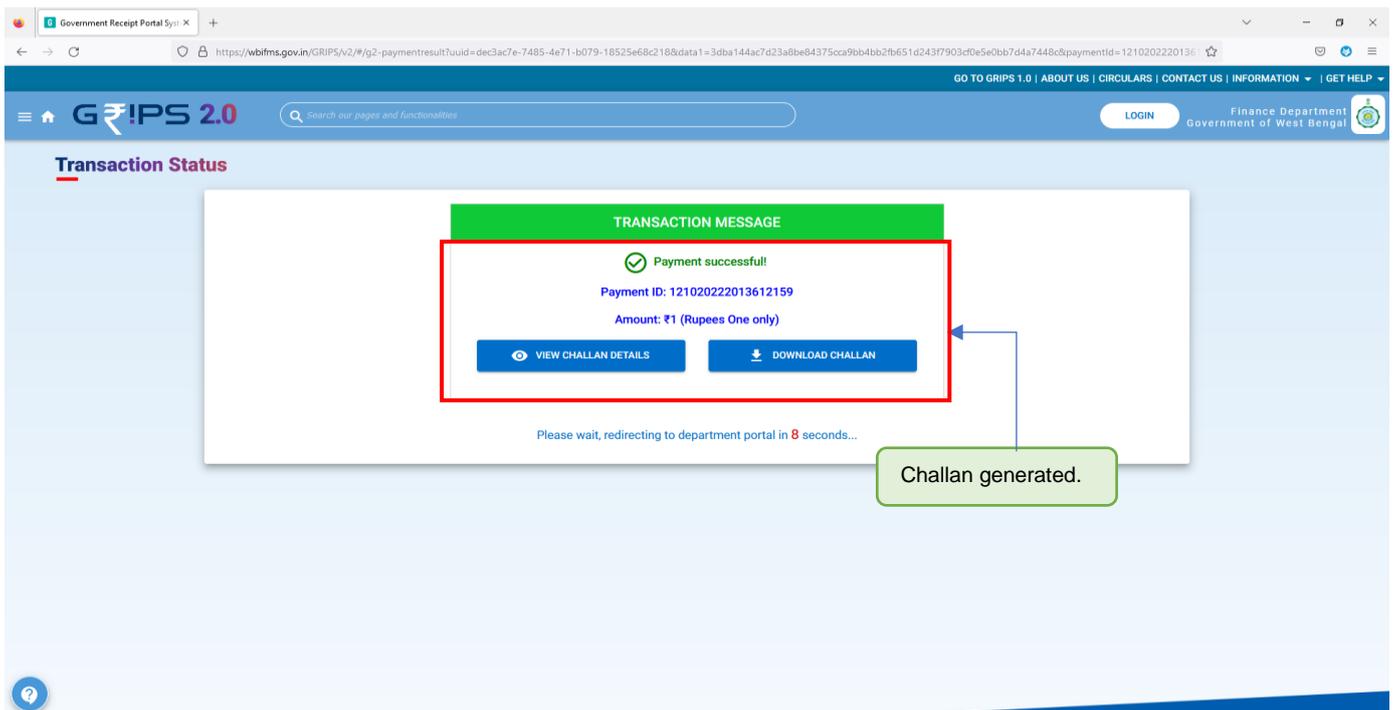
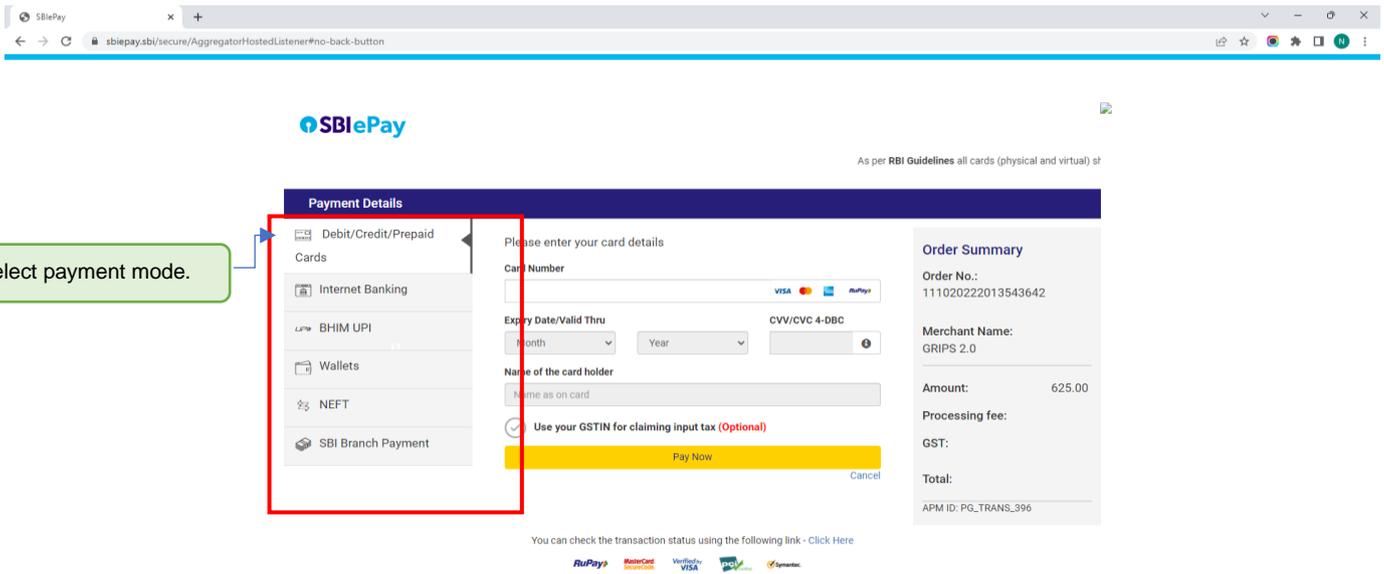
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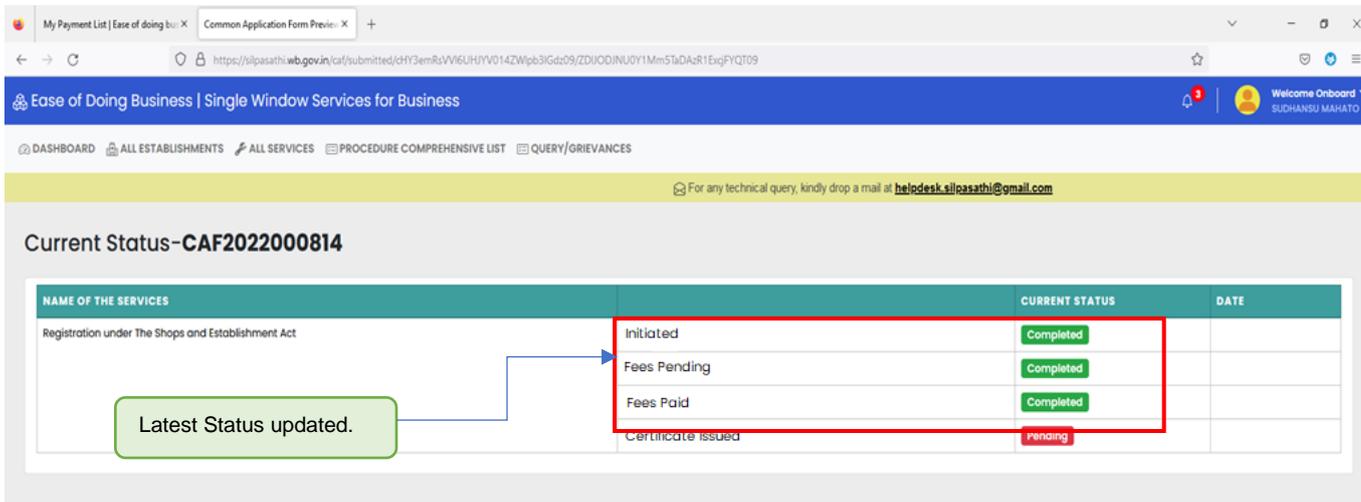


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The applicant can now view the updated status of his application and status updated as 'Certificate Generated'.

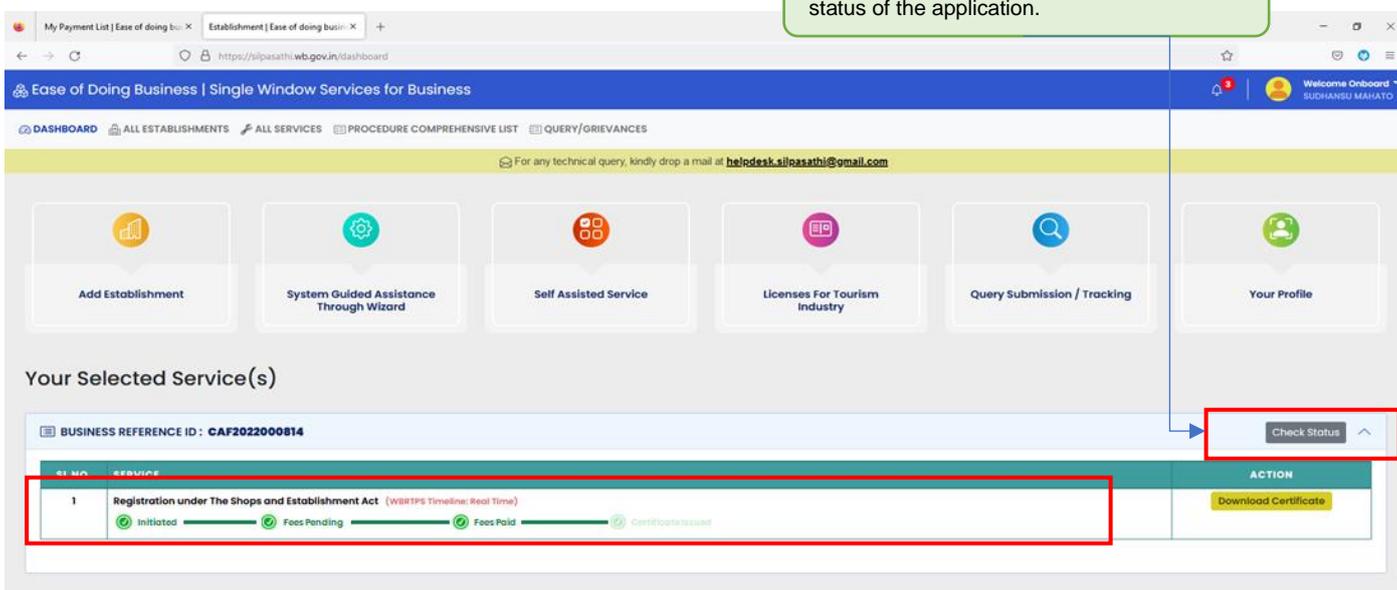


### 3. Track Status of Application

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).

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The screenshot shows the 'Current Status-CAF2022000814' page. A table lists the service steps and their current status:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The Shops and Establishment Act	Initiated	Completed
	Fees Pending	Completed
	Fees Paid	Completed
	Certificate Issued	Completed

Latest status updated.

### 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.

The screenshot shows the 'Your Selected Service(s)' section with the following data:

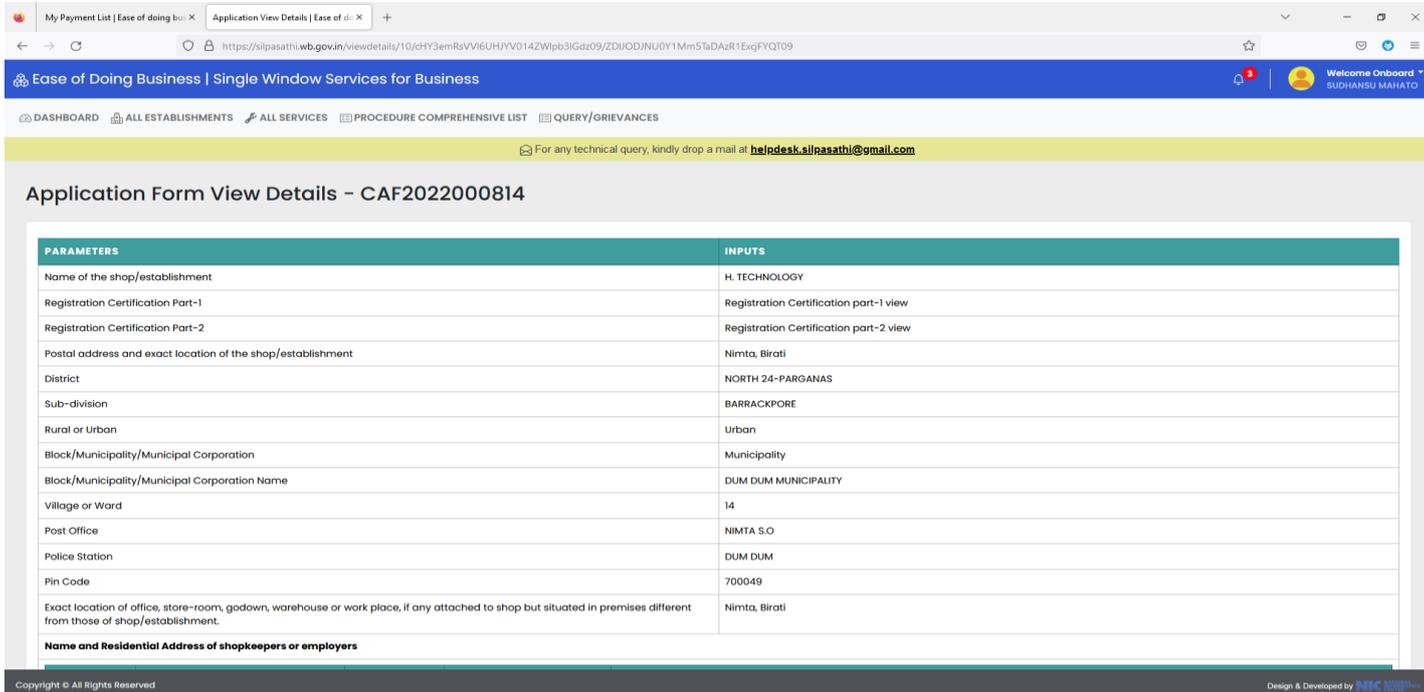
SL NO.	SERVICE	ACTION
1	Registration under The Shops and Establishment Act (WB/FPS Timeline: Real Time) Initiated — Fees Pending — Fees Paid — Certificate Issued	Download Certificate

# User Manual

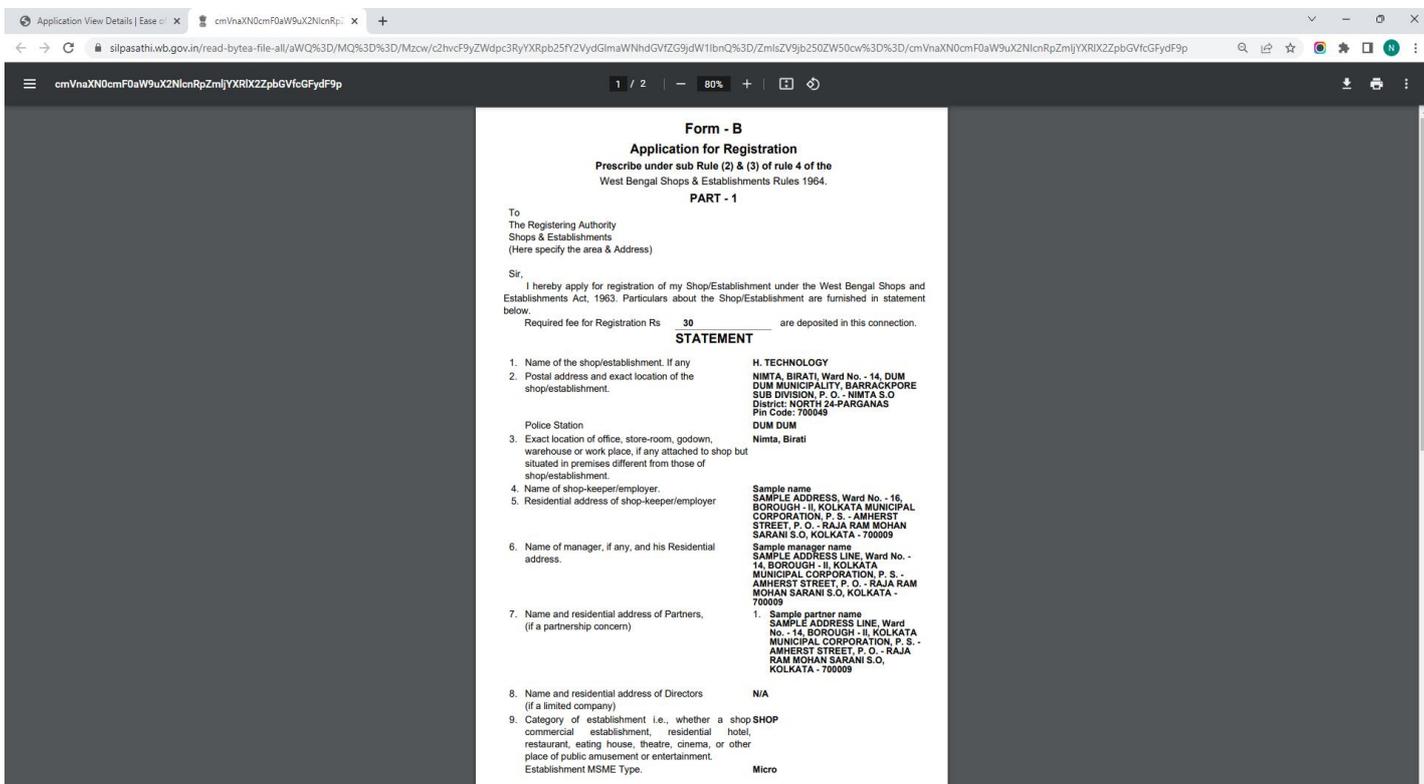
## Registration under The Shops and Establishment Act

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)



# User Manual

## Registration under The Shops and Establishment Act

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

Application View Details | Ease o x cmVnaXN0cmF0aW9uX2NlcnRp: x +

silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/MQ%3D%3D/Mzcw/c2hvcF9yZWdp3RyYXRpb25fY2VydGlnaWNhdGVZG9jdW1lbnQ%3D/ZmlsZV9jb250ZW50cw%3D%3D/cmVnaXN0cmF0aW9uX2NlcnRpZmlyYXRIK2ZpbGVfGfYdF9p

cmVnaXN0cmF0aW9uX2NlcnRpZmlyYXRIK2ZpbGVfGfYdF9p 2 / 2 80%

10. Nature of business **Sample nature**

11. Date of commencement of business **26/01/2000**

12. Names of members of owner's family employed in the shop/establishment who live with the owner and are dependent on him/her.

	Relationship	Adults	Young persons
Males	Son	1	0
Females	N/A	0	0
Total		1	0

13. Names of other persons employed :-

i) In a managerial or confidential capacity **N/A**

ii) As a traveller, canvasser, messenger, watchman, or caretaker; and **N/A**

iii) exclusively in connection with customs **N/A** examination, collection, despatch, delivery, or conveyance of goods from or to booking officers for transport by rail, road or air, docks, warehouses or airports (indicate sex and age in case of young Persons)

14. Total number of employees :-

	Adults	Young persons	Total
Males	1	0	1
Females	0	0	0
Total	1	0	1

15. Declaration of weekly close days (in the case of a shop or commercial establishment.)

Full close day	SUNDAY
Half close day	SATURDAY
Employer Email	tes15@gmail.com
Employer Mobile No.	9876543210
Employer AADHAR No.	XXXX XXXX X705

I hereby declare that the above information is true to the best of my knowledge and belief and that all the provisions of West Bengal Shops & Establishments Act, 1963 have been complied with.

Yours faithfully

Dated: \_\_\_\_\_ Signature of shop-keeper/employer

NOTE 1. Item 3 should be filled in only when the office, store room etc. are not separately registered under the Act. In respect of such store rooms etc. not separately registered, particulars required under Items 12, 13, 14 should be given separately for each office, store room etc.

2. If any item is not applicable, enter "Not applicable".

Application View Details | Ease o x Registration Certificate x +

silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/Mg%3D%3D/Mzcw/c2hvcF9yZWdp3RyYXRpb25fY2VydGlnaWNhdGVZG9jdW1lbnQ%3D/ZmlsZV9jb250ZW50cw%3D%3D/cmVnaXN0cmF0aW9uX2NlcnRpZmlyYXRIK2ZpbGVfGfYdF9p

Registration Certificate 1 / 1 80%

West Bengal Shops and Establishments Rules, 1964

PART - II  
(To be filled in by the office of the Registrar, Authorities under the West Bengal Shops and Establishments Act, 1963)

Registration Certificate

It is hereby certify that the **H. TECHNOLOGY, Nimta, Biraha, Ward No.-14, DHUM MUKHOPADHYAY, P.S.-DHUM DUM, P.O.-MUMTA SAKI, DIST.-NORPETHI 24, PARAGANAS, Pin.-730002** has been registered as a **SHOP** under the West Bengal Shops and Establishments Act, 1963, this **1st** day of **November, 2021** and the Registration No.\* is **WB3491N20200108**.

Signature of the Registering Authority

Change notified in Form **vide AIN** on **vide AIN** has been registered.

Signature of the Registering Authority  
Date

(1) Renewed up to **vide AIN** Registration Number

Signature of the Registering Authority  
Date

(2) Renewed up to **vide AIN** Registration Number

Signature of the Registering Authority  
Date

(3) Renewed up to **vide AIN** Registration Number

Signature of the Registering Authority  
Date

N.B. - This Registration Certificate will be deemed to be renewed automatically under normal circumstances. This Certificate is computer generated. Hence signature not required. The certificate is generated in respect of the information and document provided as correct. Incorrect information will lead to cancellation of the Registration.

\*The first part of the number shall be the name of the area in which the shop/establishment is situated and the second part shall be the serial number of the Register of Shops and Establishments for the district concerned.

\*Page of the Registration No.

[Part 1 & 2 - District Code, Place 3 to 6 - Police Station Code, Place 7 - Part Number, Place 8 - New / Previous, Place 9 to 12 - Year of Registration, Place 13 to 18 - Serial No.]

# User Manual

## Registration under The Shops and Establishment Act

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

One Approval certificate document has been illustrated below:

*West Bengal Shops and Establishments Rules, 1964*  
**PART - II**  
(To be filled in by the office of the Registering Authority under the West Bengal Shops and Establishments Act, 1963)  
**Registration Certificate**

It is hereby certify that the H. TECHNOLOGY, Nimta, Birati, Ward No. - 14, DUM DUM MUNICIPALITY, P. S. - DUM DUM, P. O. - NIMTA S.O. Dist. - NORTH 24-PARGANAS, Pin. - 700049 has been registered as a **SHOP** under the West Bengal Shops and Establishments Act, 1963, this 1st day of November, 2022 and the Registration No.\* is NP03491N2022000108.

  
Signature of the Registering Authority \_\_\_\_\_

Change notified in Form \_\_\_ vide AIN \_\_\_\_\_ on \_\_\_\_\_ has been registered.

  
Signature of the Registering Authority \_\_\_\_\_  
Date \_\_\_\_\_

(1) Renewed up to \_\_\_\_\_ vide AIN \_\_\_\_\_ Registration Number \_\_\_\_\_

  
Signature of the Registering Authority \_\_\_\_\_  
Date \_\_\_\_\_

(2) Renewed up to \_\_\_\_\_ vide AIN \_\_\_\_\_ Registration Number \_\_\_\_\_

  
Signature of the Registering Authority \_\_\_\_\_  
Date \_\_\_\_\_

(3) Renewed up to \_\_\_\_\_ vide AIN \_\_\_\_\_ Registration Number \_\_\_\_\_

\_\_\_\_\_  
Signature of the Registering Authority  
Date \_\_\_\_\_

**N.B. - This Registration Certificate will be deemed to be renewed automatically under normal circumstances.  
This Certificate is computer generated . Hence signature not required.  
The certificate in general is issued with the presumption that the information and document provided as correct.  
Incorrect information will lead to cancellation of the Registration.**

\*The first part of the number shall be the name of the area in which the shop/establishment is situated and the second part shall be the serial number of the Register of Shops and Establishments for the district concerned.  
\*Logic of the Registration No.:  
[Place 1 & 2 - District Code, Place 3 to 6 - Police Station Code, Place 7 - Part Number, Place 8 - New / Previous, Place 9 to 12 - Year of Registration, Place 13 to 18 - Serial No.]

## 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.

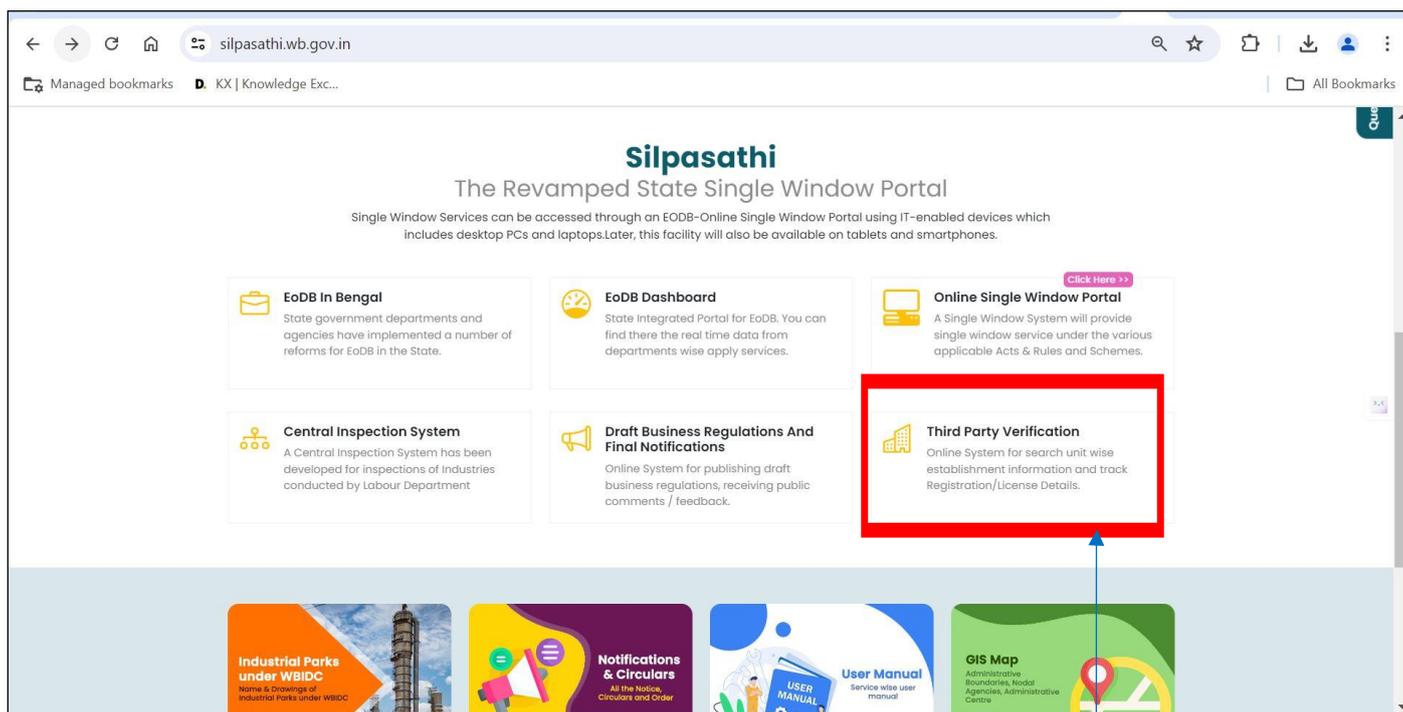
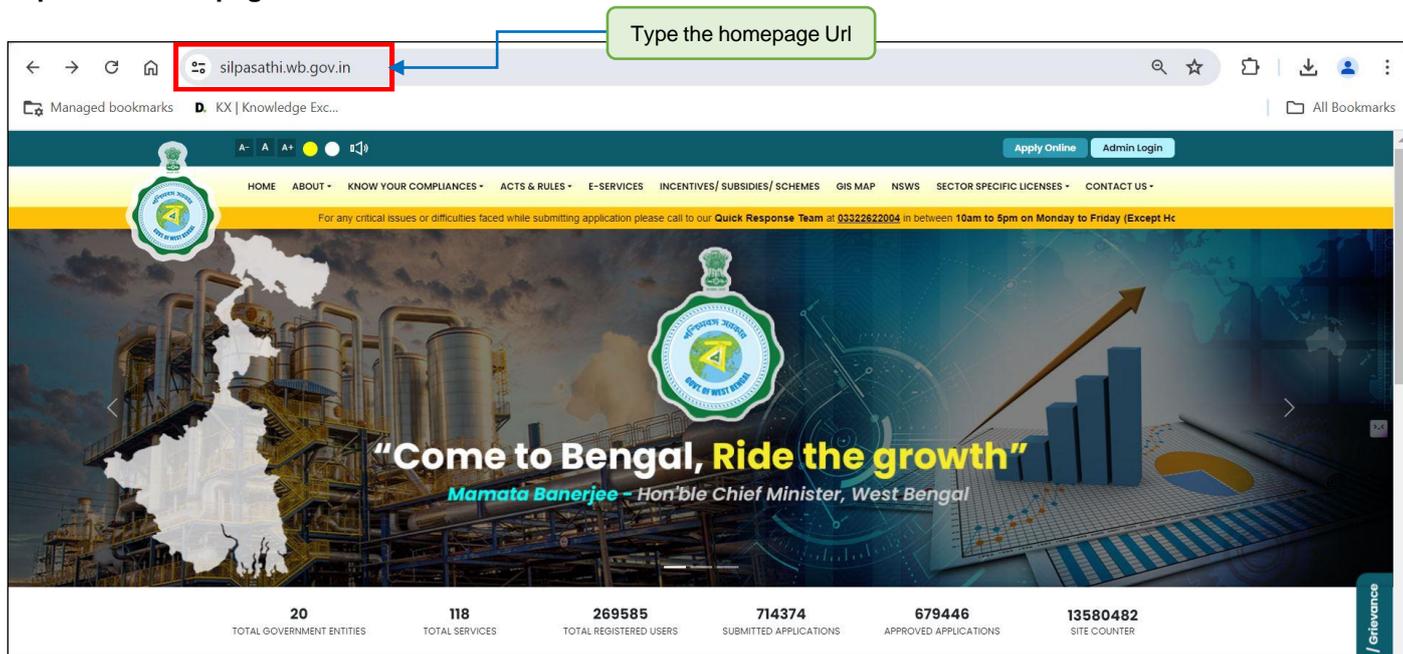
(Screenshots below):

# User Manual

## Registration under The Shops and Establishment Act

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

### SilpaSathi Homepage



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

# User Manual

## Registration under The Shops and Establishment Act

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

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

User can also directly use this url

### Third Party Verification

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

Select Services \*      Registration Number / License Number / Others \*

Allotment of land in Industrial Area (WBIDC) - ( Industry, C      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 / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services \*      Registration Number / License Number / Others \*

Registration under The Shops and Establishment Act - ( Lc      NP03491N202200108      Search

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

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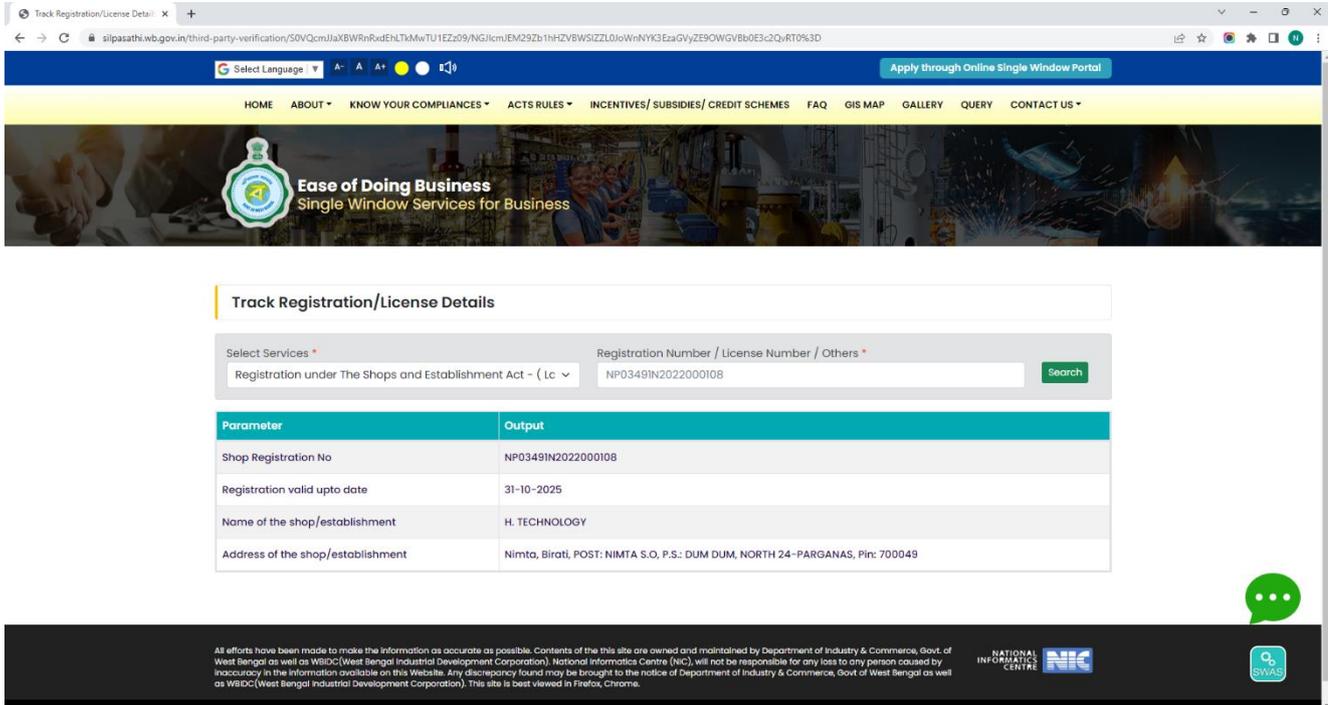
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# User Manual

## Registration under The Shops and Establishment Act

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

The third party can view the details as illustrated below:



**Track Registration/License Details**

Select Services \*      Registration Number / License Number / Others \*

Registration under The Shops and Establishment Act - (Lc      NP0349IN2022000108      **Search**

Parameter	Output
Shop Registration No	NP0349IN2022000108
Registration valid upto date	31-10-2025
Name of the shop/establishment	H. TECHNOLOGY
Address of the shop/establishment	Nimta, Birati, POST: NIMTA S.O, P.S.: DUM DUM, NORTH 24- PARGANAS, Pin: 700049

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