



## **Fire & Emergency Services:**

# **Revision of 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

## Revision of Fire Safety Recommendation

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 “**Revision of 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

**Revision of Fire Safety Recommendation** is required to renew the service of Fire Safety Recommendation. 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 confirms that a building has been completed in compliance with the approved building plans and local regulations

## Timeline (WBRTPS)

**Revision of Fire Safety Recommendation has an WBRTPS timeline of 30 days (15 days in KMC Area) till approval by the authorities.**

## 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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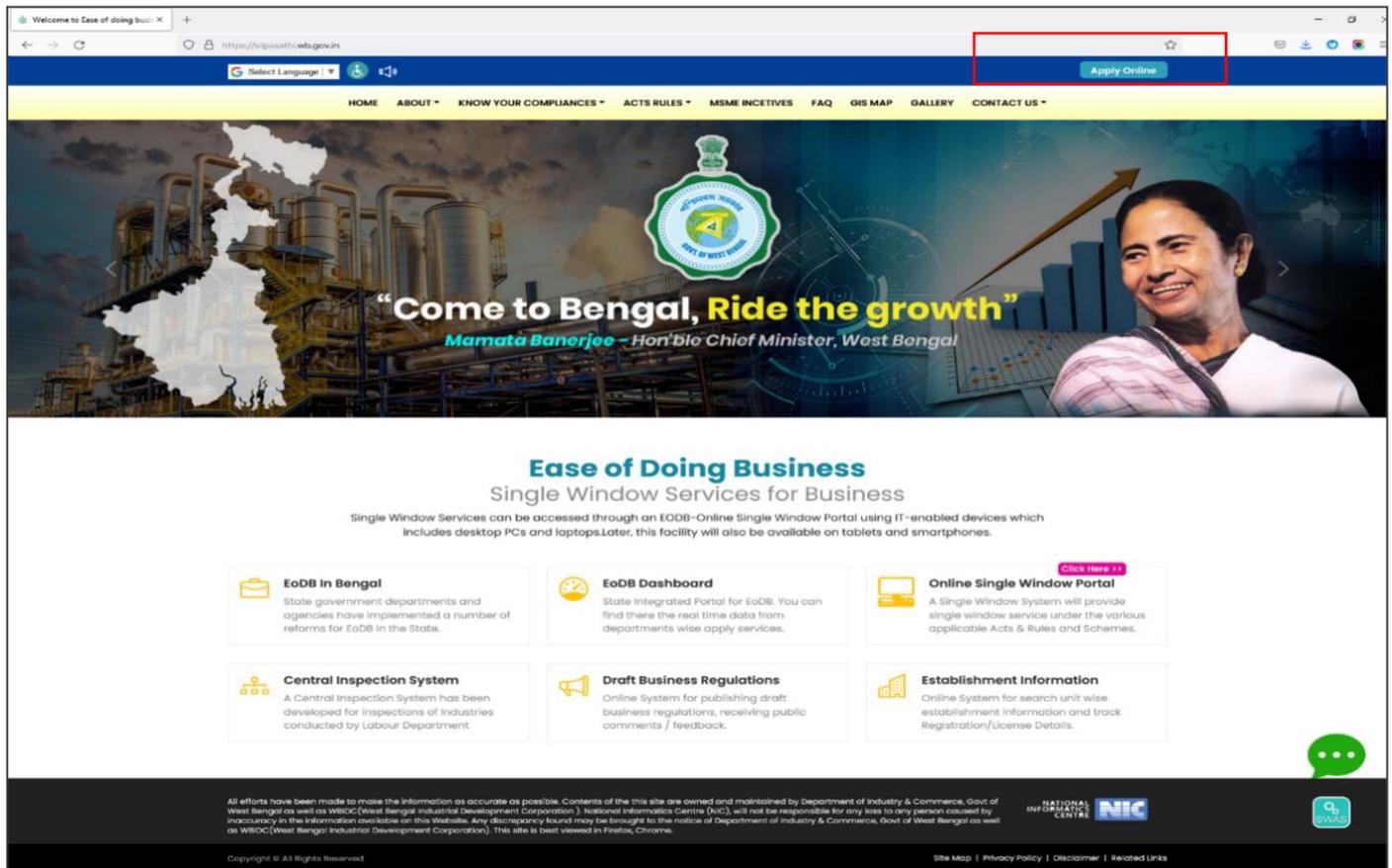
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## Application Process through SilpaSathi

### 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.

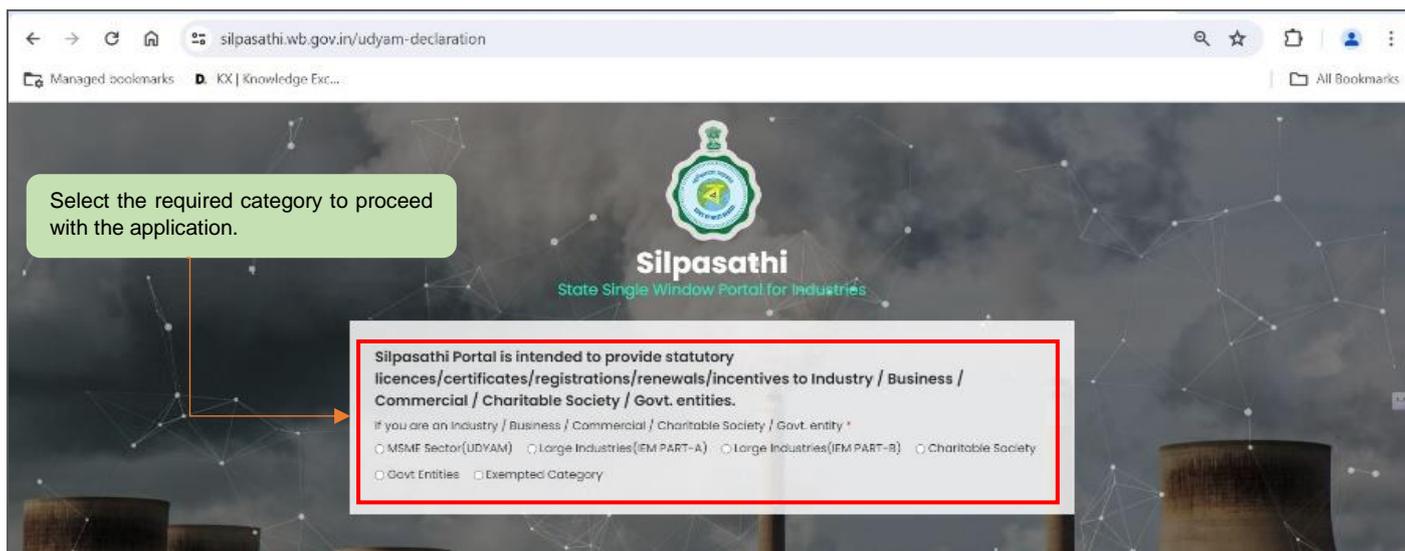


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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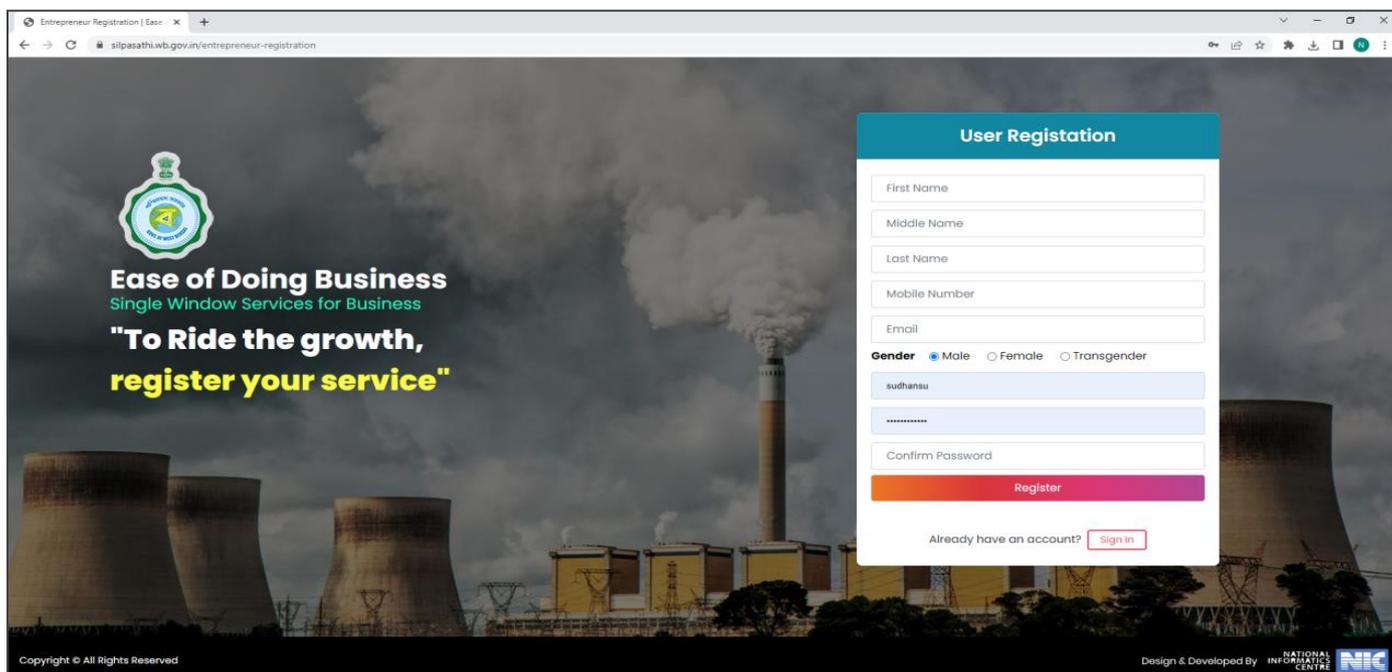
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

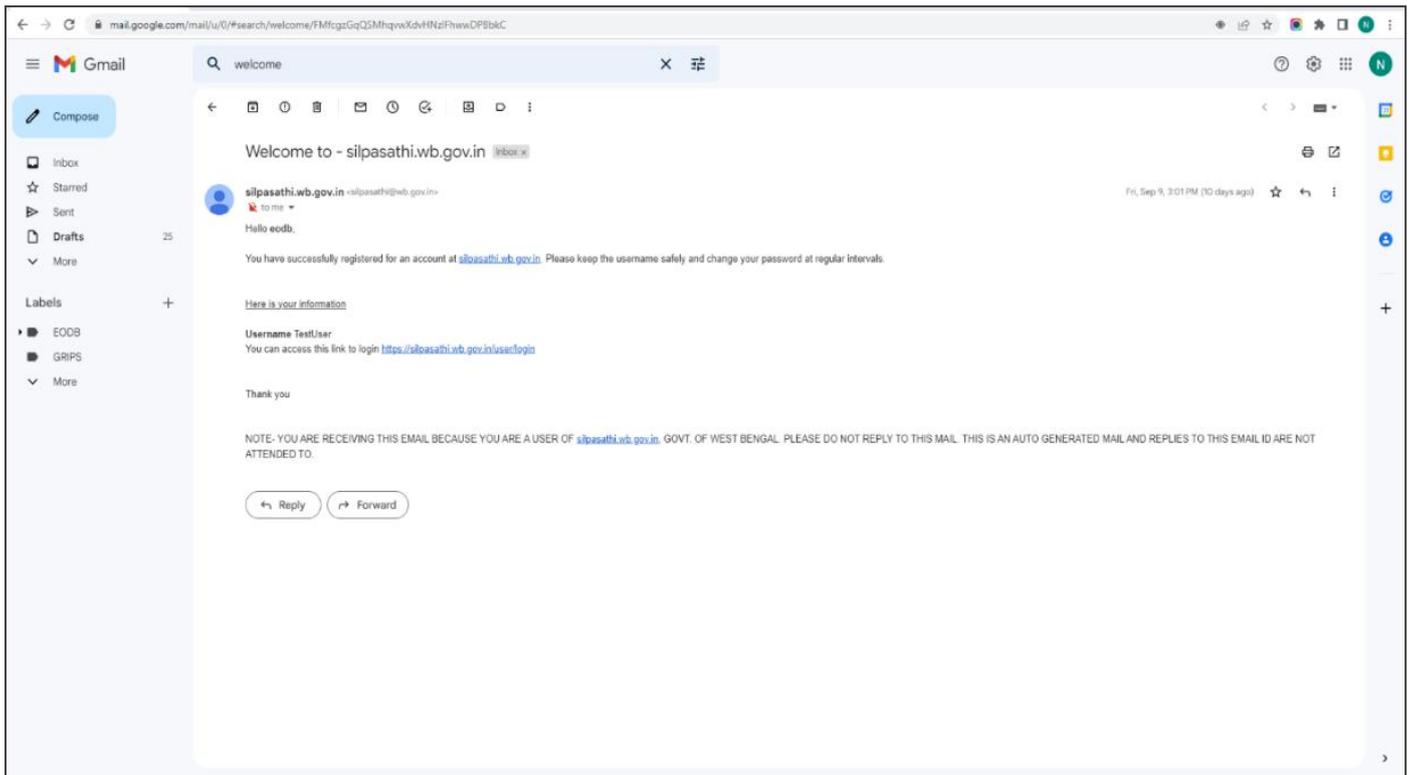


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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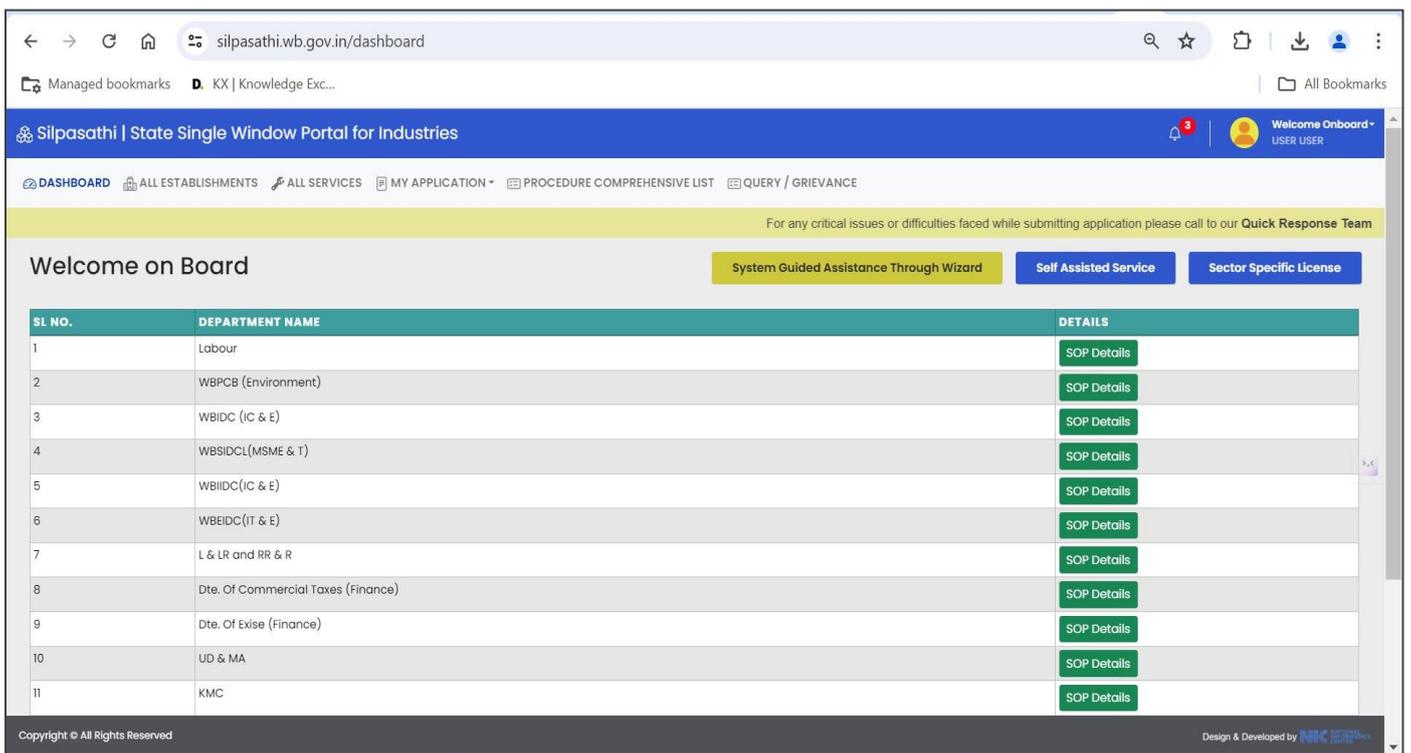
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## Online Application submission

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

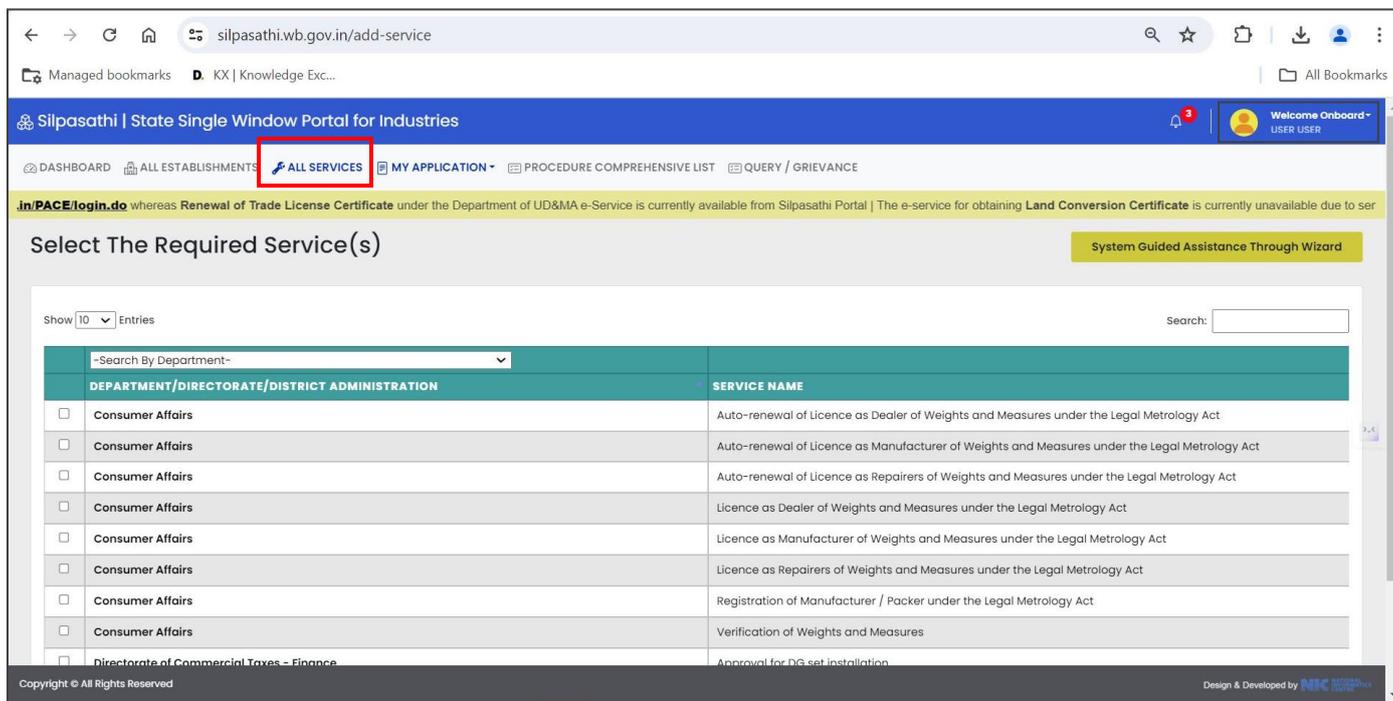


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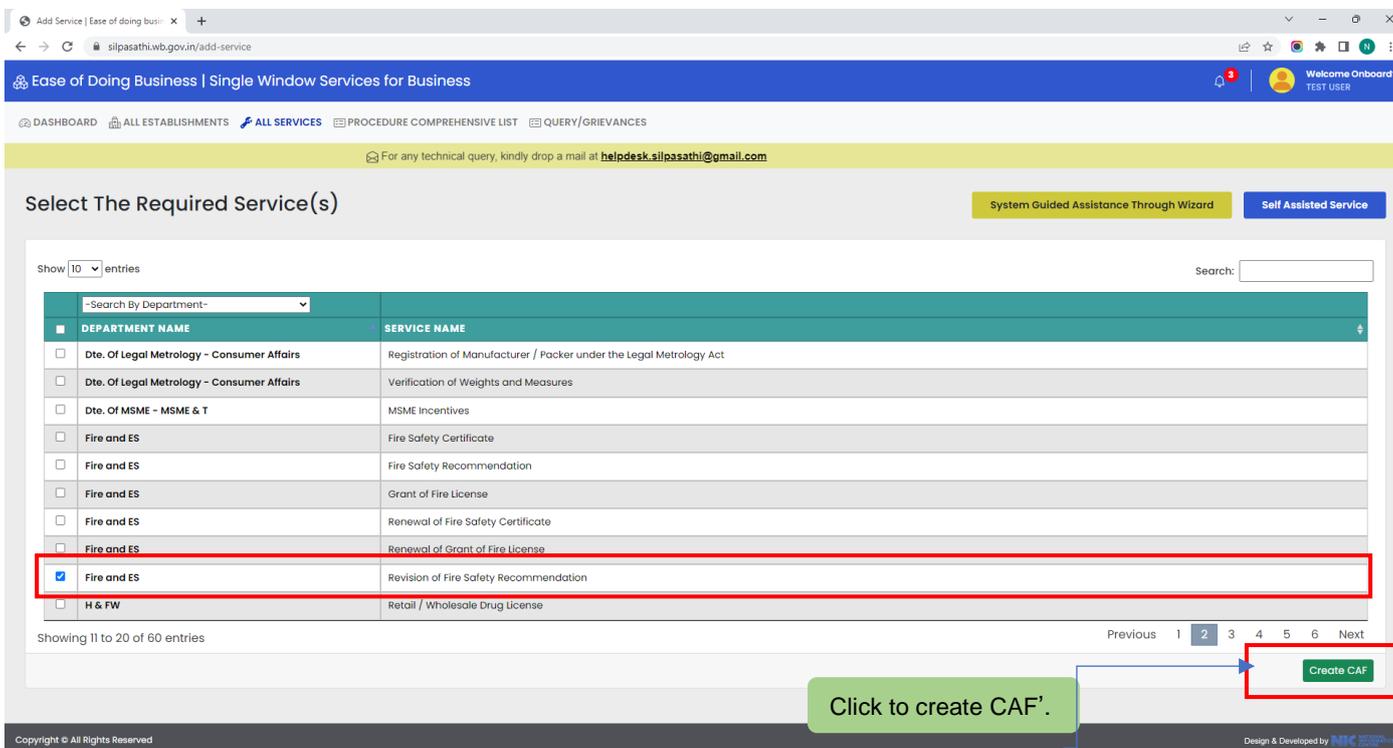
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Revision of Fire Safety Recommendation**



After selecting the service **Revision of Fire Safety Recommendation**, 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 screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green callout box on the left says 'CAF ID generated.' and a green callout box on the right says 'Click on 'Apply Online' to proceed with the application.' The dashboard features a navigation bar with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. Below the navigation bar is a yellow banner with the text 'For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com'. The main content area has six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Below these tiles is a section titled 'Your Selected Service(s)' which contains a table with one row: 'BUSINESS REFERENCE ID : CAF2022000494'. To the right of this row is a green 'Apply Online' button with a dropdown arrow, which is highlighted with a red box. Below the table is a detailed progress bar for the 'Revision of Fire Safety Recommendation' service, showing various steps from 'Send for Conducting TEC Meeting' to 'Auto Escalation'.

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 screenshot shows the application form for revising an FSR. The page title is 'Existing FSR Details for which Revised FSR is needed.' Below the title is a form with a label 'Existing FSR No. : \*' and a text input field containing 'FSR/0225186220400484'. A green 'Search' button is located below the input field. The page footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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Valid FSR NO.

### Common Application Form - CAF2022000494

Process Start 10%

#### Applicant Type

Applicant Type \*  
Owner

#### Applicants Basic Information

Name: Mr. eodb test, Dob: 20-09-1981(age=41), Mobile No: 2334534534, Email: sy@yahoo.co.in, Pan No: BCSPD5422J, Aadhar No: 123456788888  
[Edit](#)

#### Address Of The Property

Country: India, State: West Bengal, District: CoochBehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality, Block/Municipality/Municipal Corporation Name: Cooch Behar, Village or Ward: xcv xcv, Post Office: xcv xcv, Police Station: Dinhat PS, Address Line 1: xcv xcv, Address Line 2: , Pin Code: 713103, Nearest Fire Station to the Premises: Dinhat, Plot No./Holding No./Premises No: dfg dfg  
[Edit](#)

#### Communication Address

Country: India, State: West Bengal, District: CoochBehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality, Block/Municipality/Municipal Corporation Name: Cooch Behar, Village or Ward: xcv xcv, Post Office: xcv xcv, Police Station: Dinhat PS, Address Line 1: xcv xcv, Address Line 2: , Pin Code: 713103  
[Edit](#)

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#### Communication Address

Country: India, State: West Bengal, District: CoochBehar, Sub-division: CoochBehar, Rural or Urban: Urban, Block/Municipality/Municipal Corporation: Municipality, Block/Municipality/Municipal Corporation Name: Cooch Behar, Village or Ward: xcv xcv, Post Office: xcv xcv, Police Station: Dinhat PS, Address Line 1: xcv xcv, Address Line 2: , Pin Code: 713103  
[Edit](#)

#### Legal Status Of Site

Whether Site Legally Owned or Legally Held? \*  
Legally Owned

#### Details For Legally Owned Site

Whether Site Legally Owned or Legally Held? \*  
Yes

Name \*  
Name

Address with Pin code \*  
Address with Pin code

Registration Particulars if any.  
Add

SL. NO.	WHETHER SITE LEGALLY OWNED OR LEGALLY HELD	NAME	ADDRESS WITH PIN CODE	REGISTRATION PARTICULARS IF ANY	DELETE
1	Yes	sdf sdf	rt ert	ert ert	<a href="#">Delete</a>

#### Details For Legally Held Site

I or We declared that this site is Legally hold by me in terms of lease whose particulars are as stated below \*  
please select

Name \*  
Name

Superior or Sub-lessor? \*  
please select

Co-lessor? \*  
please select

Registration Particulars  
Add

SL. NO.	I OR WE DECLARED THAT THIS SITE IS LEGALLY HOLD BY ME IN TERMS 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

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The screenshot shows the 'Means Of Access' section with input fields for 'Open Space around the building on East Side (m):' (value: 3) and 'Open Space around the building on West Side (m):' (value: 3). Below this is the 'Power Of Attorney Details' section with fields for 'Name' (value: dfg dfg) and 'Address' (value: dfg at dfg). A 'Letter of Proof' dropdown is set to 'No'. The 'Details Of Licensed Building Surveyor (LBS) Or Architect' section contains a table with columns: 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, and DELETE. The table is currently empty with the message 'No Record Exists' below it.

The screenshot shows the 'Name And Address Shown On Recommendation' section with fields for 'Name to be Printed on the Recommendation' (value: wer wer wer) and 'Address to be printed on Recommendation' (value: we wewer wer). Below this is the 'Cause Of Revision' section with dropdown menus for 'Change of Occupancy' (Yes), 'Addition or Deduction of Floors horizontally or Vertically' (Yes), 'Internal Changes' (Yes), 'Any Changes in Open Space surrounding the Building' (Yes), 'Change of Name' (Yes), and 'Change of Address' (Yes). The 'Revised Name And Or Address To Be Shown On Recommendation' section has fields for 'Name to be printed on Recommendation' (value: Sample name), 'Address to be printed on Recommendation' (value: Sample address), and 'PAN No of the current Applicant' (value: DUXPP12345B). A checkbox is checked with the text 'I hereby declare that the above information is true to the best of my knowledge and belief I Accept'. A 'Save & Next >>' button is at the bottom right.

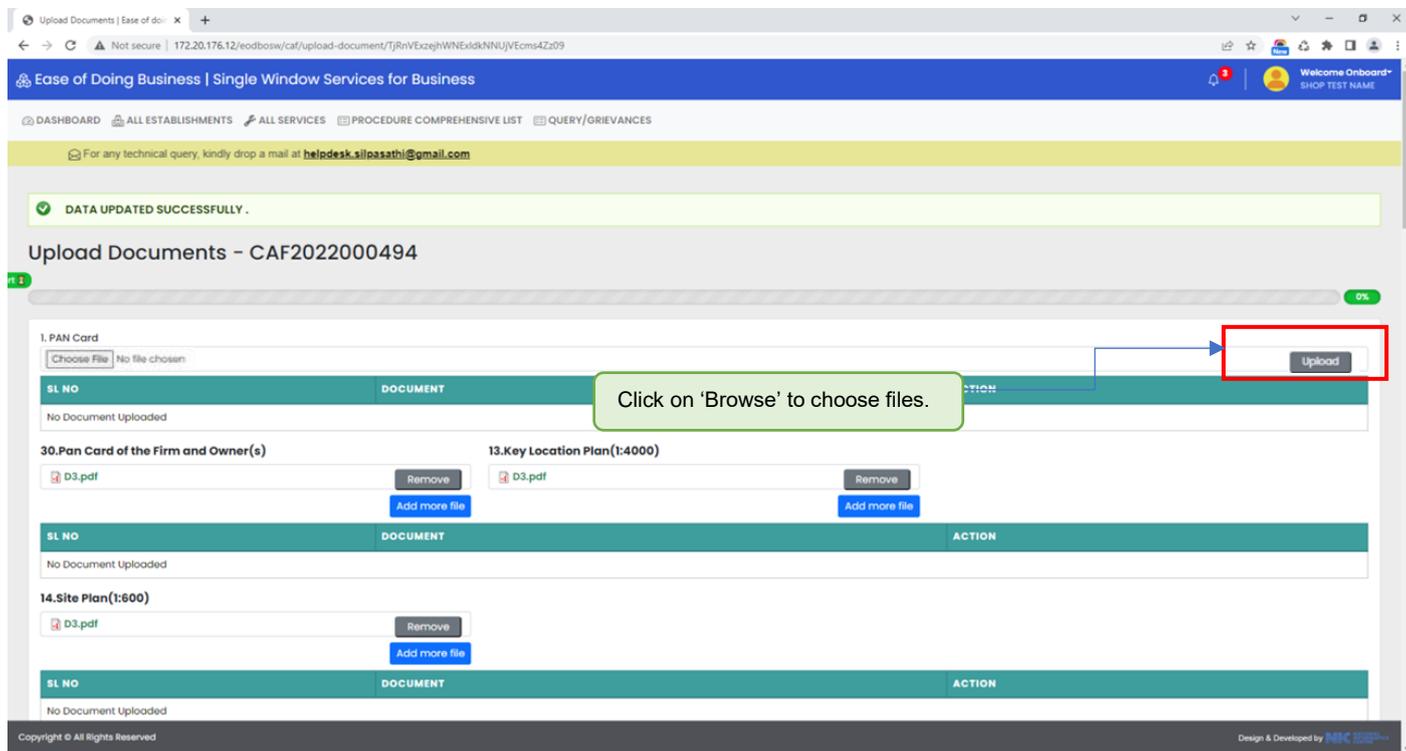
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

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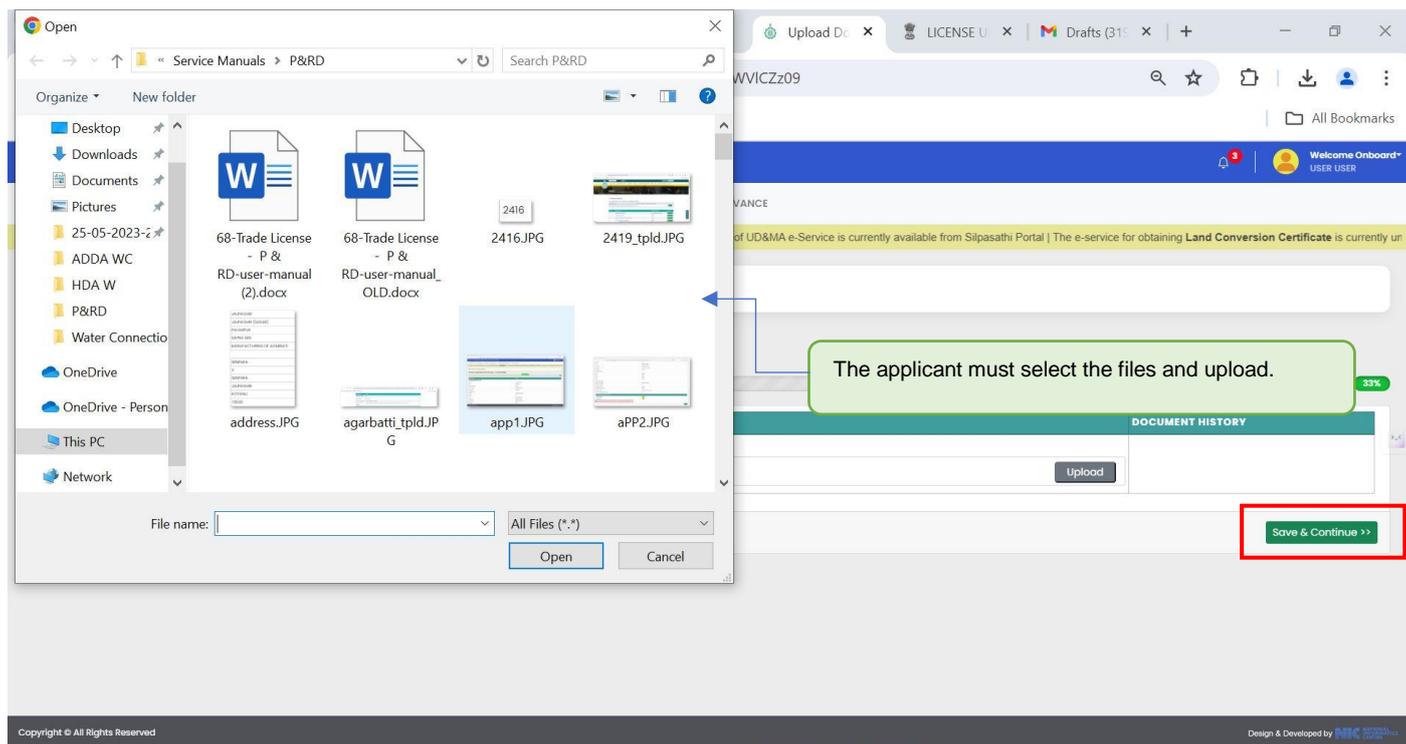
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**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**



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.

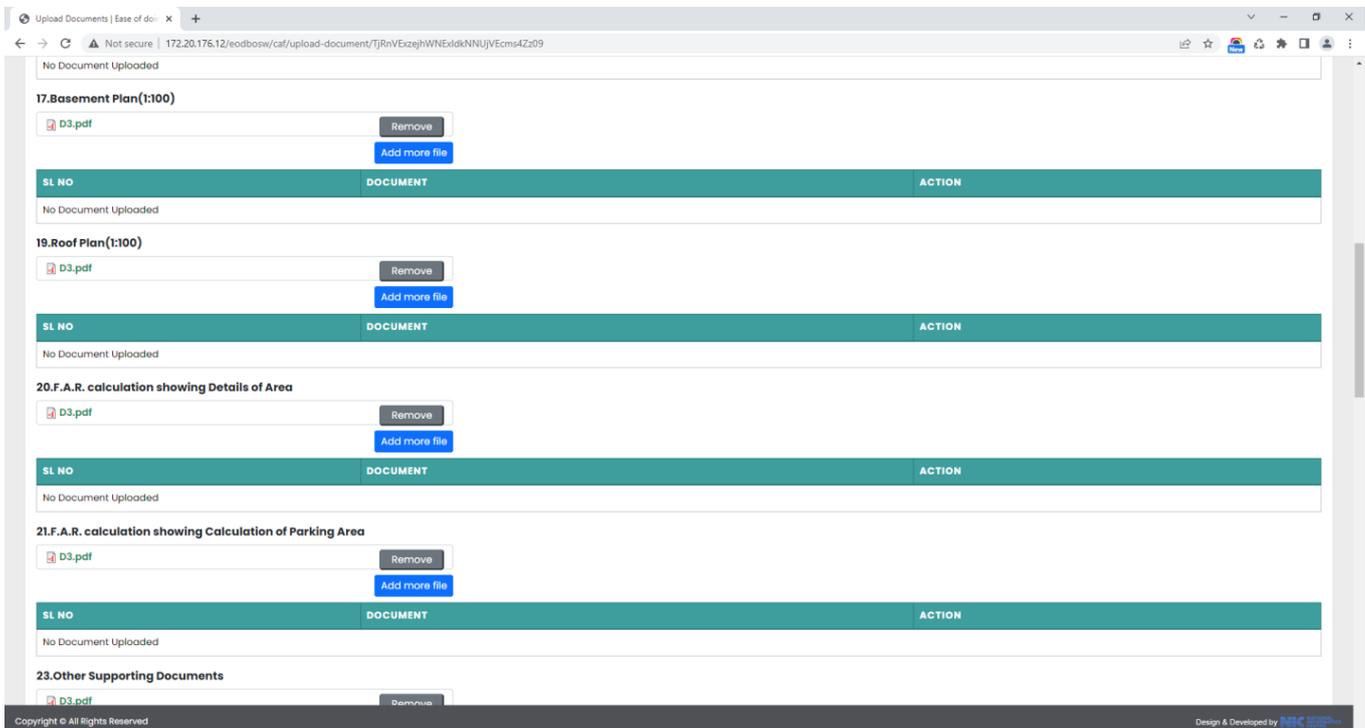
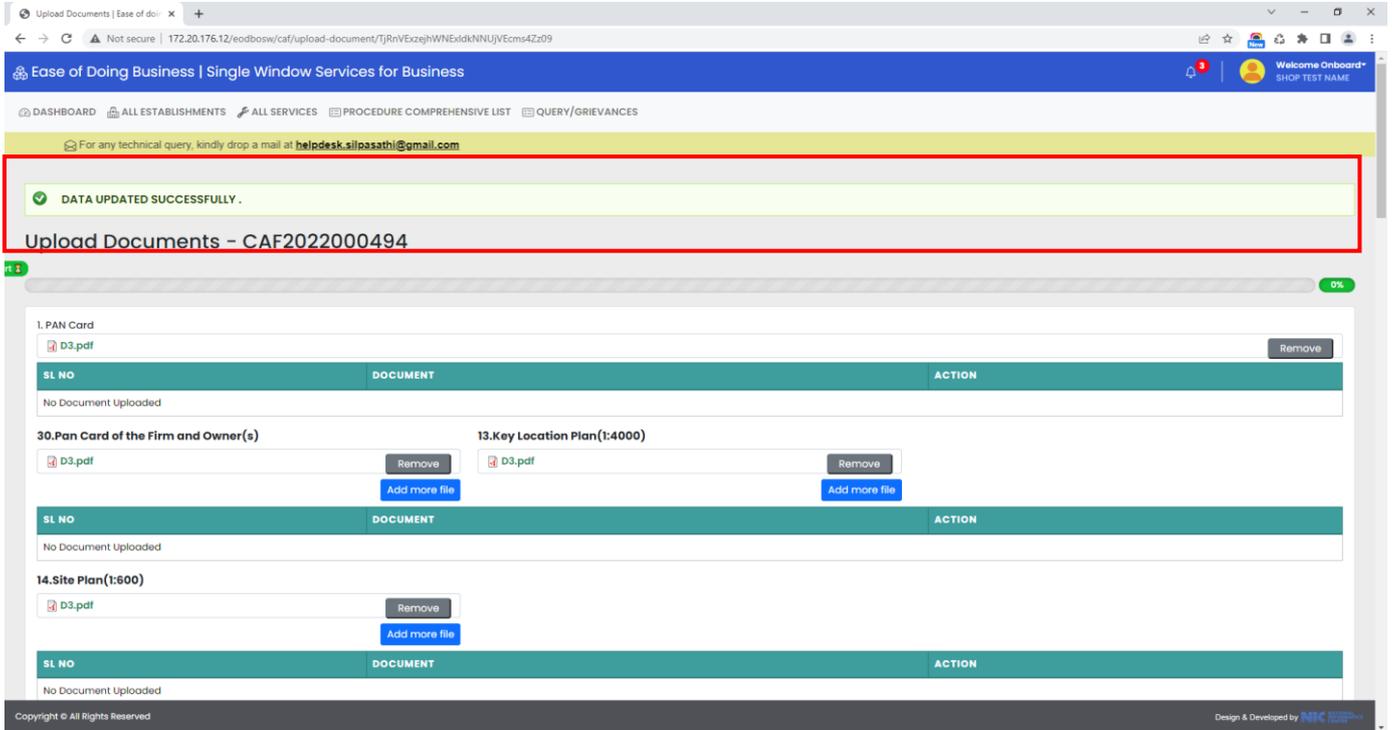


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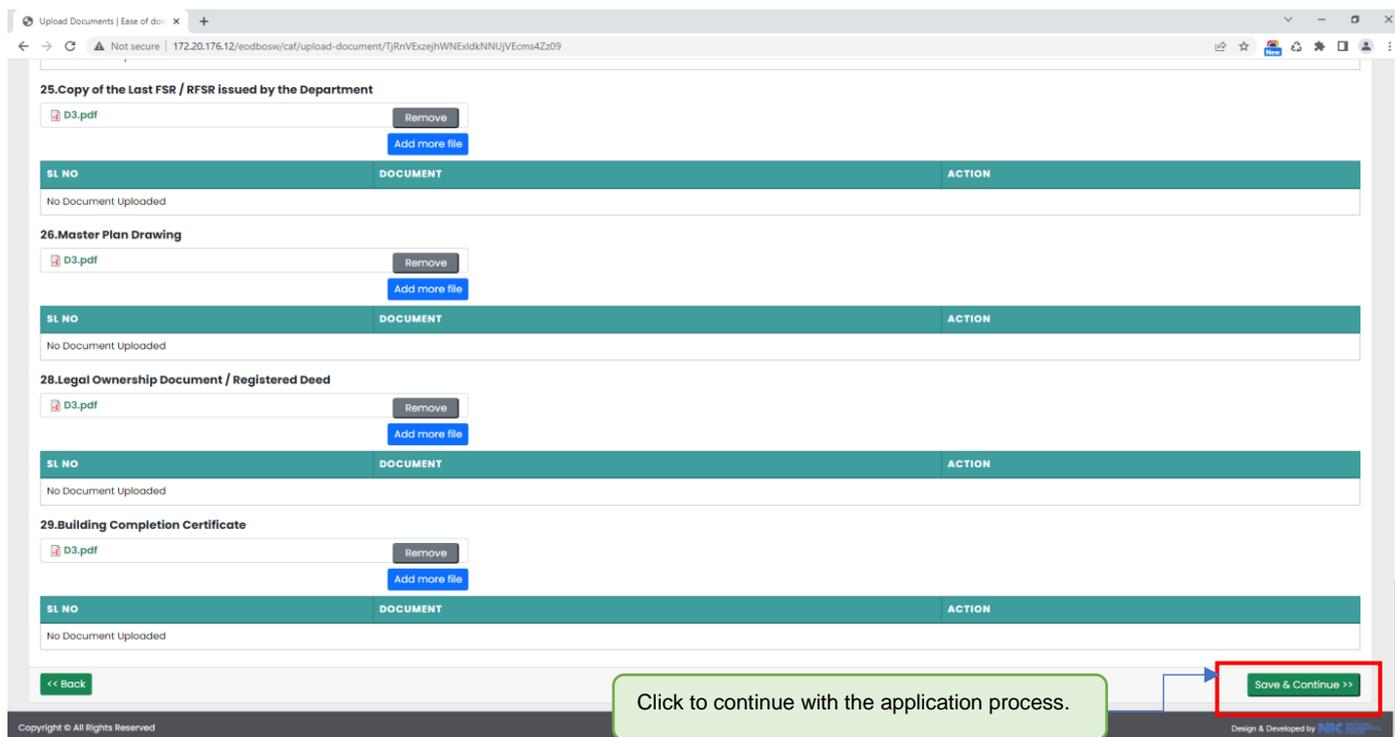
The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.



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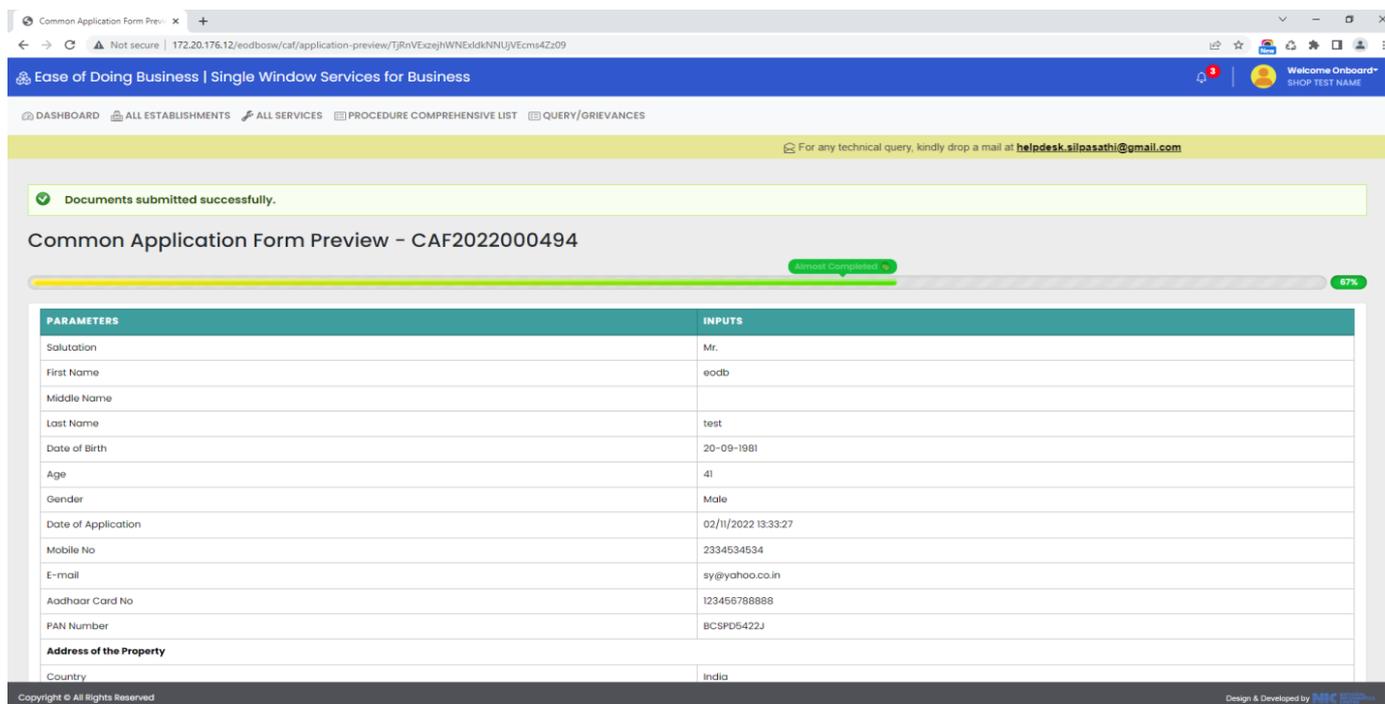
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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

## Application Form



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Common Application Form Preview | 172.20.176.12/eodbosw/caf/application-preview/TJrriVEzzejhWNEExdkNNUjVEcms4Zz09

**Block Details**

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
1	1	sdf sdf	22	2	2	Nil

**Floor details**

SL. NO.	BLOCK NO	FLOOR DESCRIPTION	USE	CATEGORY OF USE	AREA OF USE (SQM)
1	1	Ground Floor	Residential	NA	34

**Basement Details**

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)
---------	---------------------	--------------	-----------------	------------------------	------------------------	-----------------------	---------------------------------------	-------------------	------------------------------------

**Staircase and Ramp Details**

SL. NO.	BLOCK NO	STAIRCASE TYPE	STAIRCASE IDENTIFICATION DETAILS	WIDTH OF STAIRCASE (M)
---------	----------	----------------	----------------------------------	------------------------

**Lift Details**

SL. NO.	BLOCK NO.	TYPE OF LIFT	CAPACITY OF EACH LIFT(PERSON OR WEIGHT)	AVAILABILITY OF SERVICE STAIRCASE, SERVICE LIFT
---------	-----------	--------------	---	---

**Minimum Open Space Details**

Open Space around the building on North Side (m)	3
Open Space around the building on South Side (m)	3
Open Space around the building on East Side (m)	3
Open Space around the building on West Side (m)	3

**Means of access**

No. of Entry or Exit to Premises	1
Maximum Width of Internal Driveway (m)	1

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Common Application Form Preview | 172.20.176.12/eodbosw/caf/application-preview/TJrriVEzzejhWNEExdkNNUjVEcms4Zz09

Address to be printed on Recommendation: Sample address  
PAN No of the current Applicant: DUXFPI2345B

**UPLOADED SUPPORTING DOCUMENTS**

Key Location Plan(1:4000)	<a href="#">View</a>
Site Plan(1:600)	<a href="#">View</a>
Section Elevation Plan	<a href="#">View</a>
Typical Building Plan	<a href="#">View</a>
Basement Plan(1:100)	<a href="#">View</a>
Structured Drawings	<a href="#">View</a>
Roof Plan(1:100)	<a href="#">View</a>
F.A.R. calculation showing Details of Area	<a href="#">View</a>
F.A.R. calculation showing Calculation of Parking Area	<a href="#">View</a>
Area Statement	<a href="#">View</a>
Other Supporting Documents	<a href="#">View</a>
Proof of Power of Attorney	<a href="#">View</a>
Copy of the Last FSR / RFSR issued by the Department	<a href="#">View</a>
Master Plan Drawing	<a href="#">View</a>
Floor Plan(1:100)	<a href="#">View</a>
Legal Ownership Document / Registered Deed	<a href="#">View</a>
Building Completion Certificate	<a href="#">View</a>
Pan Card of the Firm and Owner(s)	<a href="#">View</a>

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

[Submit](#)

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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 screenshot shows a web browser window with the URL [172.20.176.12/eodbosw/cat/submitted/b2ls1A1WEkRQ09hZfpNbkilMvPUCIT09/TjRnVExzajhWNEkdkNNUJVEcms4Zz09](https://172.20.176.12/eodbosw/cat/submitted/b2ls1A1WEkRQ09hZfpNbkilMvPUCIT09/TjRnVExzajhWNEkdkNNUJVEcms4Zz09). The page header includes 'Ease of Doing Business | Single Window Services for Business' and a 'Welcome Onboard' message. The main content is a table with the following columns: 'NAME OF THE SERVICES', 'CURRENT STATUS', and 'DATE'. The service name is 'Revision of Fire Safety Recommendation'. The table lists various stages of the process, with 'Applied' and 'Initiated' marked as 'Completed' (highlighted in green), and all other stages marked as 'Pending' (highlighted in red). A red box highlights the 'Applied' and 'Initiated' rows. A green callout box with the text 'Application status updated.' has an arrow pointing to the 'Applied' row. The footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by PNC'.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Revision of Fire Safety Recommendation	Applied	Completed
	Initiated	Completed
	Forward	Pending
	Accept the Application for Payment	Pending
	payment has been successful	Pending
	Send for Conducting TEC Meeting	Pending
	Waiting for Physical Documents	Pending
	Approve	Pending
	Forward for Rejection	Pending
	Forward for Seeking Clarification	Pending
	Physical Documents received	Pending
	Reject	Pending
	Send Back to Deputy Director	Pending
	Send Back to DFO	Pending
	Send Back to Immediate Previous Actor	Pending
	Send Back to Inspector	Pending
	Updating the Status	Pending
	Sent Back to applicant for appropriate payment	Pending
	Auto Escalation	Pending

The screenshot shows a web browser window with the URL [172.20.176.12/eodbosw/cat/submitted/RERIT2lubTJKRIVqMz3aDc2Y05IGT09/TjRnVExzajhWNEkdkNNUJVEcms4Zz09](https://172.20.176.12/eodbosw/cat/submitted/RERIT2lubTJKRIVqMz3aDc2Y05IGT09/TjRnVExzajhWNEkdkNNUJVEcms4Zz09). The page header includes 'Ease of Doing Business | Single Window Services for Business' and a 'Welcome Onboard' message. Below the header is a navigation bar with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A yellow banner contains the text 'For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)'. The main content is titled 'Current Status-CAF2022000494' and features a table with the same structure as the first screenshot. The 'Applied', 'Initiated', and 'Forward' stages are marked as 'Completed' (green), while all other stages are 'Pending' (red). The footer contains 'Copyright © All Rights Reserved' and 'Design & Developed by PNC'.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Revision of Fire Safety Recommendation	Applied	Completed
	Initiated	Completed
	Forward	Completed
	Accept the Application for Payment	Completed
	payment has been successful	Pending
	Send for Conducting TEC Meeting	Pending
	Waiting for Physical Documents	Pending
	Approve	Pending
	Forward for Rejection	Pending
	Forward for Seeking Clarification	Pending
	Physical Documents received	Pending
	Reject	Pending
	Send Back to Deputy Director	Pending
	Send Back to DFO	Pending
	Send Back to Immediate Previous Actor	Pending
	Send Back to Inspector	Pending

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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.

The image shows two notification channels: an SMS and an email. The SMS, from 'VM-WBGOVT', states: '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'. The email, from 'silpasathi.wb.gov.in', has the subject 'Common Application Submitted - silpasathi.wb.gov.in' and contains the text: 'Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No : CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB'. A note at the bottom of the email reads: '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.' Green callout boxes with arrows point to the SMS and email content, with labels: 'Application status notified through SMS.' and 'Application status notified through email.'

# User Manual

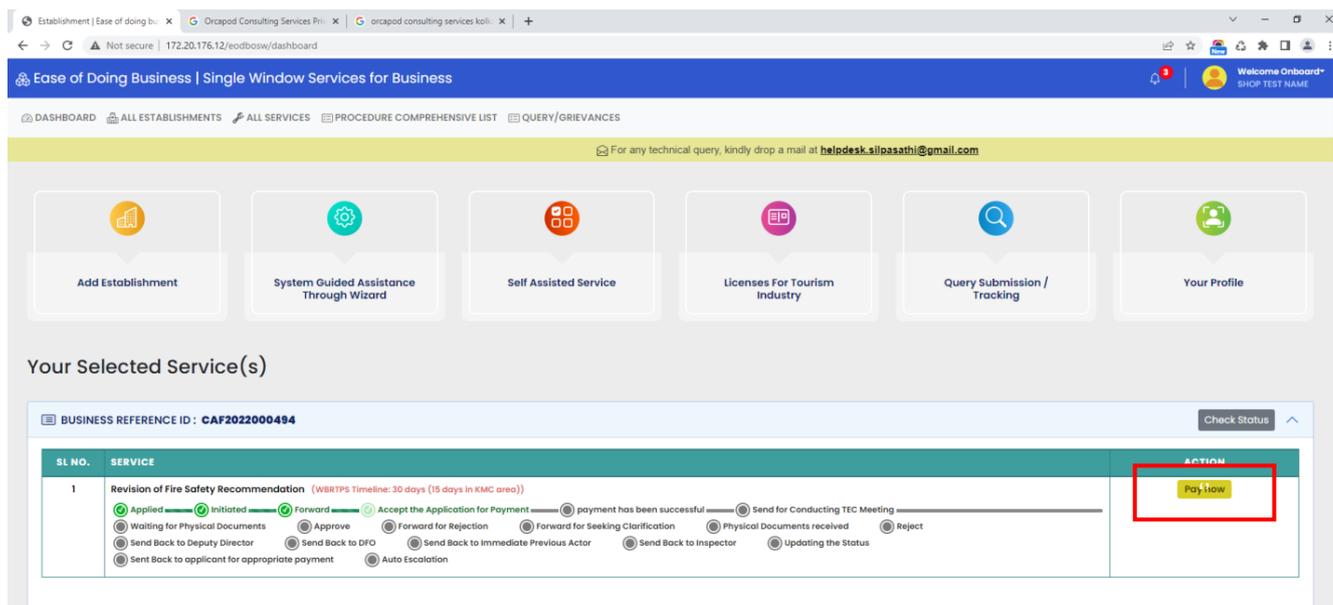
## Revision of Fire Safety Recommendation

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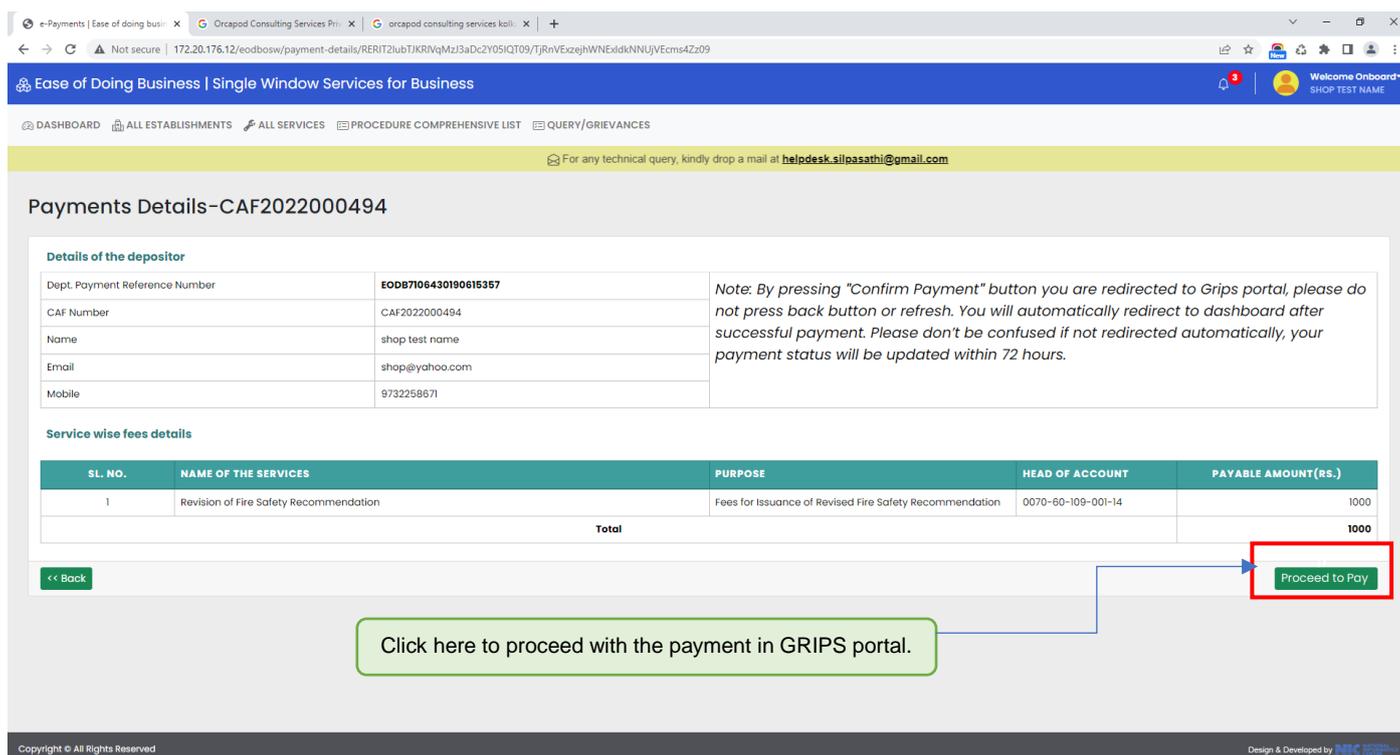
### 2. Online Payment of fees

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.

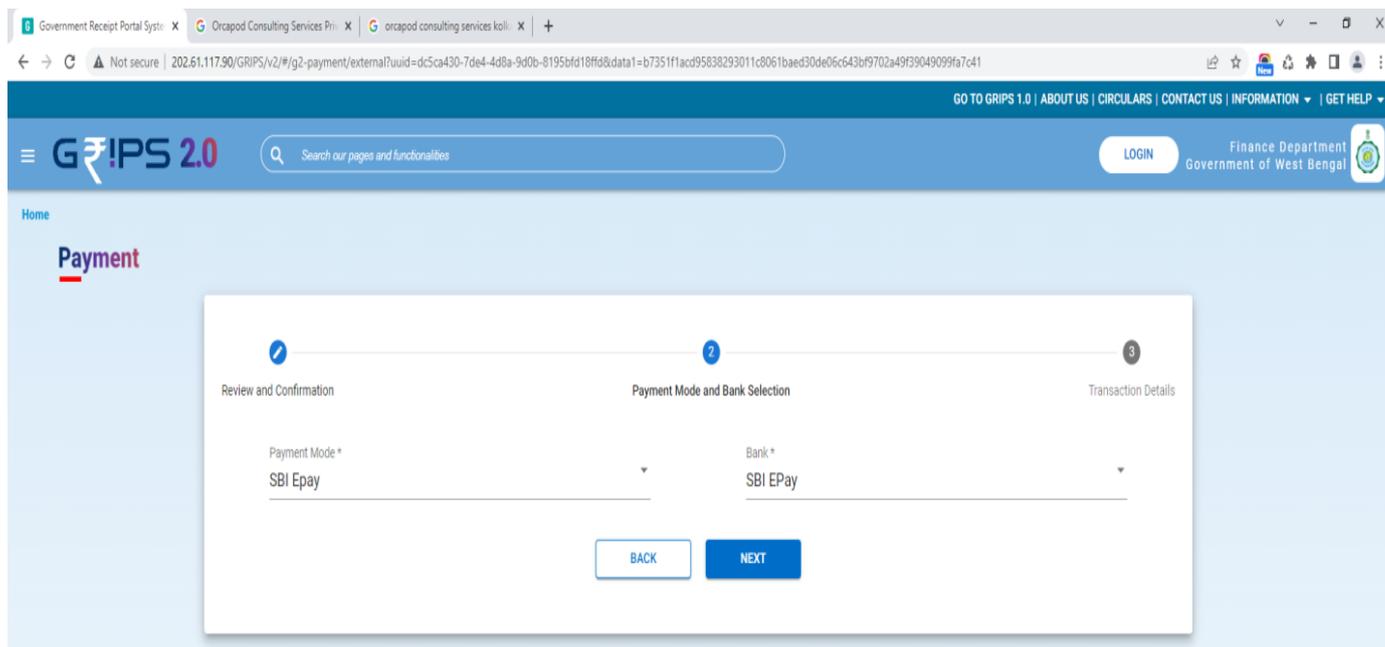
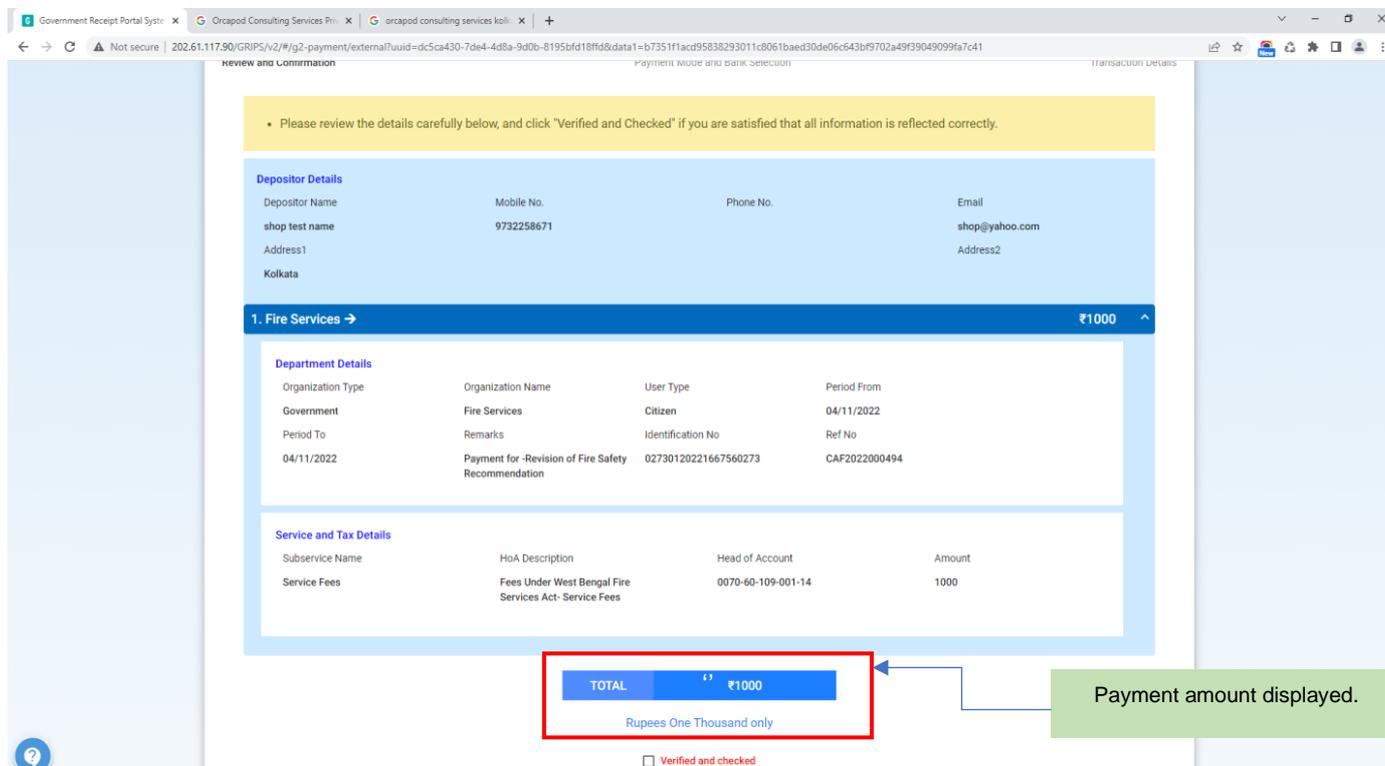


# User Manual

## Revision of Fire Safety Recommendation

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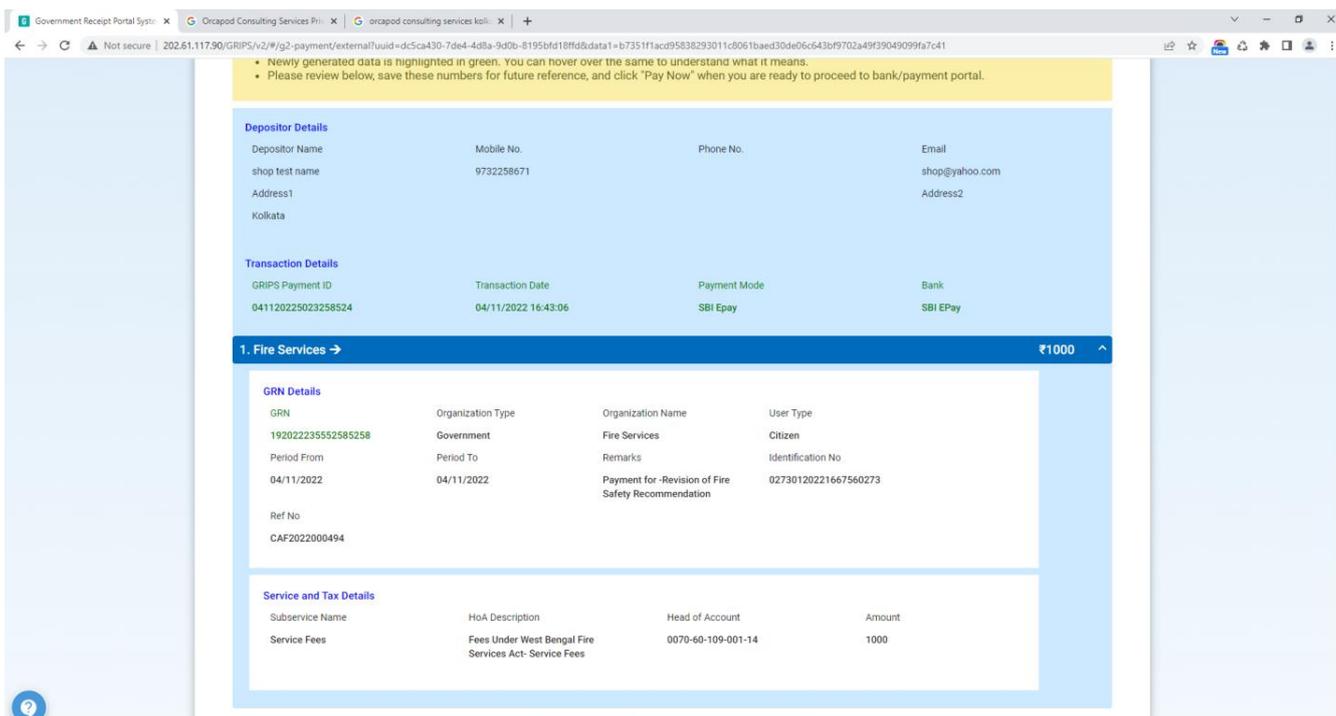
The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



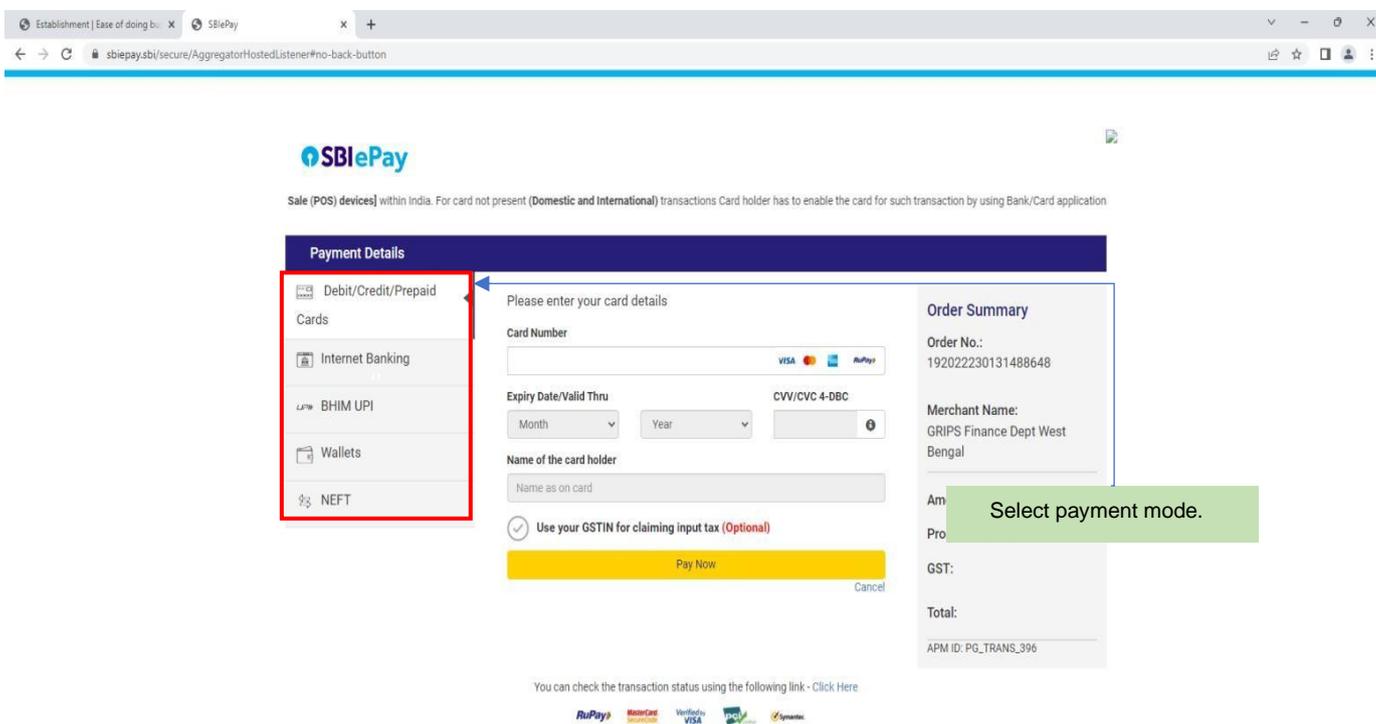
# User Manual

## Revision of Fire Safety Recommendation

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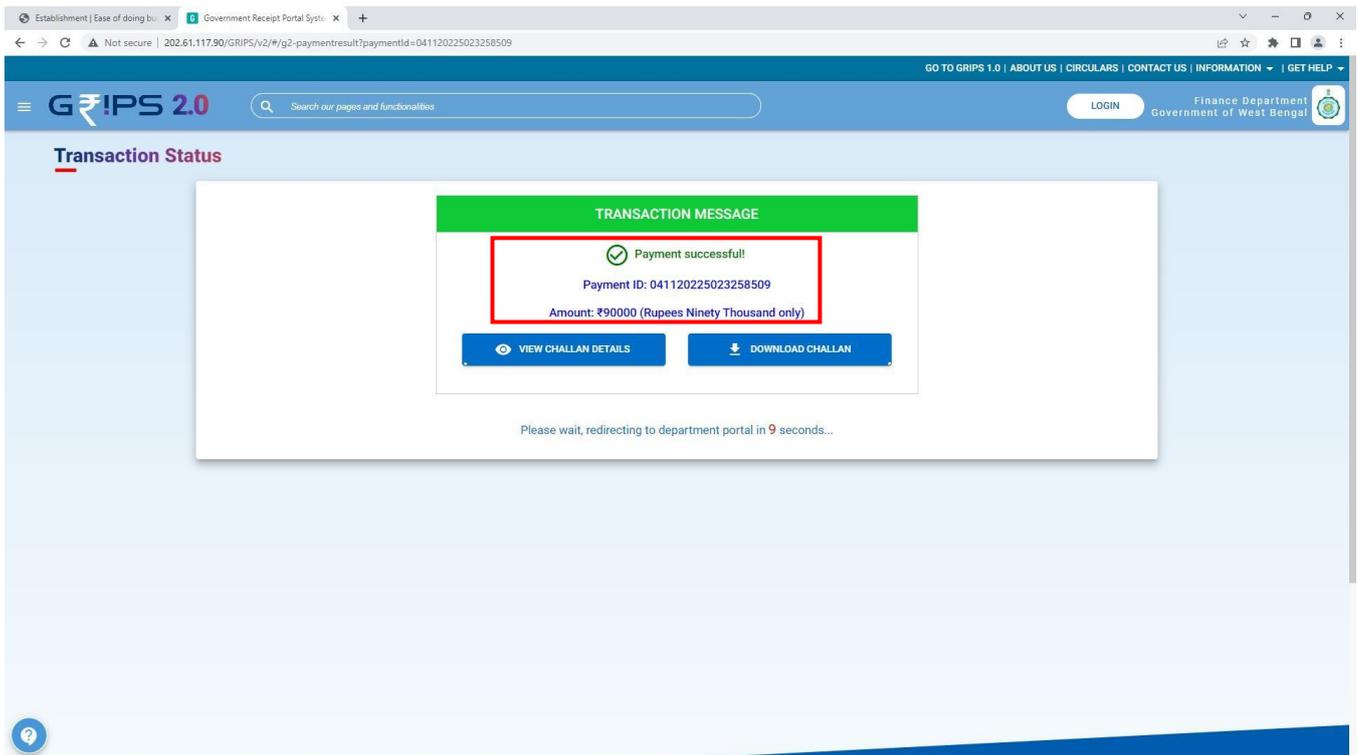
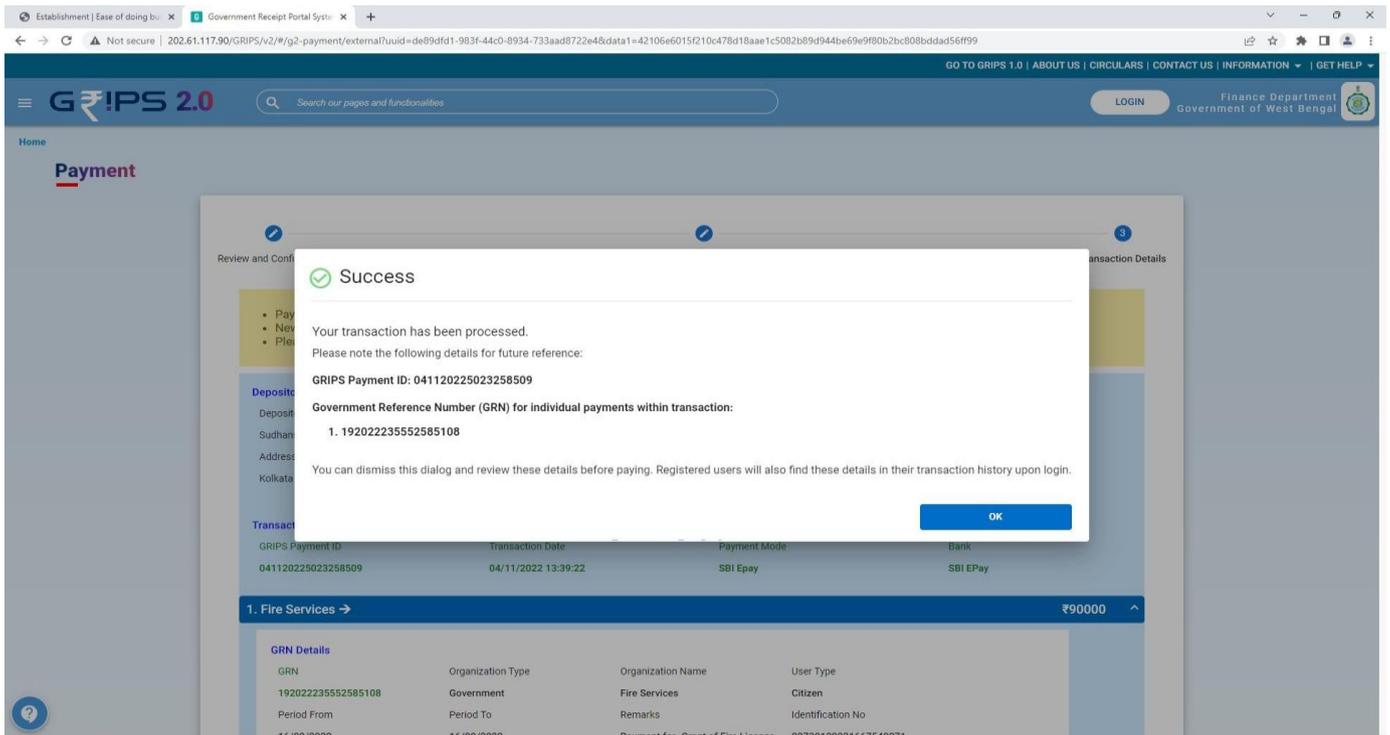
The applicant can choose his required mode of payment.



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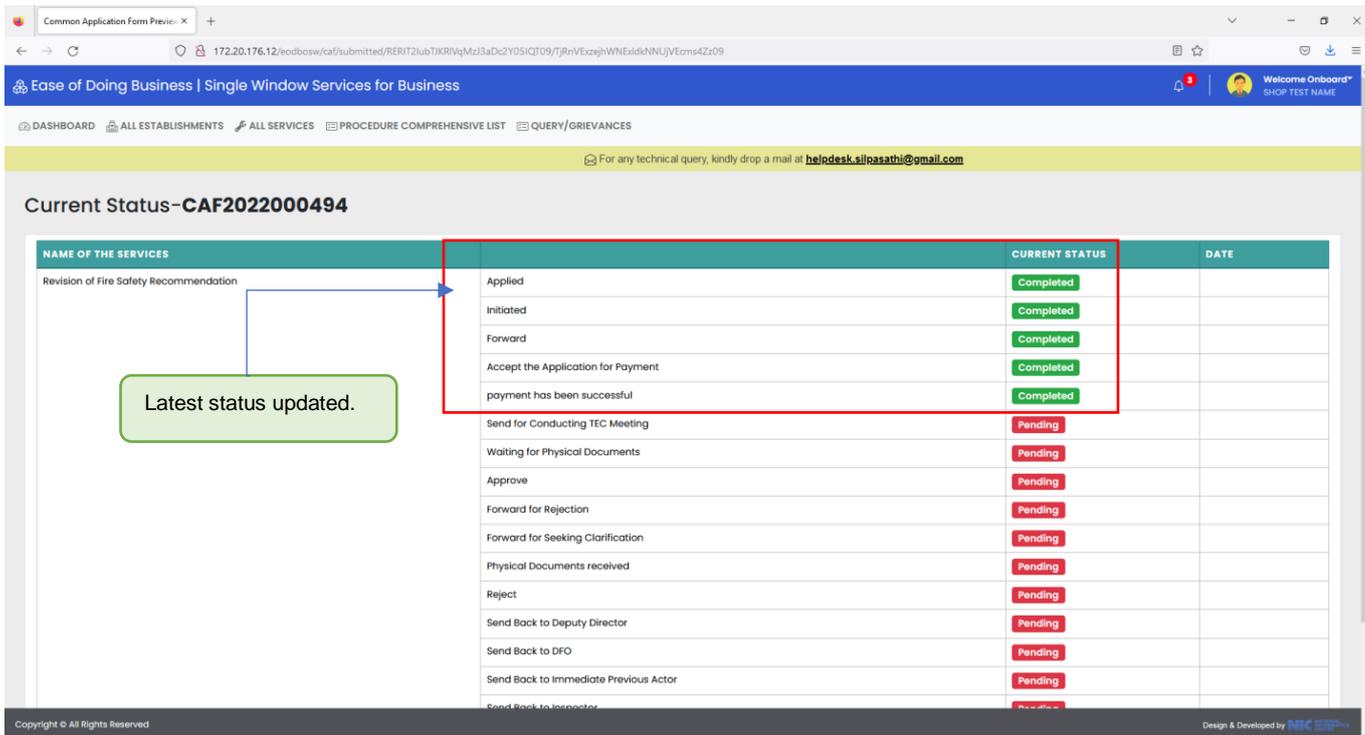


# User Manual

## Revision of Fire Safety Recommendation

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

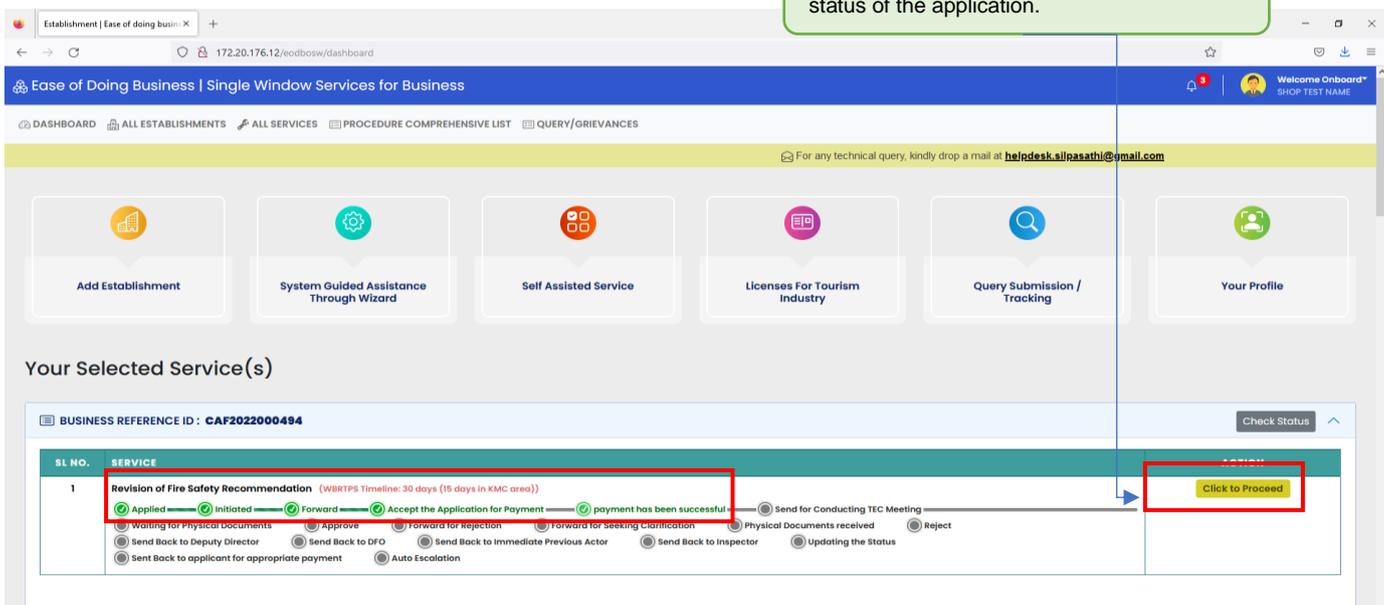


### 3. Track Status of Application

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.



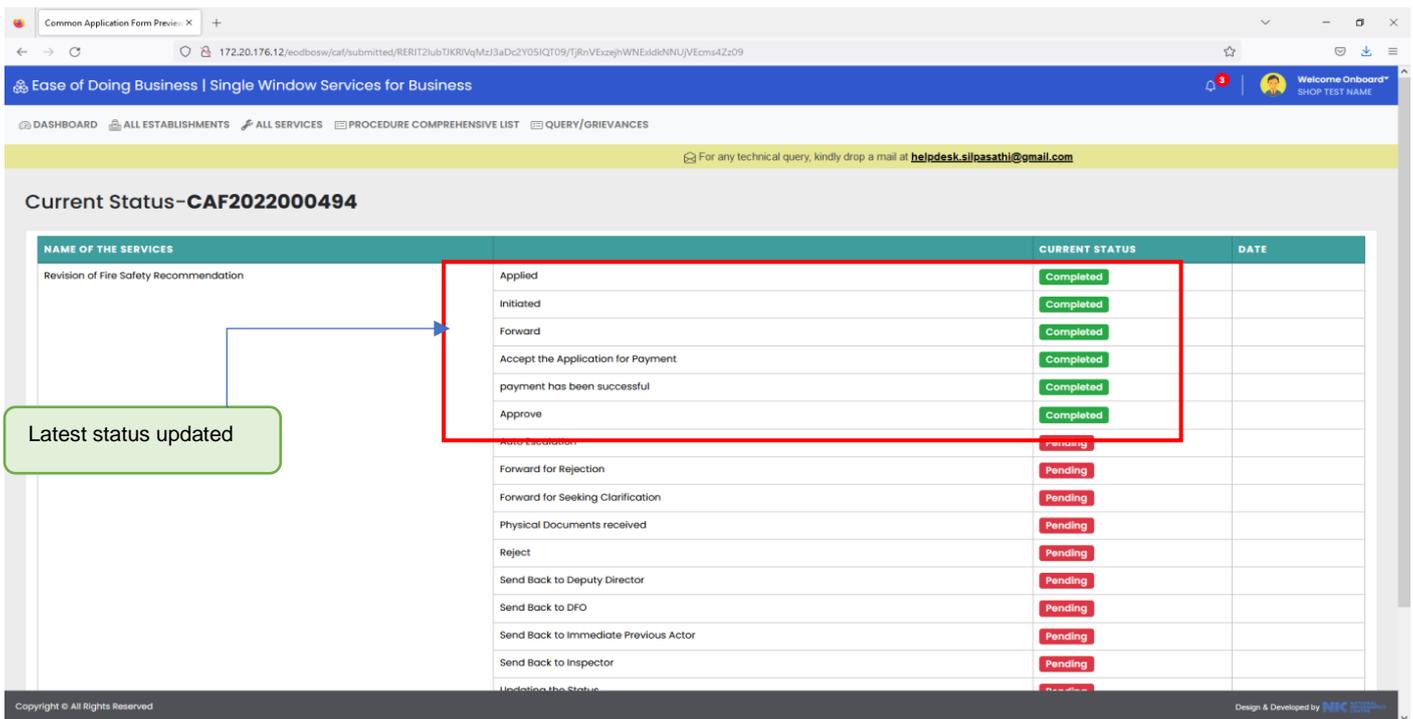
**Note: Latest status can be seen any time through Applicant's Dashboard**

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

# User Manual

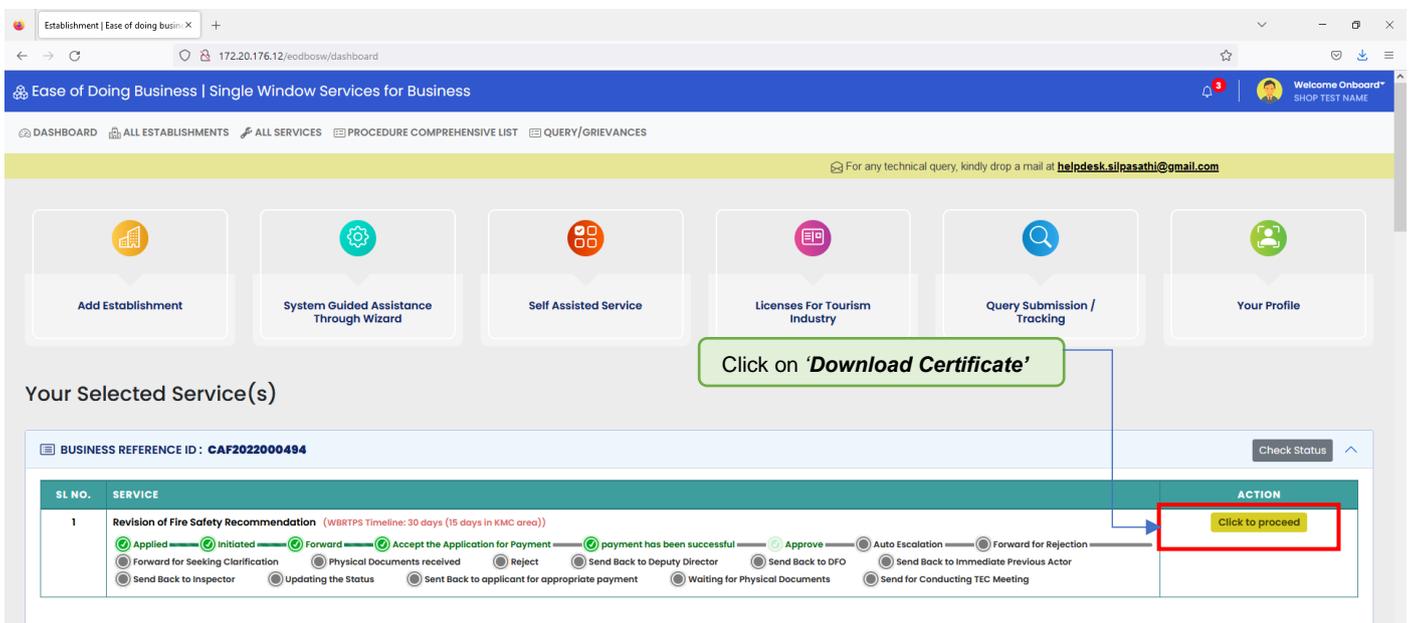
## Revision of Fire Safety Recommendation

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**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 'Click to Download' icon to download the Final Approval Certificate issued.

# User Manual

## Revision of Fire Safety Recommendation

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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	I212343456655
PAN Number	CULPM5656F
<b>Present Address</b>	
Country	India
State	West Bengal
District	Coochbehar
Sub-division	Coochbehar

**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: [eedit.wb.gov.in](#) and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number: 5225186220400464 Page: 1/1

# User Manual

## Revision of Fire Safety Recommendation

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### 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 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(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

## Revision of 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

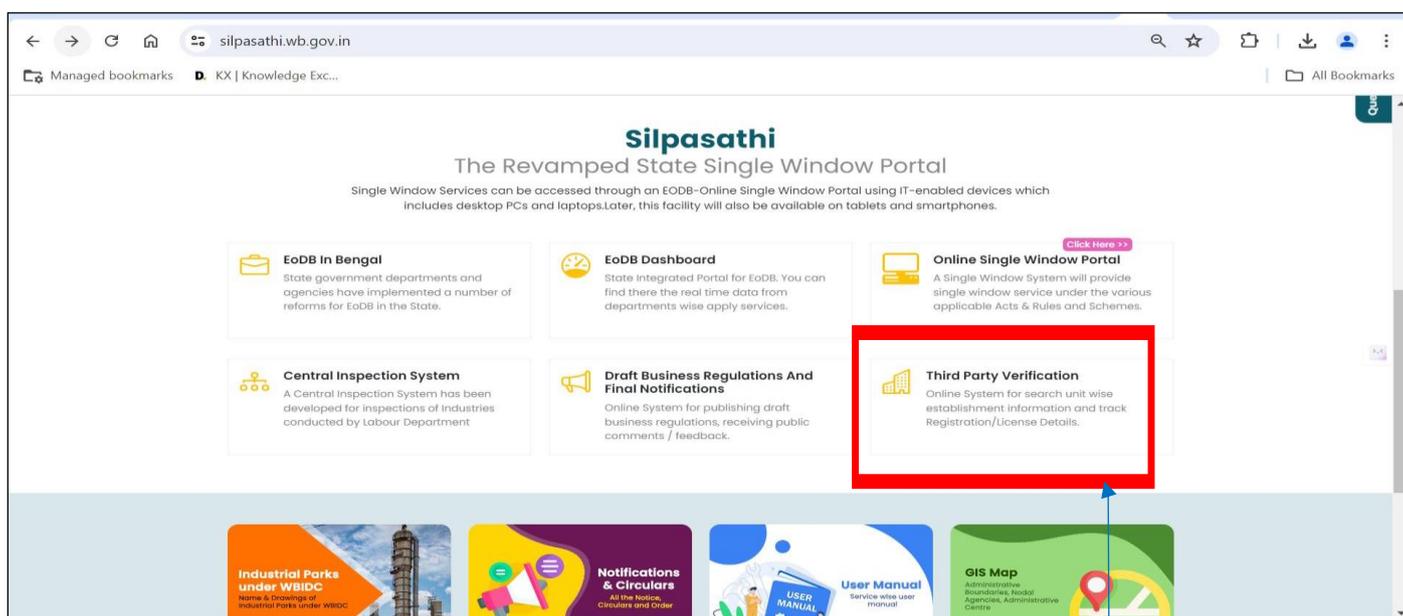
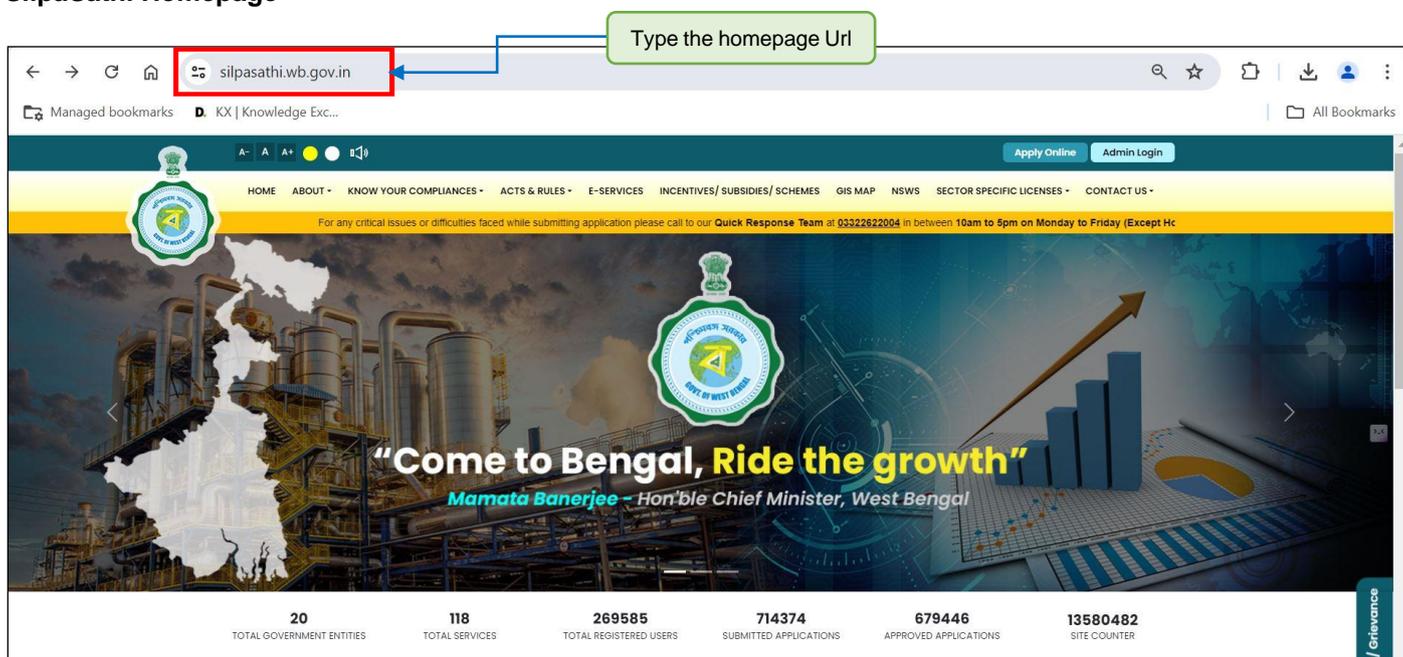
#### Third part verification process

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



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## Revision of Fire Safety Recommendation

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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.

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

User can also directly use this url

Apply Online Admin Login

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

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

### Silpasathi

The Revamped State Single Window Portal

#### Third Party Verification

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

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

Registration Number / License Number / Others \* Search

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

Query / Enquiry

Enter Registration number/ License number to view details.

Track Registration/License Detail

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

Apply through Online Single Window Portal

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

### Ease of Doing Business

Single Window Services for Business

#### Track Registration/License Details

Select Services \* Revision of Fire Safety Recommendation - ( Fire and ES

Registration Number / License Number / Others \* FSR/0225186220400464 Search

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

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## Revision of Fire Safety Recommendation

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The third party can view the details as illustrated below:

**Track Registration/License Details**

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

Revision of Fire Safety Recommendation - ( Fire and ES )      FSR/0225186220400464      Search

Parameter	Output
Registration Number	FSR/0225186220400464
Registration Date	04-11-2022
Name	Sample Name
Location	Sample Address

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