



## **Health and Family Welfare:**

### **Retail/Wholesale Drug License Retention**

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

*User Manual*

---

# User Manual

## Retail/Wholesale Drug License Retention

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

# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>About the Service.....</b>	<b>3</b>
<b>Comprehensive Checklist of Documents to be submitted online .....</b>	<b>3</b>
<b>Timeline (WBRTPS).....</b>	<b>5</b>
<b>Instructions related to the application form .....</b>	<b>5</b>
<b>Application Process through SilpaSathi .....</b>	<b>7</b>
<b>1. Online Application submission along with online submission of documents .....</b>	<b>7</b>
<b>3. Online Payment of fees .....</b>	<b>18</b>
<b>3. Track Status of Application.....</b>	<b>24</b>
<b>4: Online Download of final approval certificate.....</b>	<b>25</b>
<b>5: Third Party verification details .....</b>	<b>26</b>

# User Manual

## Retail/Wholesale Drug License Retention

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 “**Retail/Wholesale Drug License Retention**” by **Health & Family Welfare 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

**Retail/Wholesale Drug License Retention- H&FW** aims to retain the Retail/whole drug license. 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.	Academic qualification testimonials of C.P.I.(In case of wholesale)	Academic qualification testimonials
2.	Affidavit of applicants(proprietors/ Partners/ Directors) sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	An Affidavit of Applicants (Proprietors/Partners/Directors) is a sworn declaration presented before a First-Class Judicial Magistrate or Executive Magistrate

# User Manual

## Retail/Wholesale Drug License Retention

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

#	Documents Required	Detailed Description
3.	Affidavit of Pharmacist/ CPI sworn before first class Judicial Magistrate/ Executive Magistrate (as per proforma)	An Affidavit of Pharmacist is a sworn statement, typically notarized, that verifies the authenticity of a pharmacist's actions, records, or documents
4.	Appointment and Acceptance letter of pharmacist and competent person in charge (as per proforma)	requirements for appointment and acceptance letters for a pharmacist and competent person in charge.
5.	Copy of resolution of the Board meeting along with list of present board of directors with respect to Limited. Or Pvt. Ltd companies	A certified copy of a board resolution for a Limited or Private Limited company can be printed on the company's letterhead
6.	Drug Licence (Biological) [applicable for renewal only]	A drug licence, also known as a biological licence, is a permit issued by government agencies to manufacturers, allowing them to produce and market biological products, such as vaccines, blood products
7.	Drug Licence (Non Biological) [applicable for renewal only]	A drug licence, also known as a market authorisation, is a regulatory approval granted to a pharmaceutical company
8.	Experience Certificate of CPI(Competent Person In charge)	The Experience Certificate of CPI, also known as the Certificate of Proficiency in Industry (CPI), is a document that recognizes an individual's training or experience in a specific industry or sector, typically issued by the relevant authorities or organizations
9.	In case of partnership firms, registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company – copies of Memorandum and Articles of Association. In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles.	registered Partnership deed along with firm registration receipt. In case of limited or Pvt. Ltd. company – copies of Memorandum and Articles of Association. In case of LLP (Limited liability partnership firm) copy of Memorandum and Articles.
10.	Pharmacist/ CPI record from, registration certificate and Renewal Certificate of pharmacists	Pharmacist registration and renewal certificates are essential documents for pharmacists
11.	Possession document of the premises . a)Current House Tax receipt/ Consolidated rate bill/ Registered deed of Conveyance/ Consent Letter from the owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate Rent bill signed by owner or authorised signatory/ as the case relates to Parcha/ Khanja Dakhila from B.L and L.R.O.	A possession certificate is a legal document that proves the transfer of a property's ownership from the seller to the buyer

# User Manual

## Retail/Wholesale Drug License Retention

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

#	Documents Required	Detailed Description
12.	Refrigerator related document of proposed premises	Refrigerator related document
13.	Sketch map of proposed premises with location and surroundings (CAD Mode)	Sketch map of proposed premises
14.	Power of attorney(if any) in non-judicial stamp paper as per proforma.	A power of attorney (POA) is a legal document that gives someone the authority to act on another person's behalf
15.	Trade Licence/Trade Enlistment certificate, mentioning nature of trade (retail / wholesale) & system of medicine (Allopathy / Homoeopathy).	A Trade Licence or Trade Enlistment Certificate is a crucial document for individuals who engage in a trade or profession
16.	Upload Identity Proof(PDF copy of Voter ID/PAN Card/Aadhar Card/passport/Driving Licence)	PDF copy of Voter ID/PAN Card/Aadhar Card/passport/Driving Licence
17.	Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI(as applicable)	Voter ID/ PAN Card/Aadhar Card/ Passport/ Driving Licence of Pharmacists or CPI

## Timeline (WBRTPS)

Retail/Wholesale Drug License Retention has an WBRTPS timeline of **90 days** till approval by the authorities.

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Firm Details</b>		
1.	Application Type	Select Application Type
2.	Type of Firm	Select Type of Firm
3.	Name of Firm	Enter Name of Firm
4.	Nature of Firm	Select Nature of Firm
<b>Firm Address</b>		
1.	Building No/ Holding No/ Daag Number	Enter details
2.	Street Name	Enter Street Name
3.	Address Line 1	Enter Address
4.	Police Station	Enter name of the police station
5.	Post Office	Enter name of the post office
6.	City/Village	Enter name of city/village

# User Manual

## Retail/Wholesale Drug License Retention

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

Sl. No.	Field Name	Instructions
7.	Pin Code	Enter pincode
8.	Local Authority	Enter local authority name
<b>Contract Details of Establishment</b>		
1.	Trade License	Enter trade license details
2.	Actual Floor Space	Enter details
3.	Nature of Ceiling	Enter Nature of Ceiling
4.	Working hours	Enter number of hours
5.	Email	Enter emailid
6.	Landline	Enter landline number
7.	Mobile	Enter mobile number
8.	Qualification of the person responsible for operation if granted	Enter qualification details
9.	Classification	Select classification
<b>Owner Details</b>		
1.	Owner Name	Enter Full Name of the owner
2.	Owner Signature	Add signature
3.	Owner Photo	Add photo

# User Manual

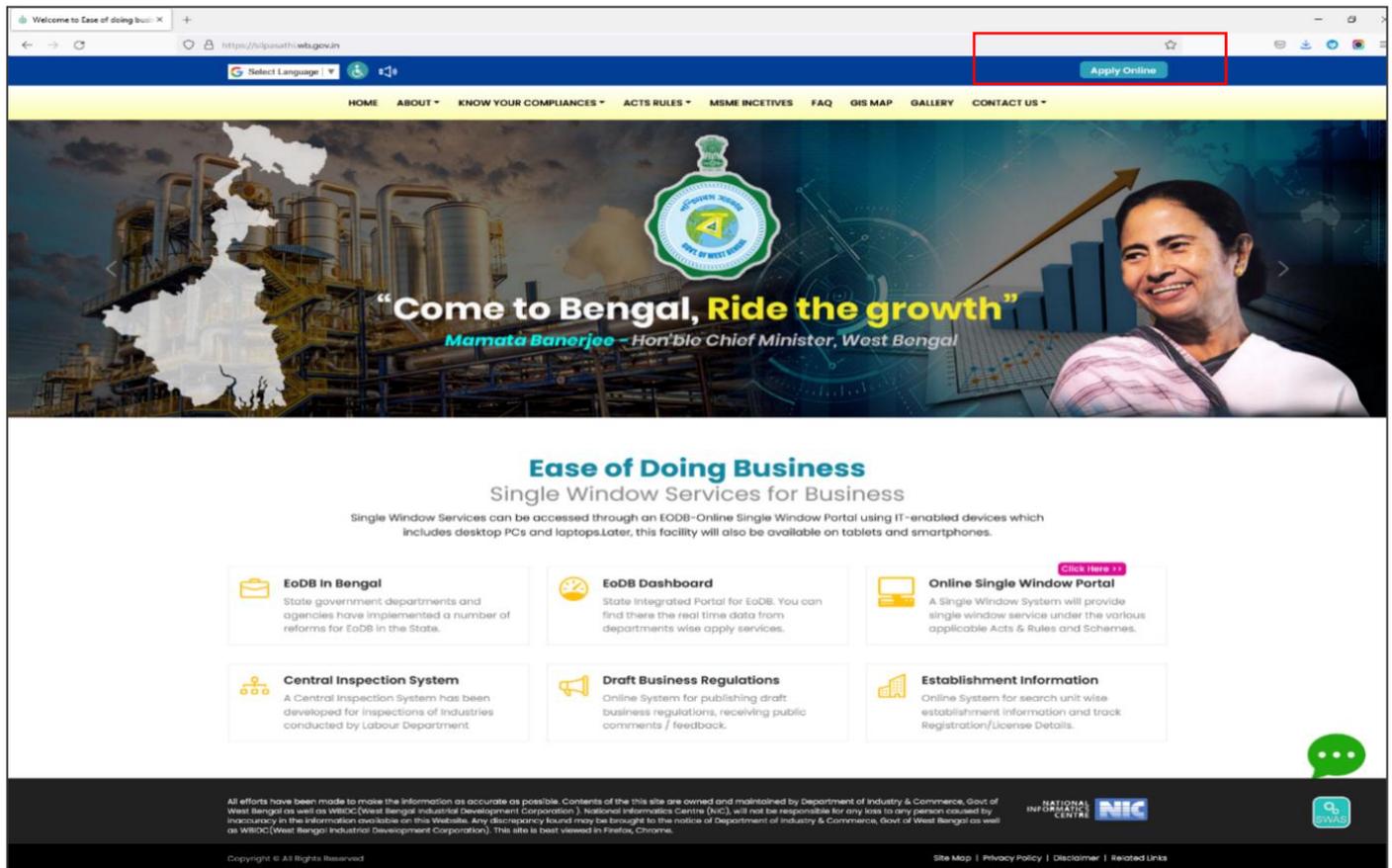
## Retail/Wholesale Drug License Retention

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

## Application Process through SilpaSathi

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

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

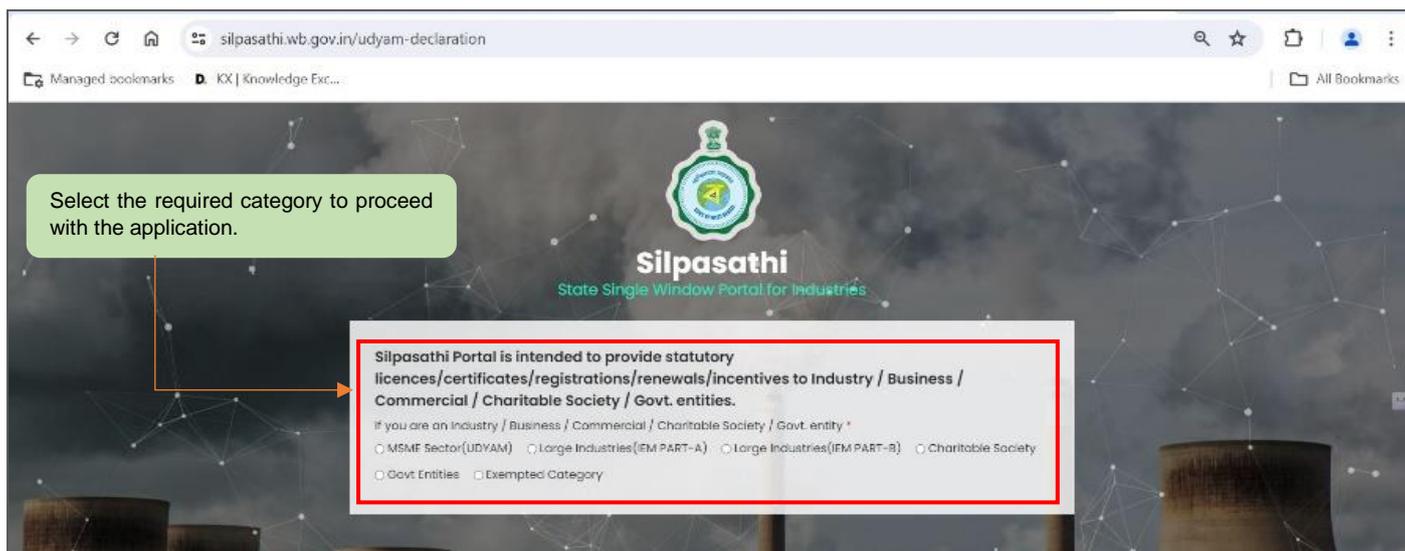


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

# User Manual

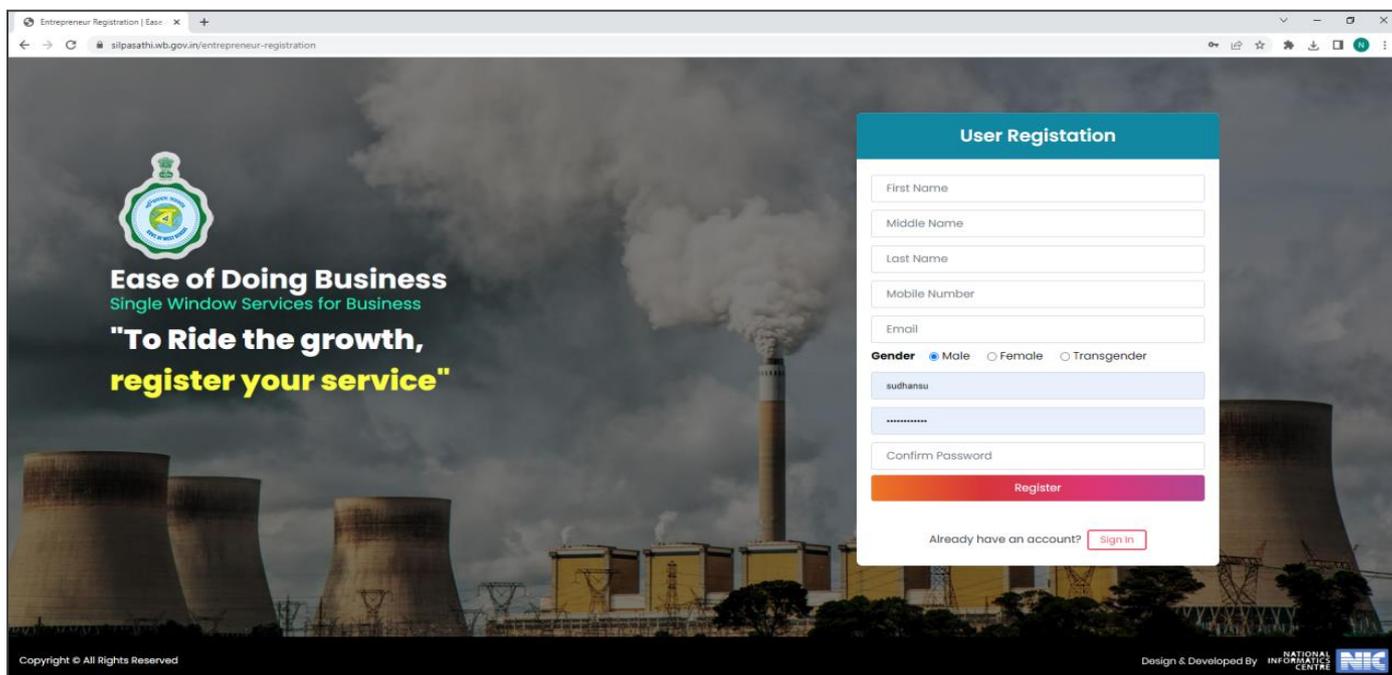
## Retail/Wholesale Drug License Retention

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



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

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

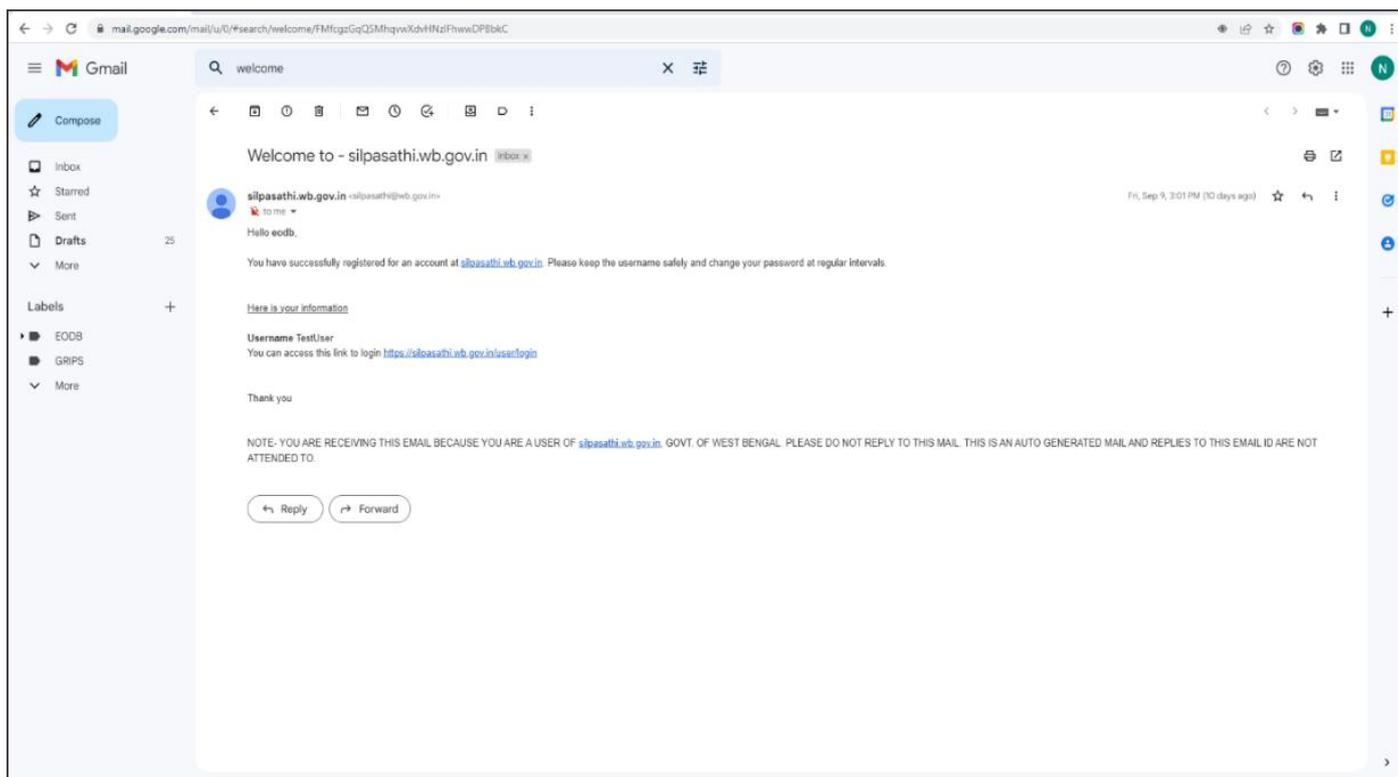


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

# User Manual

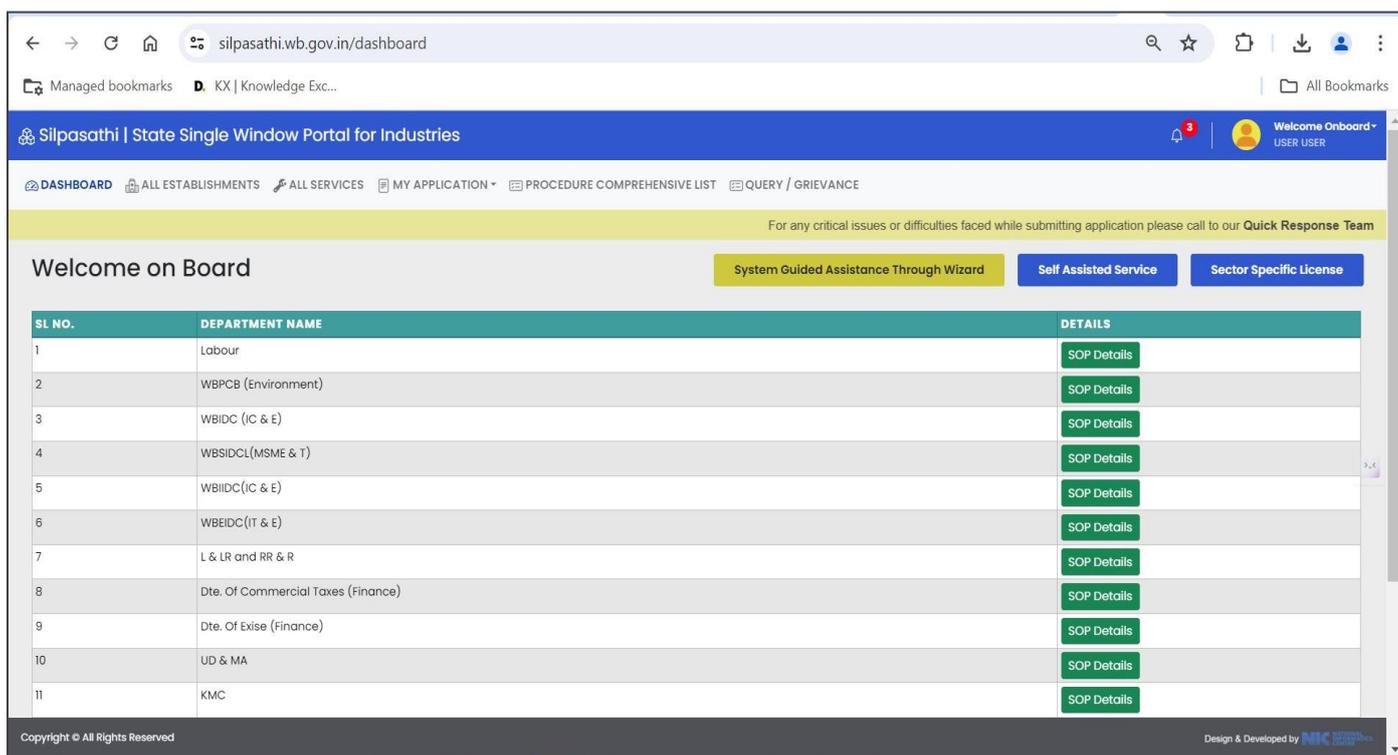
## Retail/Wholesale Drug License Retention

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



## Online Application submission

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

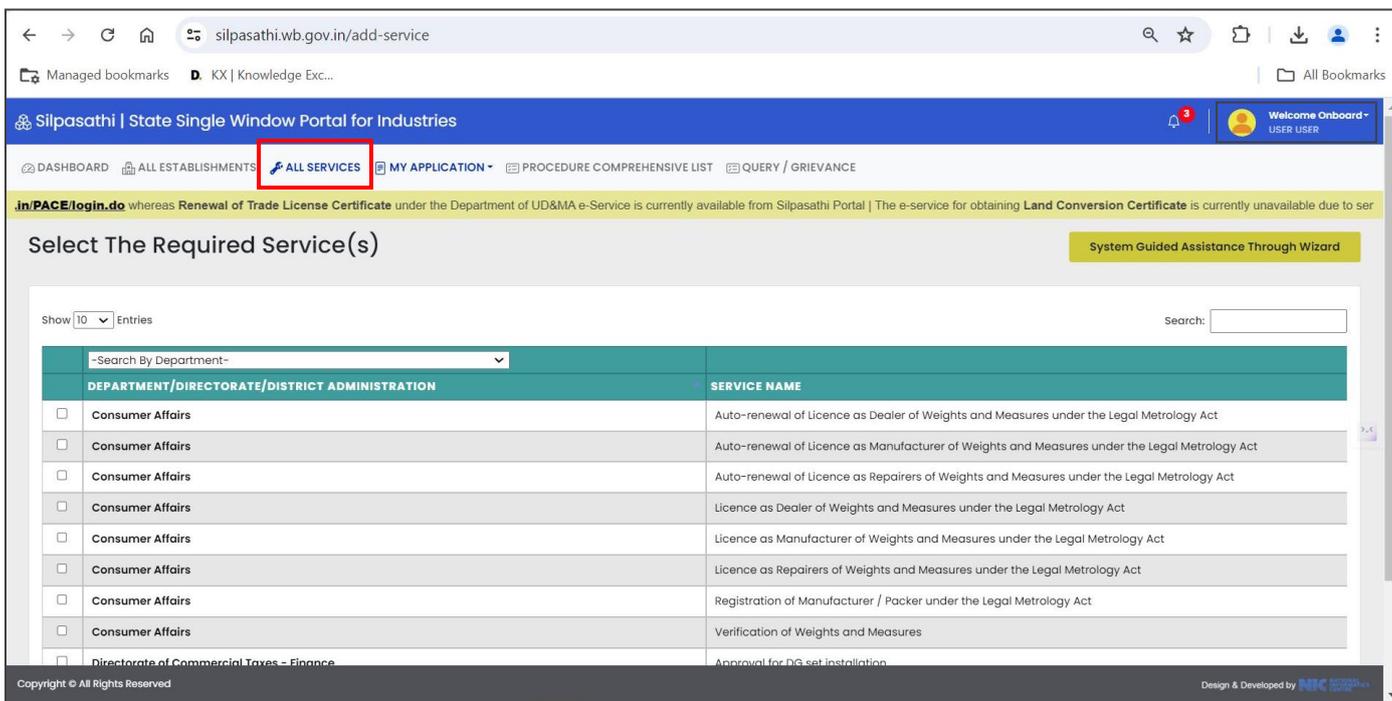


# User Manual

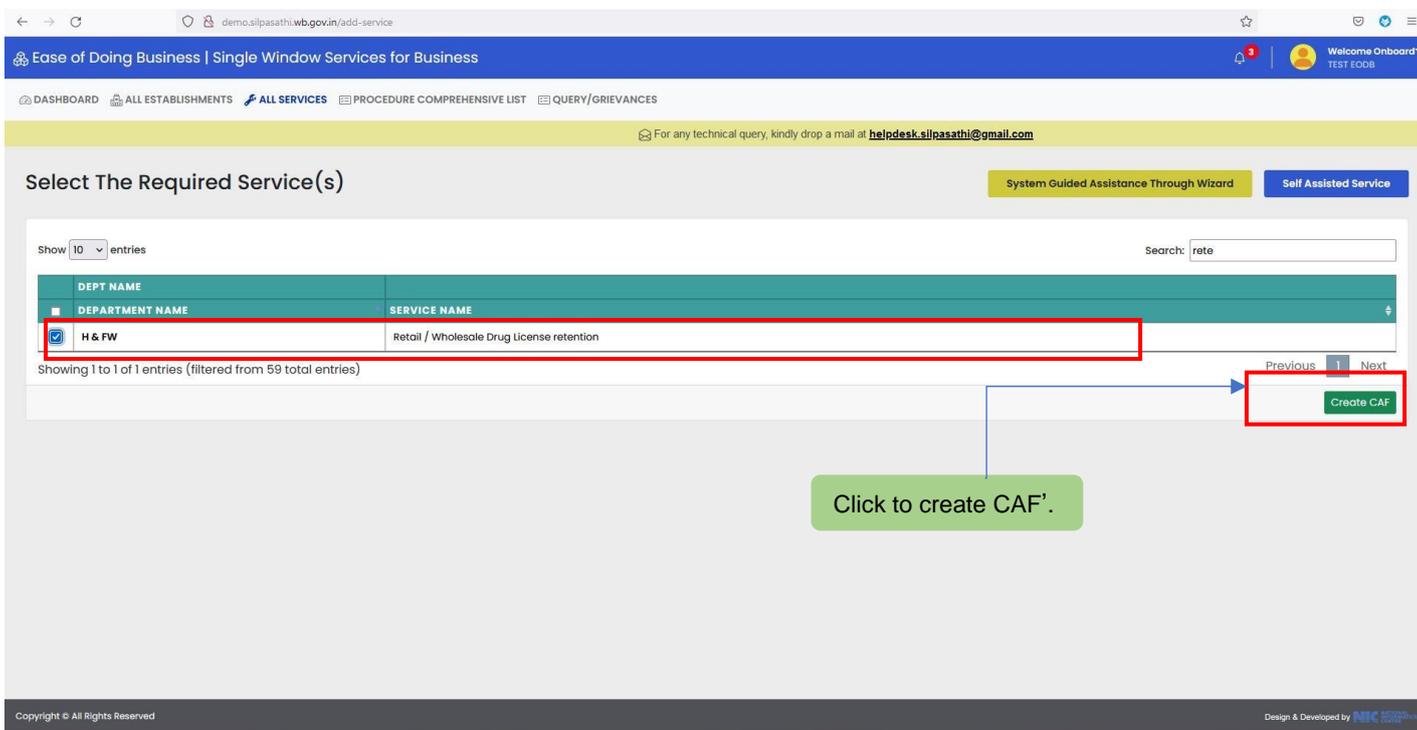
## Retail/Wholesale Drug License Retention

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 '**Retail/Wholesale Drug License Retention – H&FW**'.



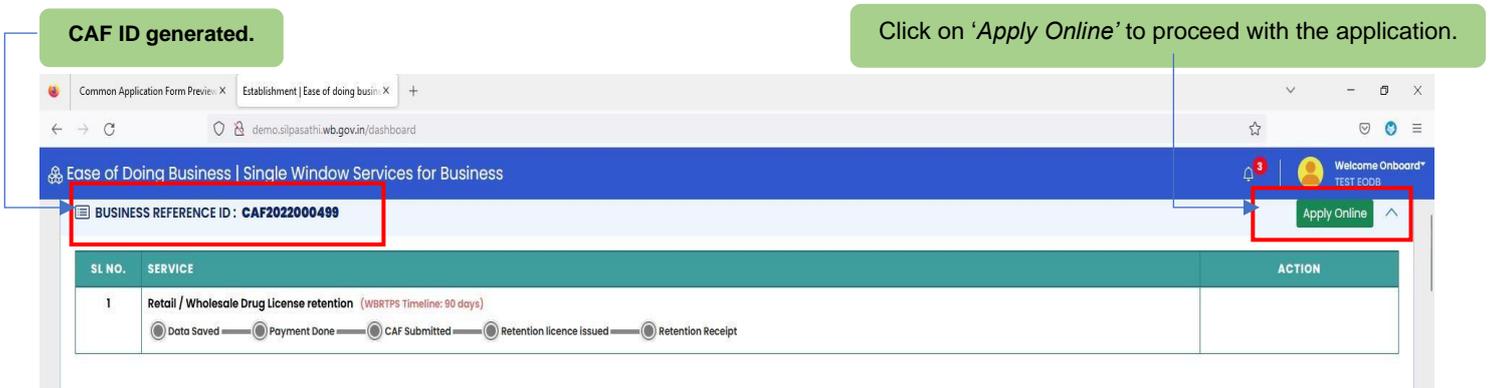
After selecting the service '**Retail/Wholesale Drug License Retention – H&FW**', the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

# User Manual

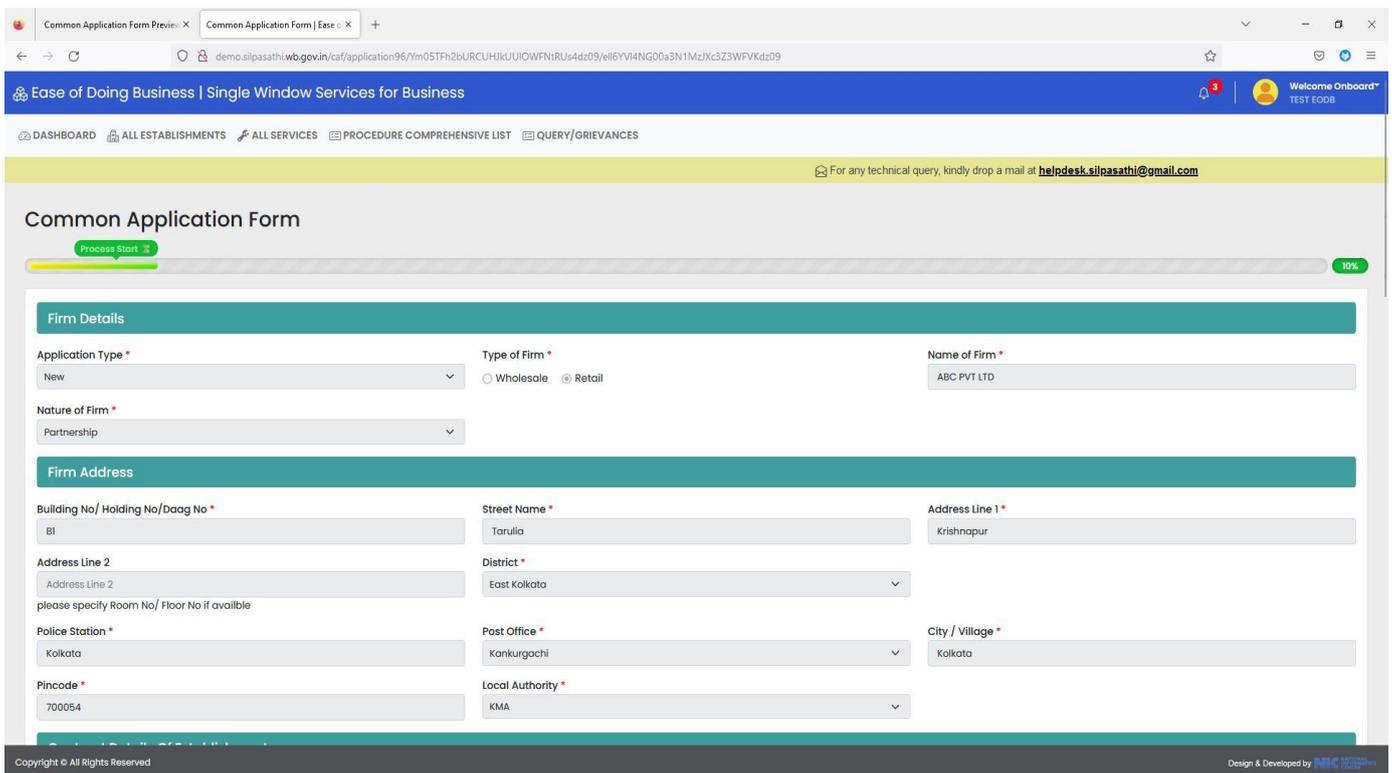
## Retail/Wholesale Drug License Retention

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

### Applicant's Dashboard



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



# User Manual

## Retail/Wholesale Drug License Retention

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

The screenshot shows the 'Service Details' section of the application form. It includes fields for 'Email', 'Landline', and 'Mobile'. Below these are 'Qualification of the person responsible for operation if granted' and 'Service Details' which includes 'Categories of drugs to be sold', 'Licence Number Bio', 'Licence Issue Date', 'Licence Valid Upto Date', and 'Licence Certificate Date'. There are also sections for 'Particulars of storage accommodation for Schedules C and C() drugs in the premises', 'Actual floor space area (sqft)', 'Height from floor to ceiling (ft)', 'Trade Licence', and 'A brief statement on construction of the premises'. At the bottom, there are fields for 'Nature of Ceiling', 'Trade Licences / Trade Enlistment Certificate', 'Do you have any other Drug Licence?', 'Whether any other application has been rejected or convicted under D & A Act?', and 'Premises Type'. A note at the bottom states: 'Whether Refrigerator has been installed to stock for sale Drugs requiring Cold storage, if so, make Machine No. and capacity are to be mentioned. If so, Refrigerator is provided has a declaration excluding such Drugs been furnished?'

The screenshot shows the 'Registered Pharmacist Details' section of the application form. It includes fields for 'Name', 'Age', 'Qualification', 'Experience (in Years)', 'Other Qualification', 'Registration No', 'Appointment Letter', 'Joining Letter', 'Educational Certificate', 'Experience Certificate', and 'Registration Certificate'. Below these fields is a table with columns: 'SL NO', 'NAME', 'QUALIFICATION', 'OTHER QUALIFICATION', 'AGE', 'EXPERIENCE (IN YEARS)', 'REGISTRATION NO', 'APPOINTMENT LETTER', 'JOINING LETTER', 'EDUCATIONAL CERTIFICATE', 'EXPERIENCE CERTIFICATE', 'REGISTRATION CERTIFICATE', and 'ACTION'. The table contains two rows of data. Below the table is the 'Owner Details' section, which includes fields for 'Owner Name', 'Owner Signature', and 'Owner Photo'. At the bottom, there is a table with columns: 'SL NO', 'OWNER NAME', 'OWNER PHOTO', and 'OWNER SIGNATURE'. The table contains one row of data. At the bottom of the form, there are buttons for '<< Back' and 'Save & Continue'.

SL NO	NAME	QUALIFICATION	OTHER QUALIFICATION	AGE	EXPERIENCE (IN YEARS)	REGISTRATION NO	APPOINTMENT LETTER	JOINING LETTER	EDUCATIONAL CERTIFICATE	EXPERIENCE CERTIFICATE	REGISTRATION CERTIFICATE	ACTION
1	Sajal Mukherjee	B.Pharm	Btech	32	5	745873	Yes	Yes	Yes	Yes	No	
2	Shyam Saha	M.Pharm	Btech	32	5	2434	No	No	Yes	Yes	Yes	

SL NO	OWNER NAME	OWNER PHOTO	OWNER SIGNATURE
1	Sujata Das		

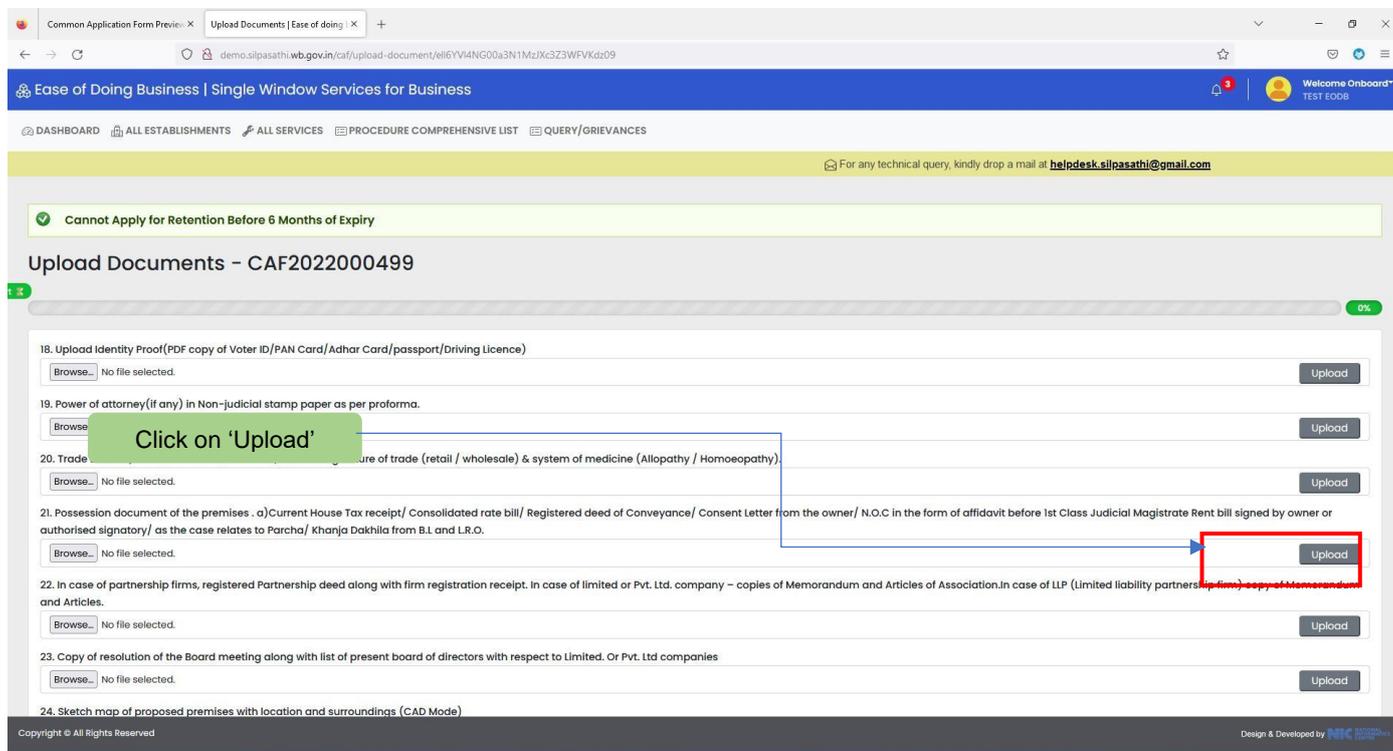
Upon completion of the application process along with document submission, the applicant clicks on the 'Submit' button for final submission of the application.

# User Manual

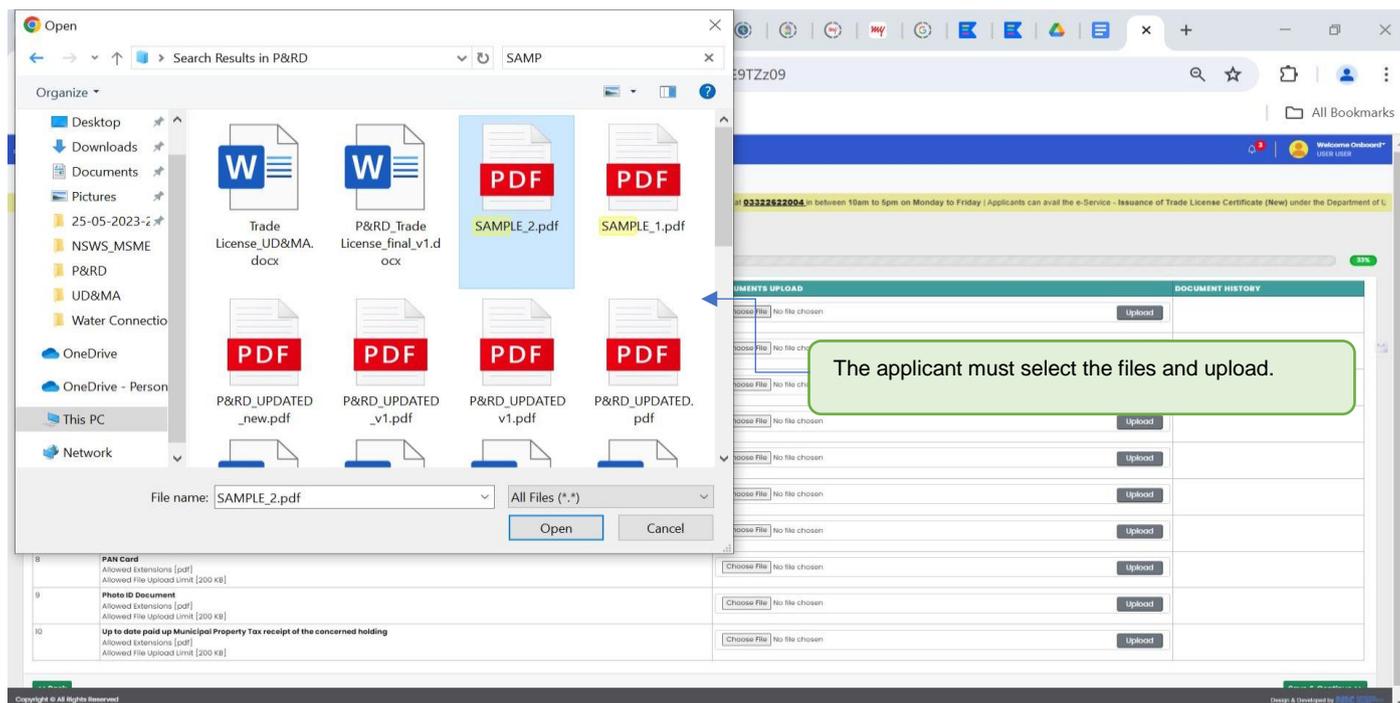
## Retail/Wholesale Drug License Retention

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

**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 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

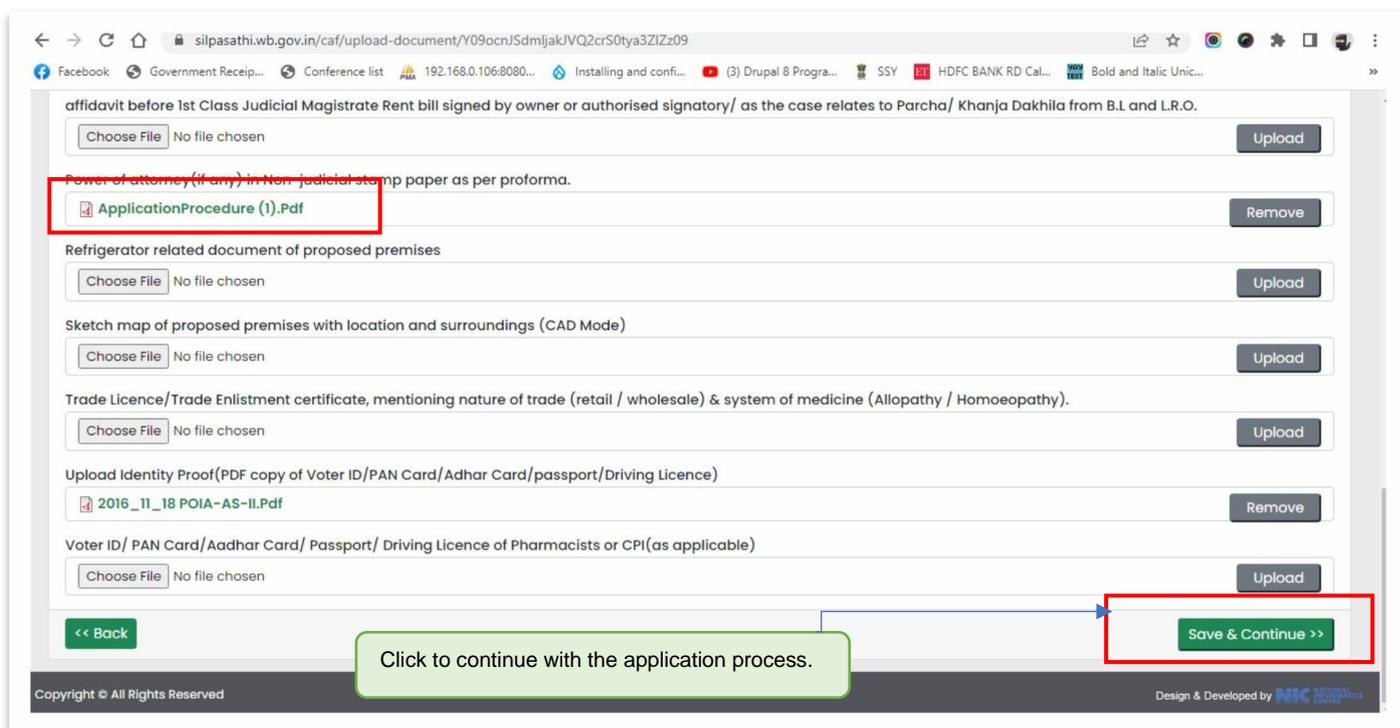
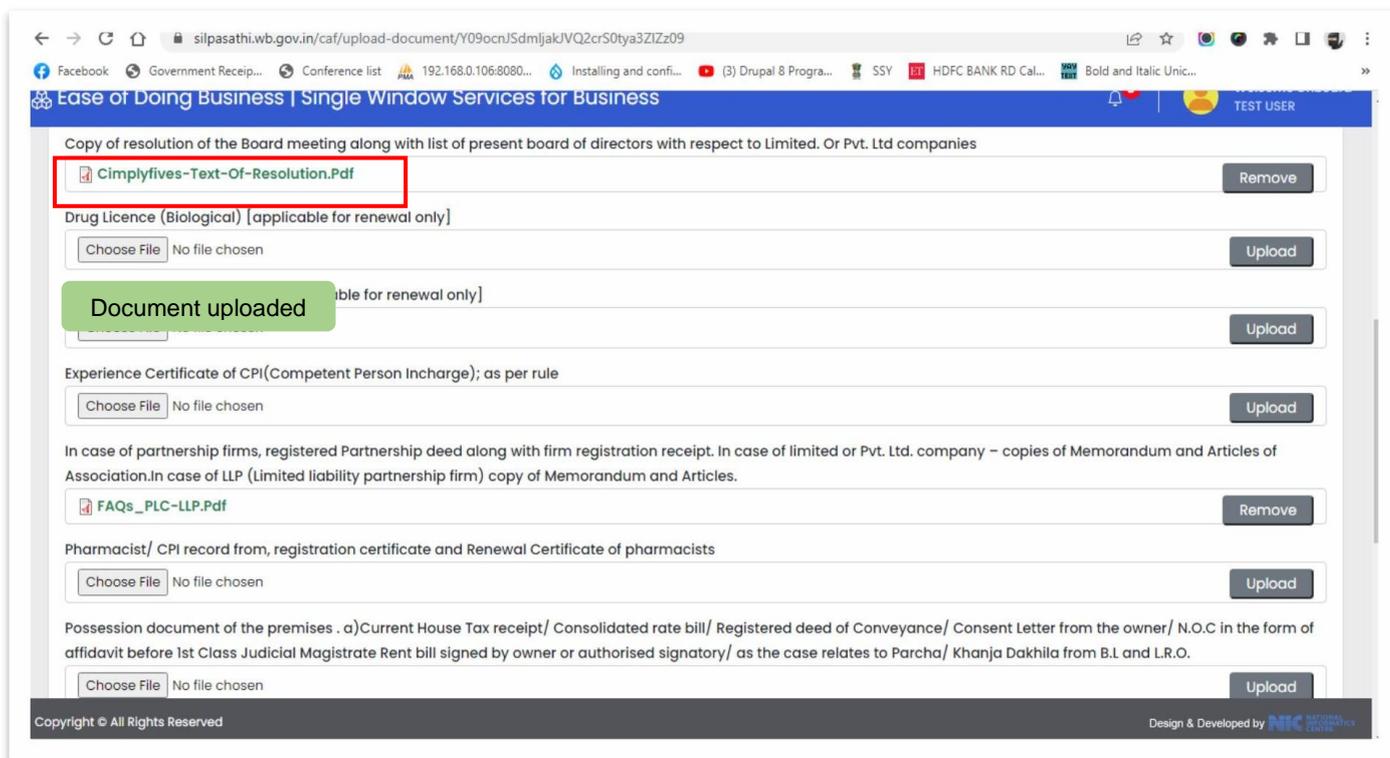


# User Manual

## Retail/Wholesale Drug License Retention

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

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

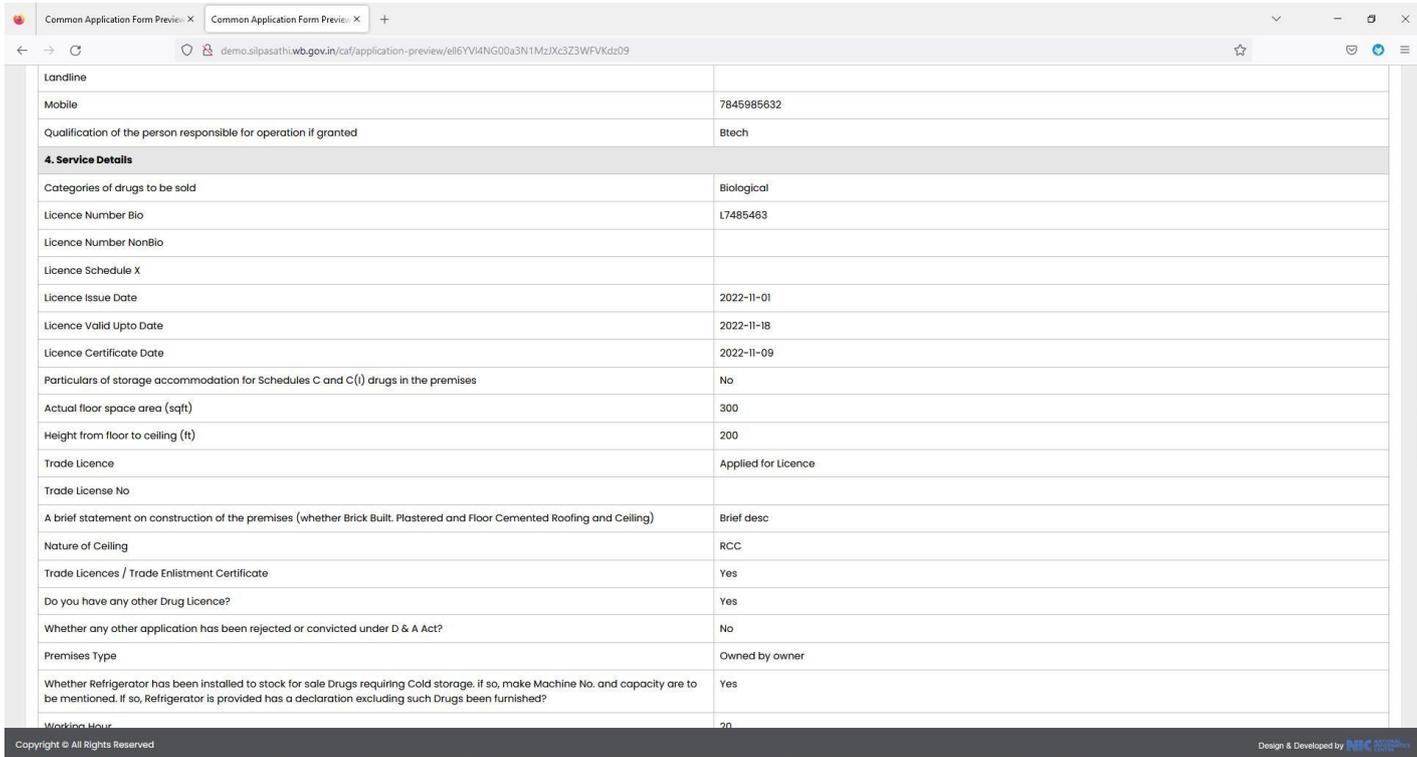
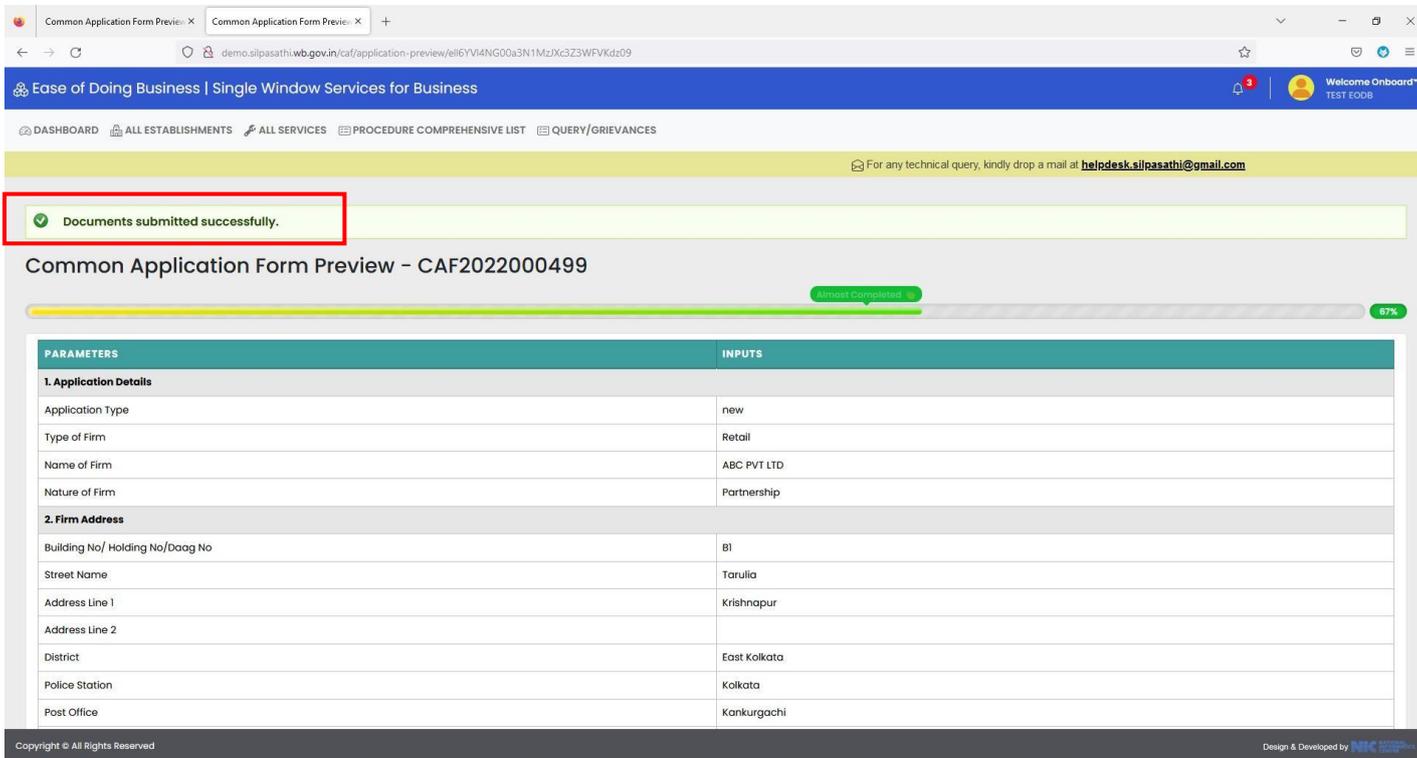


# User Manual

## Retail/Wholesale Drug License Retention

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

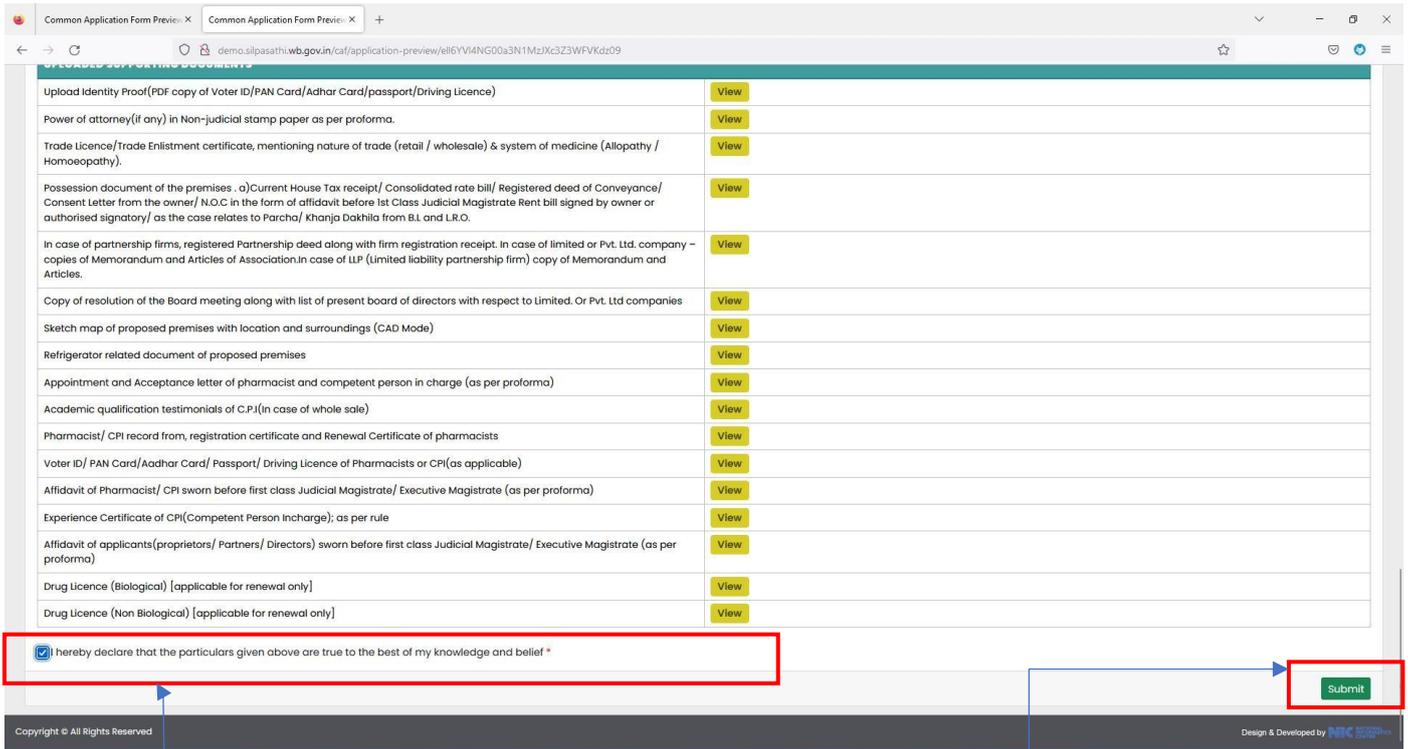
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots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



# User Manual

## Retail/Wholesale Drug License Retention

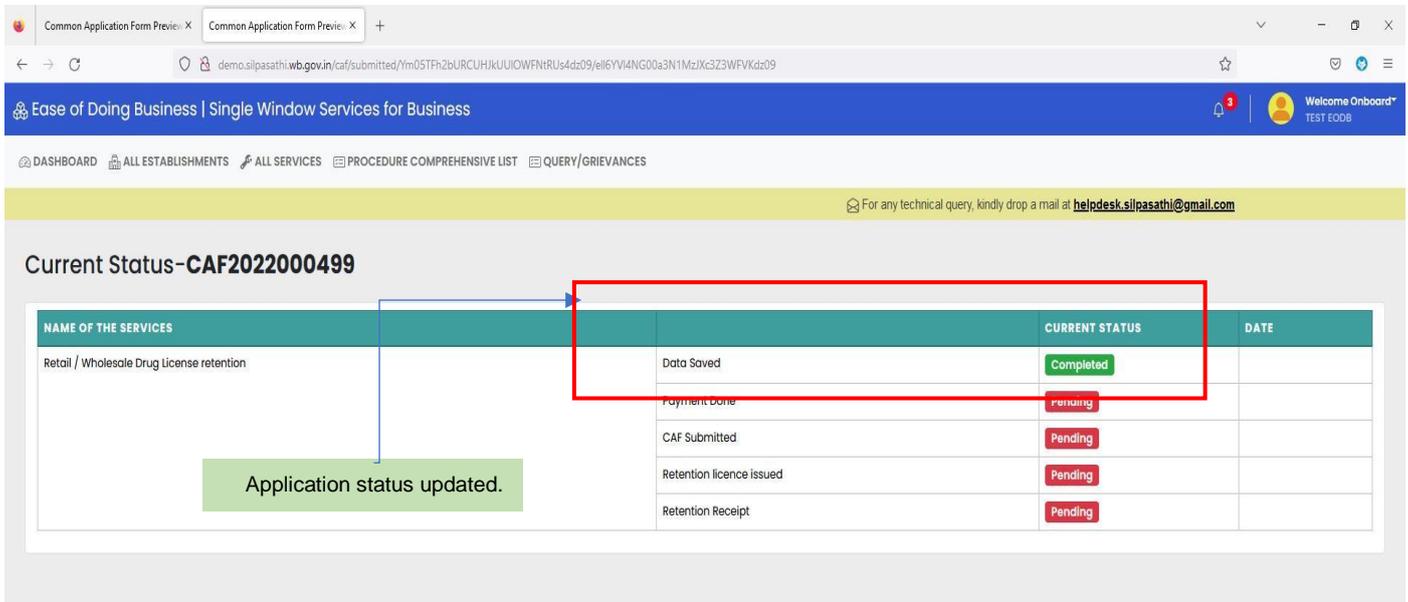
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Declaration statement

Click on submit for submission of application.

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



# User Manual

## Retail/Wholesale Drug License Retention

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

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 diagram illustrates the notification process for an application submission. It features two main components: a simulated SMS message and a screenshot of a Gmail inbox.

**SMS Message:** The message text reads: "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 time "2:03 pm" is shown at the bottom right of the message.

**Diagram Elements:** Two green callout boxes with arrows point to the SMS and email notification points. The top box is labeled "Application status notified through SMS." and the bottom box is labeled "Application status notified through email."

**Gmail Screenshot:** The screenshot shows an email from "silpasathi.wb.gov.in" with the subject "Common Application Submitted - silpasathi.wb.gov.in". The email body 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 red box highlights the subject line of the email.

# User Manual

## Retail/Wholesale Drug License Retention

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 screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The business reference ID is CAF2022000503. Below it, the application status is shown as 'Retail / Wholesale Drug License retention (WBRTPS Timeline: 90 days)'. The status is 'Data Saved', with 'Payment Done' highlighted by a red box. A 'Pay Now' button is also highlighted by a red box. A green callout box points to the 'Pay Now' button with the text 'For proceeding with payment'. Another green callout box points to the 'Payment Done' status with the text 'Application status updated.'

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

The screenshot shows the 'Payments Details-CAF2022000499' page. It includes a 'Verify Payment details' section with a 'CLICK HERE' button. Below that is a 'Details of the depositor' table with the following information:

Dept. Payment Reference Number	EODB9306987246498465	<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	CAF2022000499	
Name	TEST EODB	
Email	test.eodb@gmail.com	
Mobile	7803091500	

Below the depositor details is a 'Service wise fees details' table:

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Retail / Wholesale Drug License retention	Retention Licence Fees	0210-01-107-001-13	1500
Total				1500

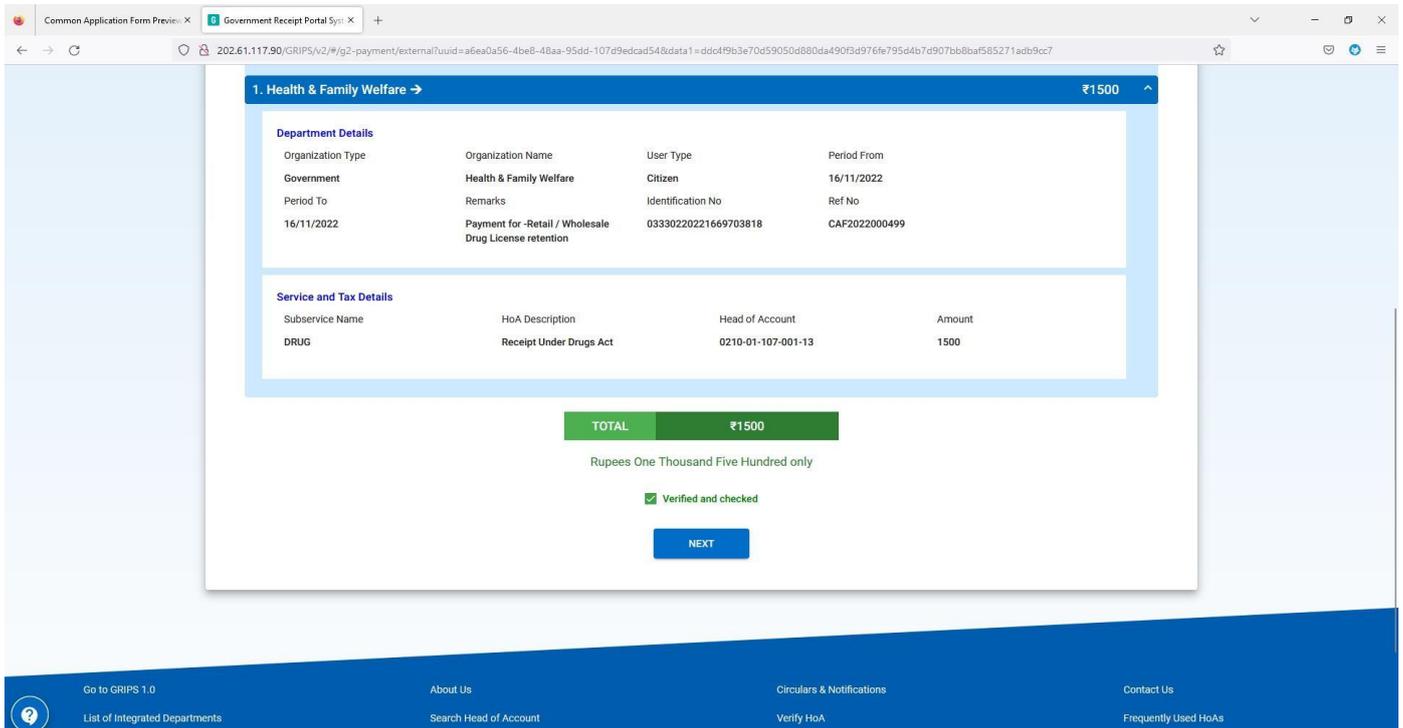
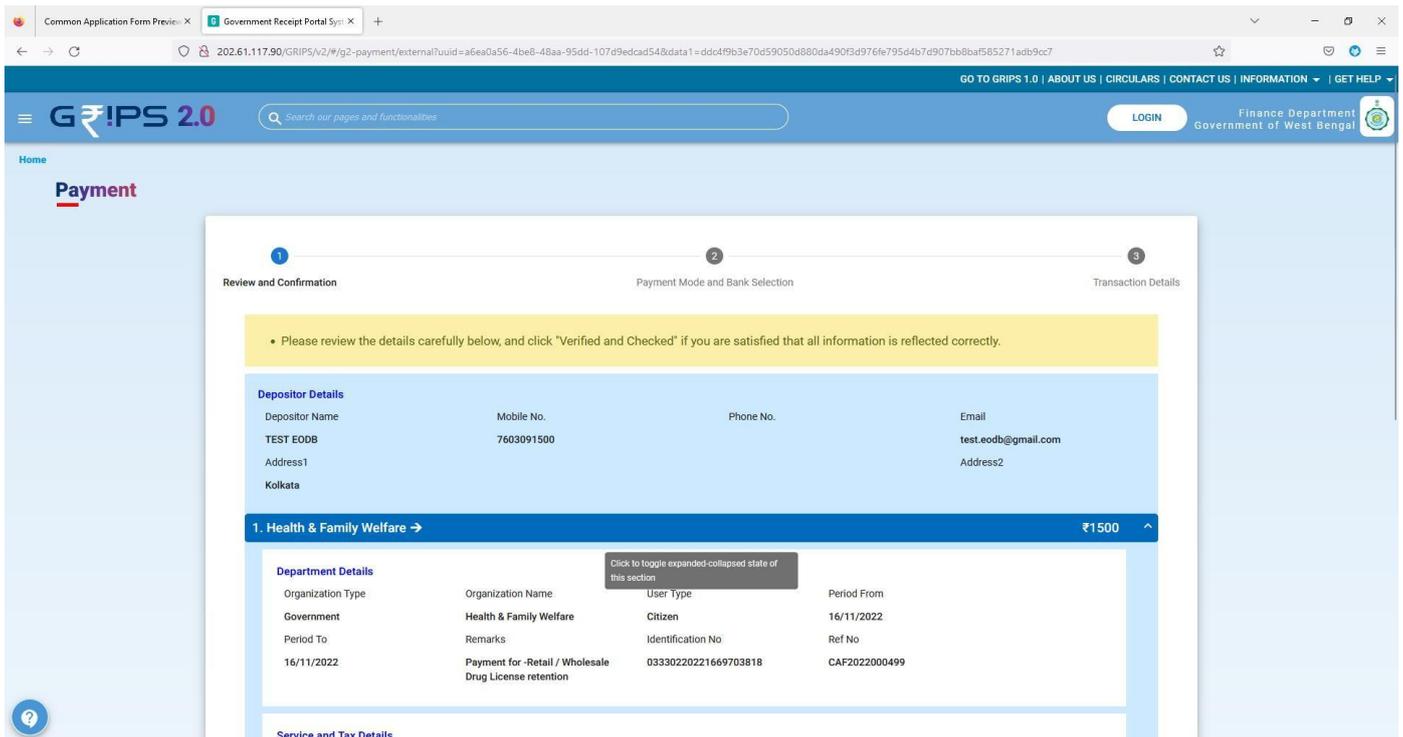
A 'Proceed to Pay' button is highlighted with a red box. A green callout box points to this button with the text 'Click here to proceed with the payment in GRIPS portal.'

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

# User Manual

## Retail/Wholesale Drug License Retention

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



# User Manual

## Retail/Wholesale Drug License Retention

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

The screenshot shows the iFMS (Integrated Financial Management System) interface for West Bengal. The page title is 'DEPOSITOR'S DETAILS'. A table titled 'Details of Payment' is displayed with the following information:

Details of Payment			
Department:	Health & Family Welfare	No. Of Head:	1
Depositor Name:	Test User	Address:	Kolkata
Mobile No:	8999999999	E-Mail:	testuser@gmail.com
Identification No:	03330220221663583248	Payment Ref. No.:	CAF2022000487
In favour of:	H & FW	Payment Mode:	NA
Period From:	19/09/2022	Period To:	19/09/2022
Total Amount[₹]:	1500	Remarks:	Payment for -Retail / Wholesale Drug License

A green callout box with the text 'Payment amount displayed.' points to the 'Total Amount[₹]: 1500' field in the table.

The screenshot shows the 'CHALLAN DETAILS' section. A table with the following columns is displayed: SUB SERVICE, IDENTIFICATION NO, HEAD OF ACCOUNT, HEAD DESCRIPTION, and AMOUNT[₹].

SUB SERVICE	IDENTIFICATION NO	HEAD OF ACCOUNT	HEAD DESCRIPTION	AMOUNT[₹]
DRUG	03330220221663583248	0210-01-107-001-13	Receipt Under Drugs Act	1500
Total Amount:				1500
IN WORDS:				ONE THOUSAND FIVE HUNDRED ONLY.

Below the table, there is a 'Select Payment Mode' dropdown menu with 'SBI Epay' selected. There are 'CONFIRM' and 'CANCEL' buttons below the dropdown.

At the bottom of the page, there is a navigation bar with links: Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities. Below this, it says 'Site Maintained by TATA Consultancy Services Ltd.'

# User Manual

## Retail/Wholesale Drug License Retention

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

Payments through GRIPS portal  
Health & Family Welfare

Payment Mode: SBI Epay

Select Bank to make payment

Bank Easy Search:

Select Bank: SBI EPay

RESET PROCEED CANCEL

Home | Payment of Taxes & Non-taxes Revenue | Reprint of Challan | GRN Status | Search your Challan | Departmental Activities

Site Maintained by TATA Consultancy Services Ltd.

wbifms.gov.in says  
Please note GRN: 192022230124353448 for future reference.

OK

DEPOSITOR'S DETAILS

Challan Details For GRN NO.: 192022230124353448

Payment Status:	Pending	Bank Name:	SBI EPay
GRN Date:	19/09/2022 16:01:01	BRN Date:	Pending
No. of Challan:	1	BRN:	Pending
Identification No:	03330220221663583248	Dept. Ref. No:	CAF2022000487
Depositor Name:	Test User	Address:	Kolkata
On behalf Of:	H & FW	Depositor's Type:	Citizen
Mobile No.	8999999999	E-Mail:	testuser@gmail.com
Period From:	19/09/2022	Period To:	19/09/2022
Total Amount[₹]:	1500	System Time:	19/09/2022 16:01:01

PAYMENT DETAILS

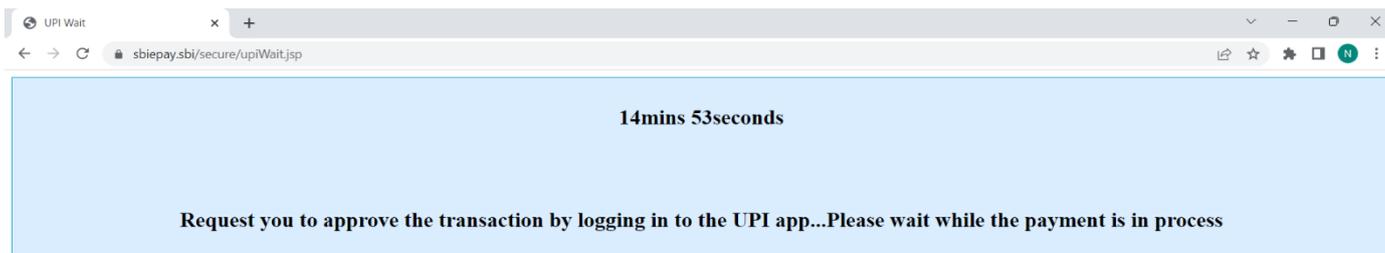
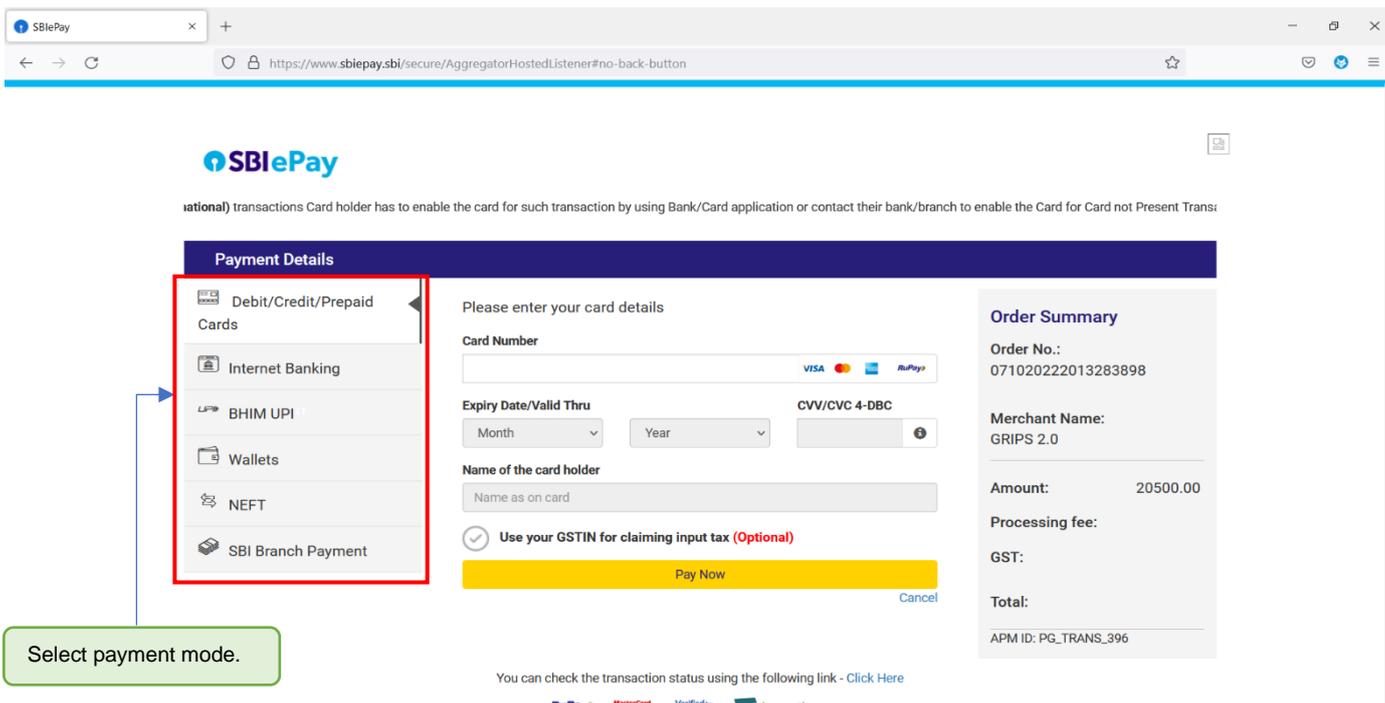
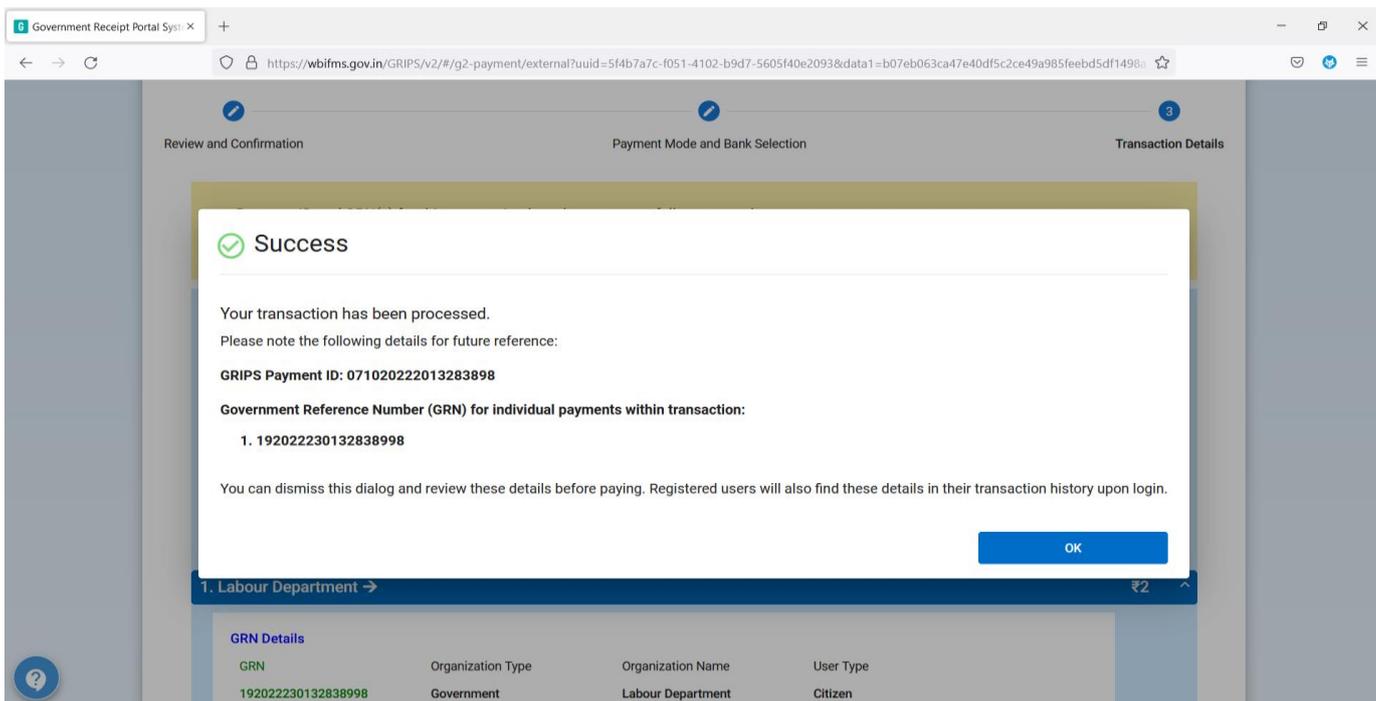
SERVICE TYPE	IDENTIFICATION NO	HEAD DESCRIPTION	HEAD OF ACCOUNT	AMOUNT[₹]
DRUG	03330220221663583248	Receipt Under Drugs Act	0210-01-107-001-13	1500
Total Amount:				1500
IN WORDS: ONE THOUSAND FIVE HUNDRED ONLY.				

PROCEED CANCEL

# User Manual

## Retail/Wholesale Drug License Retention

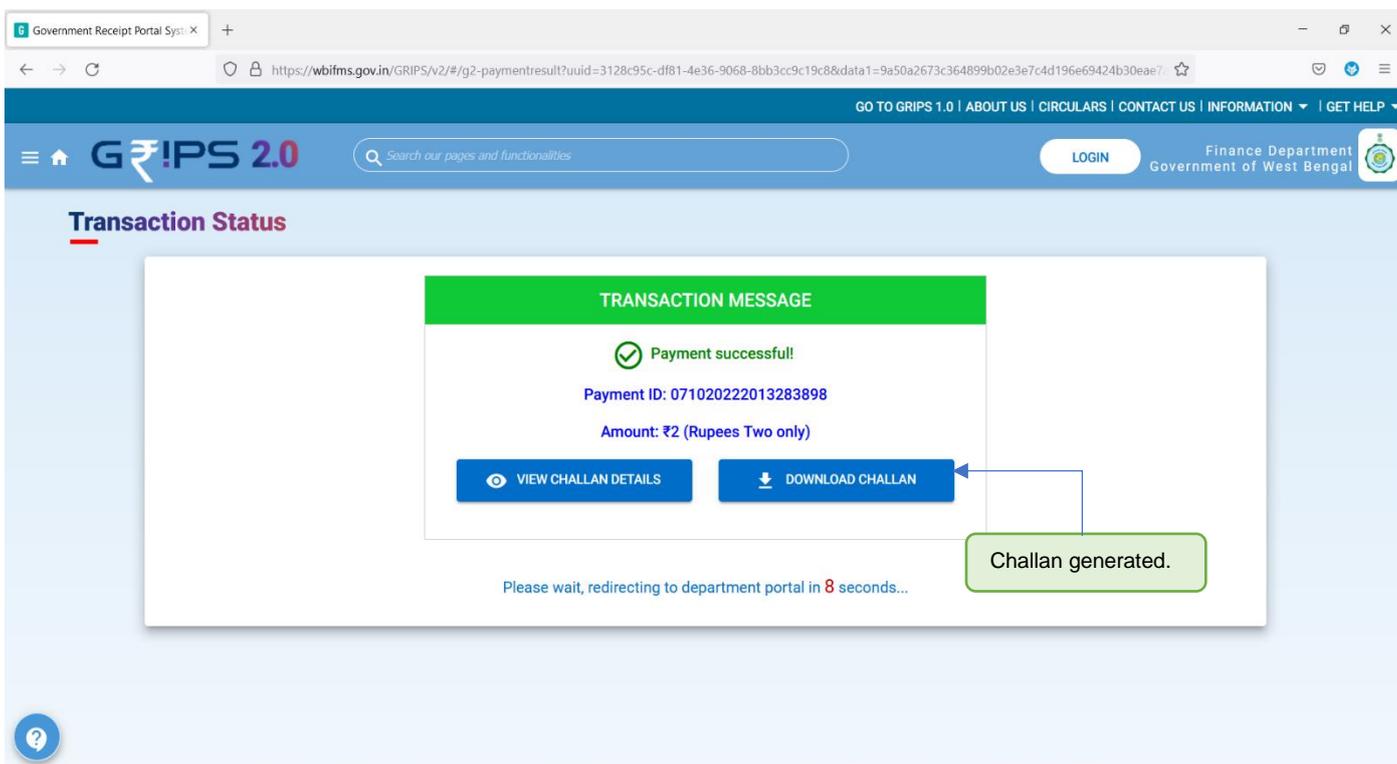
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



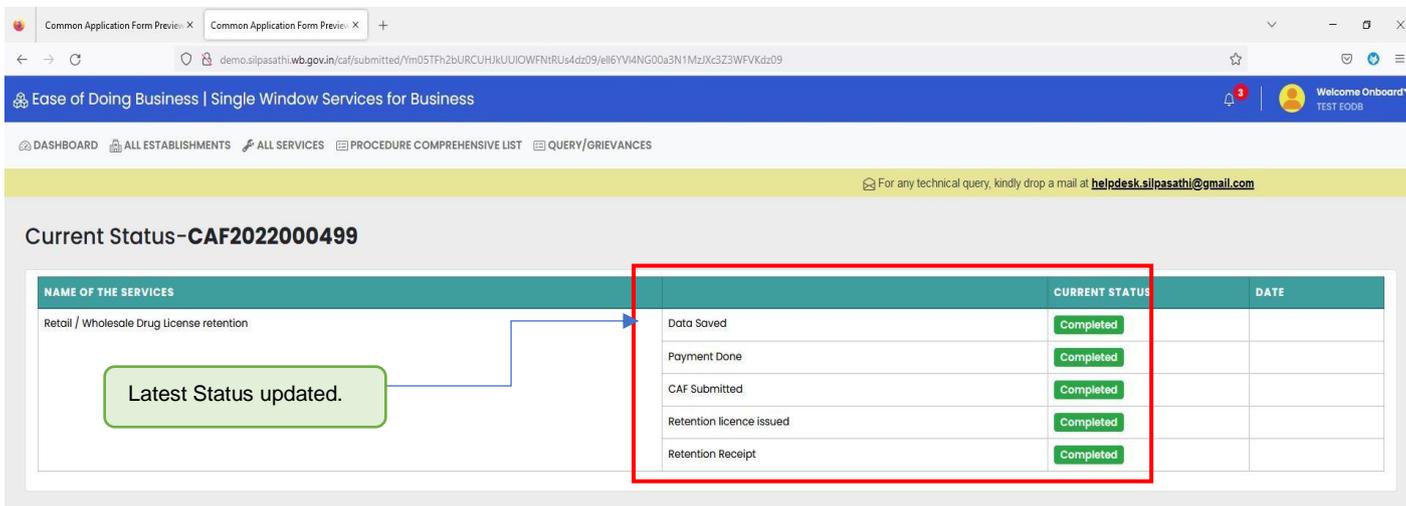
# User Manual

## Retail/Wholesale Drug License Retention

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



After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



# User Manual

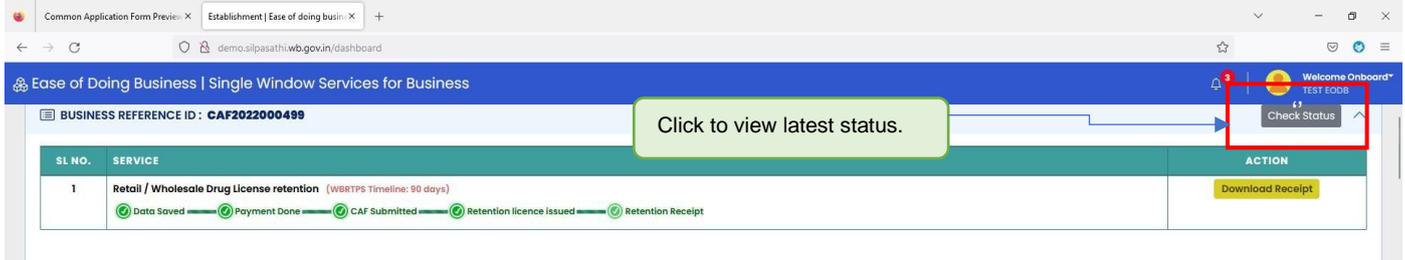
## Retail/Wholesale Drug License Retention

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

### 3. Track Status of Application

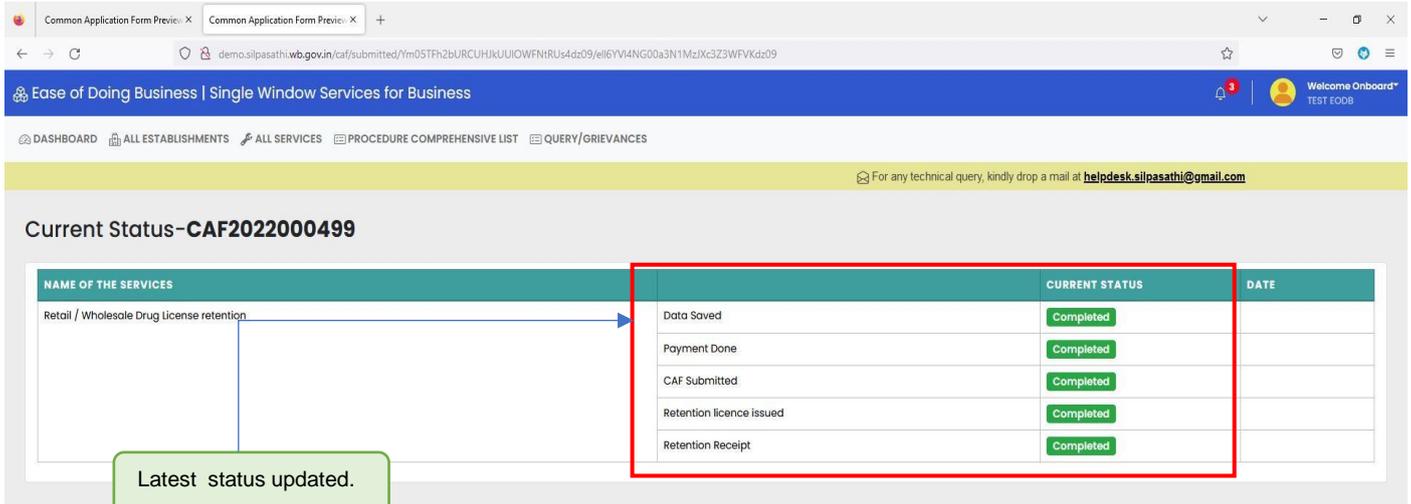
The applicant has to click on 'Check Status' to view the latest status of the application.

#### Applicant's Dashboard



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

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



# User Manual

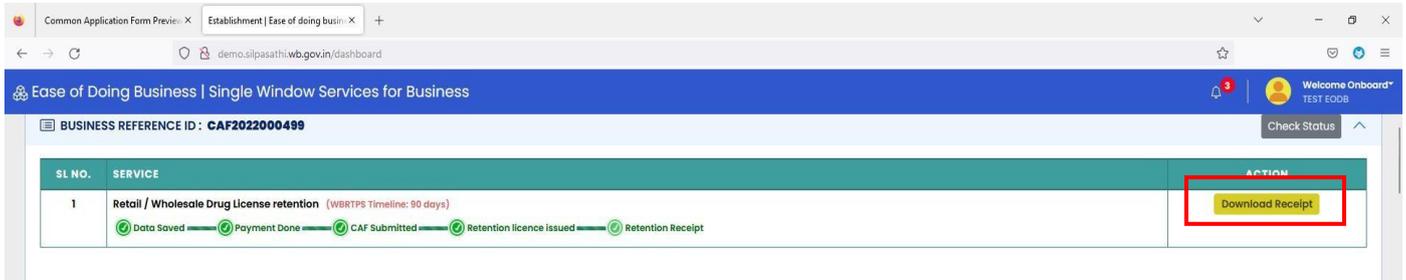
## Retail/Wholesale Drug License Retention

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

### 4. Online Download of final approval certificate

The applicant has to '**Download Receipt**' to view further.

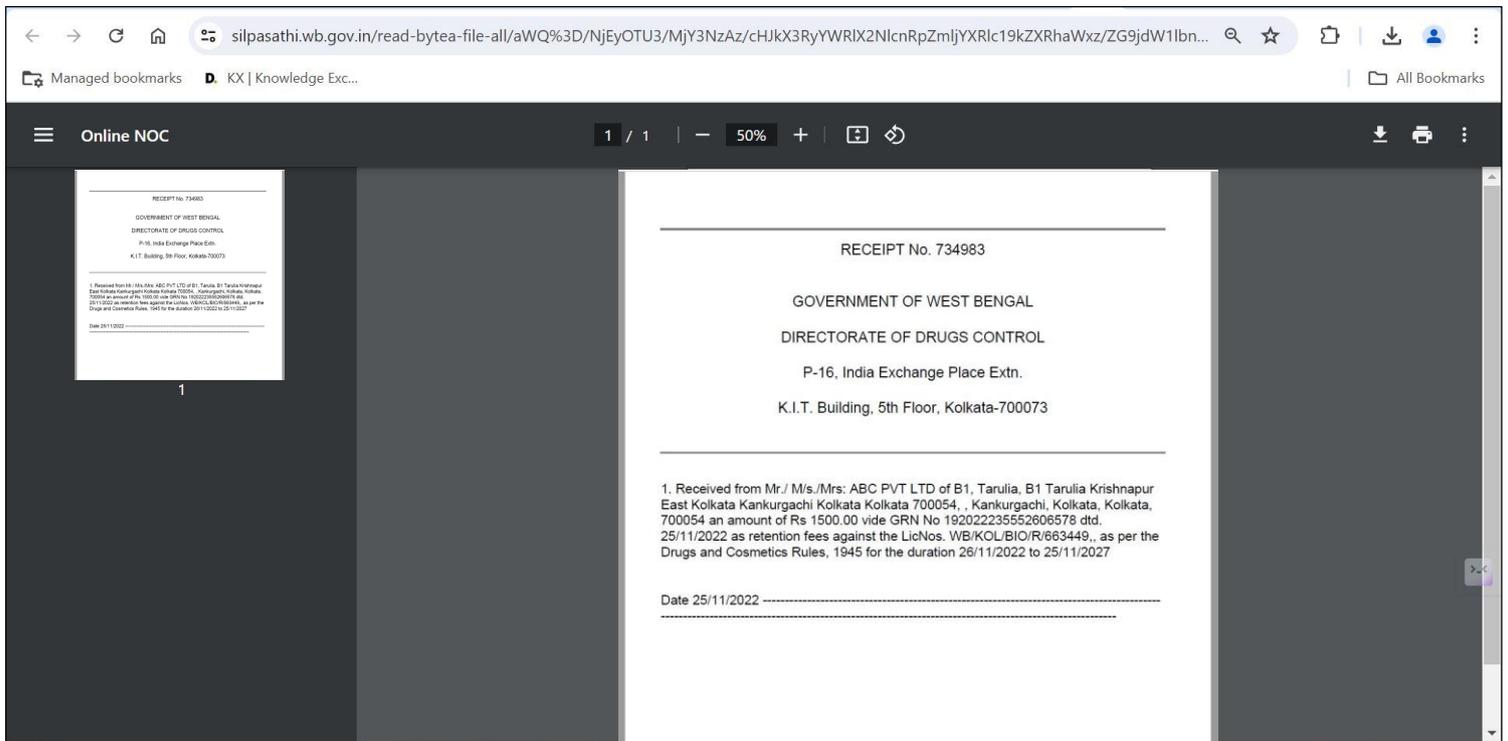
#### Applicant's Dashboard



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

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

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

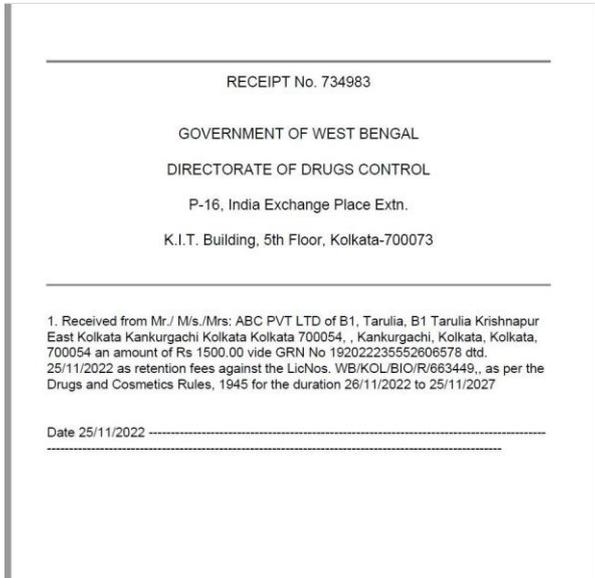


# User Manual

## Retail/Wholesale Drug License Retention

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

One Approval certificate document has been illustrated below:



### 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.

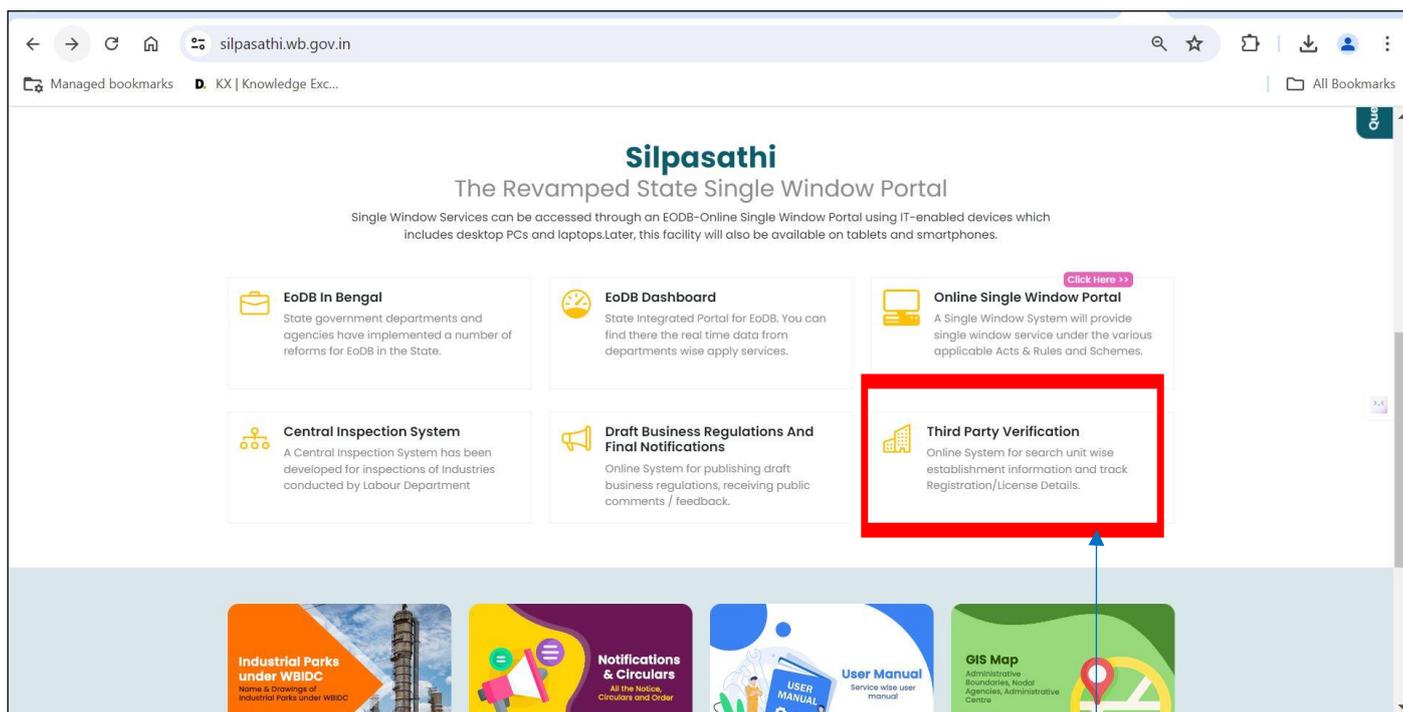
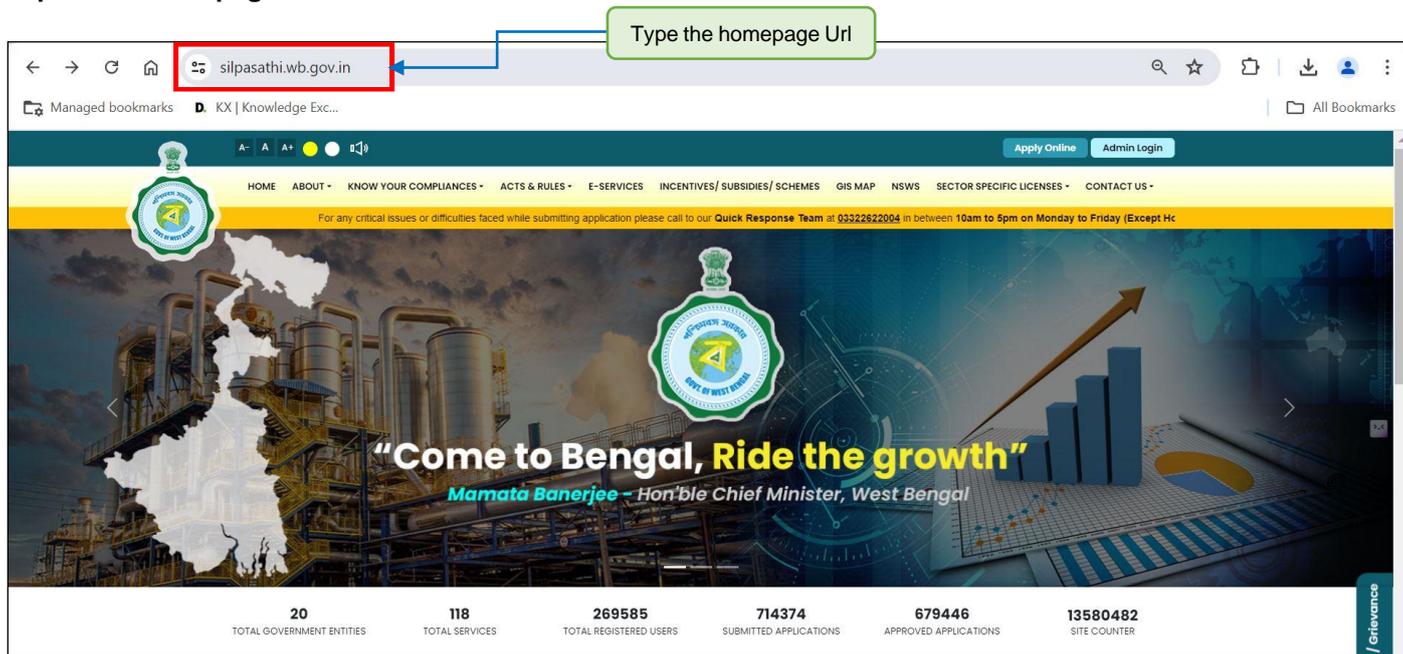
(Screenshots below):

# User Manual

## Retail/Wholesale Drug License Retention

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

### SilpaSathi Homepage



Select 'Third Party Verification'

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

## Retail/Wholesale Drug License Retention

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

**Third Party Verification**

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

Select Services \*

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

Enter Registration number/ License number to view details.

The third party can view the details as illustrated below:

**Track Registration/License Details**

Select Services \*

Parameter	Output
Drug Category	Biological
Date	28-11-2022
Firm Name	ABC PVT LTD
Building Particulars	Building No: B1 Street Name Tarulia 3rd Lane Post Office: Kankurgachi Police Station Kolkata City Kolkata Pincode 700054, East Kolkata

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