



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

User Manual

Grant of Fire License

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

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Introduction

This document is intended to serve as a User Manual for grant of the service "**Grant of Fire License**" 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

Grant of Fire License is required to ensure that a business or establishment meets fire safety regulations and protects the lives of people and property from fire hazards. 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

#	Documents Required	Detailed Description
1.	Consent Letter of Landowner, if rented premises	A Consent Letter of Landowner is a document that grants permission to an individual or organization to use their land for a specific purpose
2.	FSR document, if yes	Fire Safety Recommendation Certificate

The applicant is required to submit the following documents in order to apply for the service:

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#	Documents Required	Detailed Description
3.	Old License (if any)	Old License
4.	PAN Card of the applicant	Permanent Account Number
5.	Upload other documents (if any)	Upload other documents

Timeline (WBRTPS)

Grant of Fire License has an WBRTPS timeline of 60 days till approval by the authorities.

Instructions related to the application form

SI. No.	Field Name	Instructions
1.	Applicants Basic Information	Enter Applicants Basic Information which include name, phone number, email id, ID card, etc
2.	Address of the Property	Enter address details of the property: block, municipality, mouza, pincode
3.	Communication Address	Enter details of the address for communication
4.	Floor Area Details	Enter details of floor area
5.	Property details	Enter address
6.	Open Water Premises	Enter address, pin code, etc.

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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 <u>https://silpasathi.wb.gov.in</u>/ and click on 'Apply online' button.



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

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A sign-up window appears on the screen. The user has to select '<u>Create New</u>' 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 <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> 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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	NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YO ATTENDED TO.	U ARE A USER OF <u>silpasathi.wb.posin</u> . 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
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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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2	WBPCB (Environment)		SOP Details
3	WBIDC (IC & E)		SOP Details
4	WBSIDCL(MSME & T)		SOP Details
5	WBIIDC(IC & E)		SOP Details
6	WBEIDC(IT & E)		SOP Details
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The applicant has to click on <u>'ALL SERVICES'</u> 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 <u>the checkbox</u> adjacent to the service named <u>Grant</u>

of Fire License

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Copyright © A	All Bights Reserved		Click to create CAF'.	Design & Develo	Create CAF	Staties.

After selecting the service **Grant of Fire License**, the applicant has to click on <u>'Create CAF'</u>. 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 proc	ceed with the applicatio
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G For any technical query, kindly d	rop a mail at <u>helpdesk.silpasathi@gmail.com</u>				
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Add Establishment	System Guided Assistance Through Wizard	Self Assisted Service	Licenses For Tourism Industry	Query Submission / Tracking	Your Profile
Your Selected Service	9(S) 022000421				Apply Online
SL NO. SERVICE					ACTION
1 Grant of Fire License (WB	RTPS Timeline: 60 days)				

After clicking on '<u>Apply Online</u>' 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):

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Premises Or Site Address For Which	Fire License Is Desired			
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	Nearest Fire Station to the Premise	25 *		
Code *				

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Accessibility of Fire Engines	Capacity of fire pumps in fittes per second	Capacity of fire pumps normal work pressure	Capacity or underground or overneda reservoir
Test Accessibility of Fire Engines	100	50	250
Details Of Nearest Open Water Premises (Tank	Or River)		
Distance of the nearest open water (tank or river) in meters	Access Details	Approximate Area (in square meters)	Approximate Depth (in meters)
10	Test Access Details	100	50
Other Relevant Information			
Height of the building(in meters) *	Nature of Occupancy *	Annual Municipal Value of Warehouse or Workshop *	Other Information
15	Business 🗸	1000	Test Other Information
Have you obtained FSR for the Premises for which Fire License	If Yes, Please provide the FSR No *	Have you obtained FSC for the Premises for which Fire License	If Yes, Please provide the FCS No *
Is needed? * Yes	12345	is needed *	123456
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Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit</u>' button for final submission of the application.

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

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Upload Documents - CAF2022000421 3	
10. Consent Letter of Land Owner, if rented premises.	
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12. FSC document (if Yes)	
Choose File No file chosen	Upload
13. FSR document (if Yes)	
Choose File No file chosen	Upload
14. Old License, if Any	
Choose File No file chosen	Upload
15. PAN card of the applicant	
Choose File No file chosen	Upload
11. Site Plan with Section Drawing in 1:100 scale cut into A4 sized pages(Upload Multiple pages)	
Choose File No file chosen	Upload
9.UPLOAD OTHER DOCUMENTS(IF ANY)	
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Add more file	
3.Site Plan with Section Drawing in 1:100 scale cut into A4 sized	
Owner (P) Project (P) Operating (P) Project (P)	
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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

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		The applicant must select the files and upload
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The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.

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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 <u>'Submit'</u> button, as illustrated in the screenshots below.

Application Form

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application

Grant of Fire License

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

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NAME OF THE SERVICES		CURRENT STATUS	DATE		
Grant of Fire License	Applied	Completed			
	Forward	Pending			
	Accept the Application for Payment	Pending			
	Payment Completed	Pending			
	Approve/Reject	Pending			
Application status updated.					
Copyright & All Rights Reserved			Design & Developed by		

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.



Grant of Fire License

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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 '<u>Pay Now</u>' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

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Status Dashboard

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Grant of Fire License

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

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Grant of Fire License

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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-CAF202200057	72				
Details of the depositor					
Dept. Payment Reference Number	EODB9871923442807533	Note: By pressing "Confirm Payment" button you are redirected to Grips portal.			
CAF Number	CAF2022000572	not press back button or refresh. You will automatically redirect to dashboard a			
Name	Test User	successful payment. Please don't be confused if not redirected automatically, you			
Email	testuser@gmail.com	payment status will be updated shortly.			
Mobile	8999999999				
Service wise fees details					
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<< Back				Proceéd to Pay	
(Click here to proceed with the pay	yment in GRIPS portal.			
Copyright © All Rights Reserved				Design & Developed by	

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

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Grant of Fire License

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

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The applicant can choose his required mode of payment.

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Grant of Fire License

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

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Grant of Fire License

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

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Grant of Fire License	Applied	Completed	
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	Payment Completed	Completed	
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3. Track Status of Application

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

oplicant's Da	shboard		Click on '	Check Status' to check	ck the latest
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OUR Selected Servic	e(s) 2022000421				Check Status
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Note: Latest status can be seen any time through Applicant's Dashboard

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

Grant of Fire License

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Grant of Fire License	Applied Forward Accept the Application for Payment Payment Completed Approve/Reject	Completed Completed Completed Completed Completed		

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

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

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'View and download' icon to download the Final Approval Certificate issued.

Grant of Fire License

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Registration Date		17/09/2022		
Name		Mr.ttt		
Date of Birth		01-09-2004		
Age		18		
Gender		Male		
Mobile No		7603091500		
E-mail		t@g.com		
Aadhaar Card No		121234345665		
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	License is hereby granted to aaa under Section 12 of th being No. (a) 33, Coochbehar, Coochbehar, Pincode - warehouse/workshop for storing or processing or keepin	ne West Bengal Fire Services Act, 1950, to use the building or plac 736101, P.S Dinhata PS, Nearest Fire Station - Cooch Behar as ng (b)	a	
	1. Aluminium Dust - 1000 Ltr.	-OAO-		
	subject to the conditions noted below and such other co It is hereby acknowledged that a sum of Rs. 90000 17/09/2022 to 16/09/2023 in respect of the aforesaid lic	nditions as may be prescribed.) being the license fee due by the said aaa for the period from ense has been received @Rs. 90000 per annum.	n	
	CONDITIONS ABOVE REFERRED TO:			
	(1) The warehouse/workshop shall at all times be open to in Brigade, as may be appointed by the Director General of Fire	spection by such officer or officers, being member or members of the Fin Service.	e	
	(2) The warehouse/workshop shall confir	st Bengal Fire Services Act, 1950.		

Grant of Fire License

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The certificate as downloaded:



Grant of Fire License

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5. Third Party verification details

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

Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage





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

$\leftarrow \rightarrow C \widehat{\square} =$	silpasathi.wb. KX Knowledge	gov.in/third-party-verification	User	can also directly use t	his url	D 🕹 🛓 🔹 :
	G Select Langua	Ige 🔻 🗛 🗛 🦲 💽 🖏		Apply C	Online Admin Login	A
Ó	HOME ABO	DUT • KNOW YOUR COMPLIANCES • ACTS & RULES • E-SER	VICES INCENTIVES / SUBSIDIES / SCHEMES	GIS MAP NSWS SECTOR SPECIFIC LICENS	SES - CONTACT US -	
	Silpasath The Revan	ni nped State Single Window Portal	For any c	ntcal issues or difficulties faced while submittin	g application please call to c	
	Third Pa	irty Verification				
	Track Regis	stration/License details through Silpasath	i Portal			2.4
	Select Servic Allotment	ces * of land in Industrial Area (WBIDC) - (Industry, C ~	Registration Number / License Num	ber / Others *	Search	
	SI No.	Service Name		Department Name	Action	
	1	Brand/Label Registration		Finance (Excise Directorate)	Click Here >>	evance
	2	Building Plan Approval		UD&MA	Click Here >>	y / Gri
	3	Issuance of approval post plinth inspection		UD&MA	Click Here >>	Guer
	4	Issuance of Occupancy Certificate		UD&MA	Click Here >>	

Enter Registration number/ License number to view details.



clicking on Search.

Grant of Fire License

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

The third party can view the details as illustrated below:



Select Services * Grant of Fire License - (Fire and ES)		Registration Number / License Number / Others *	Search	
Parameter	Output			
Registration Number	FL0225182220	FL0225182220400344		
Registration Date	17-09-2022			
Name of the Establishment	Test EoDb aad	Test EoDb aaa		
Location of the Establishment	33, Coochbeh	33, Coochbehar, Coochbehar, Pincode - 736101, P.S Dinhata PS		

All efforts have been n West Bengal as well as inaccuracy in the infor