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**Department Industry, Commerce and Enterprises,
Government of West Bengal**

Applicant (Organisation) Guide

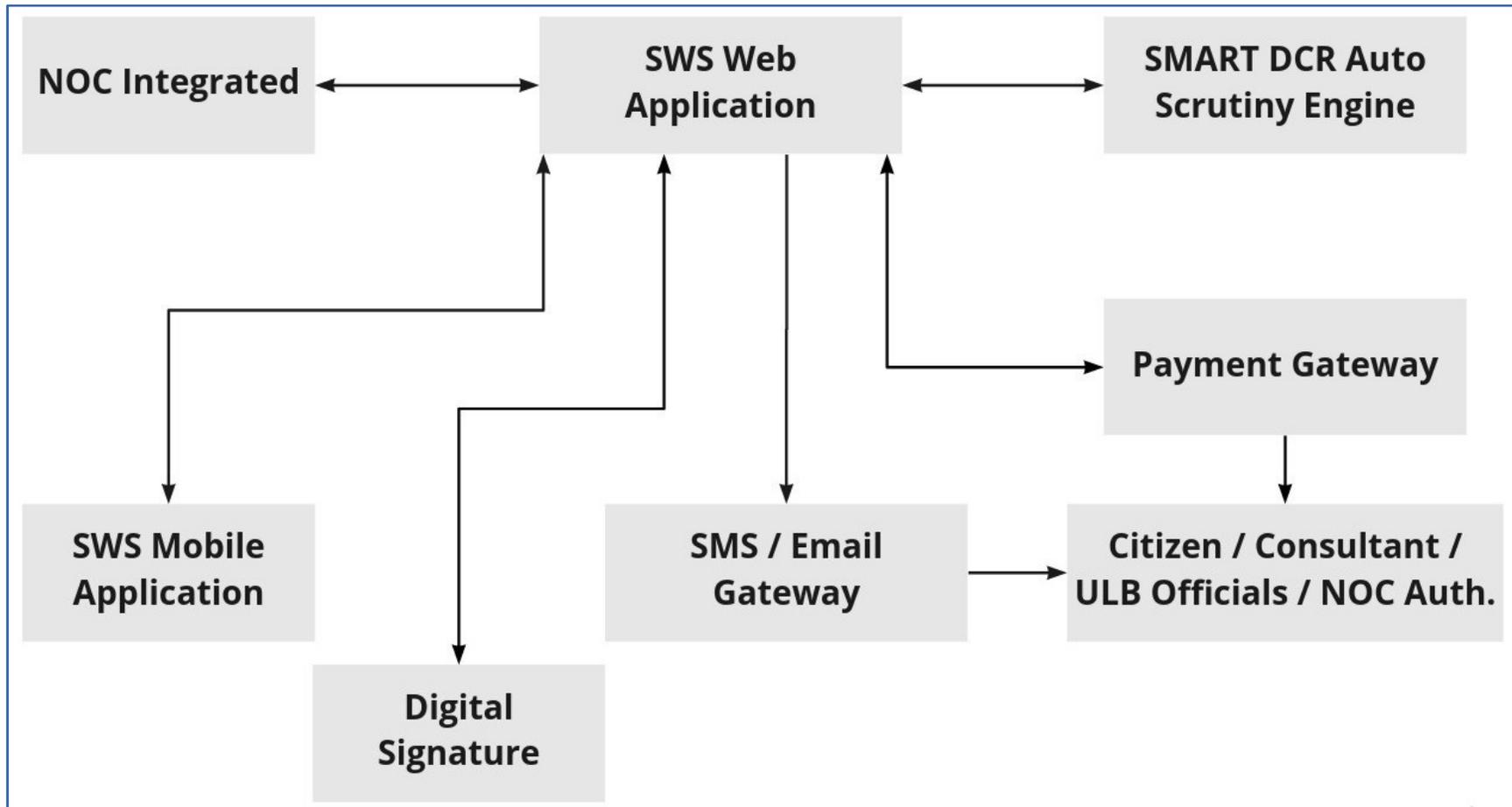
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 **Vinzas Solutions**
Unlimited Engineering Solutions


TETRA

Overview



Applicant Services

1. Applicant (Citizen) registration
2. Provision to Initiate an application
3. Provision of **Application Tracking** after login and without login.
4. Online submission of application for **Building Plan**
5. E-intimation of **commencement of construction**
6. **Plinth level Certificate application**
7. **Occupancy certificate application**



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Applicant Services cont..

8. Online issuance of digitally signed **Building Permit** (Approval /Refusal), **Certificate for Construction upto Plinth Level** (Approval / Refusal), **Occupancy Certificate** (Full / Partial / Blockwise)
9. Intimation of finalised fees for **online payment** (SMS and Email)
10. Intimation of **Application Status** (SMS and Email)
11. 3rd Party Verification

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Citizen Application Flow Process

No Login

Check Application Status

Summary Application Status

Citizen Login

Create Application

Save Application

Engage Consultant

Send to Consultant

Detail Application Status

Online Payment

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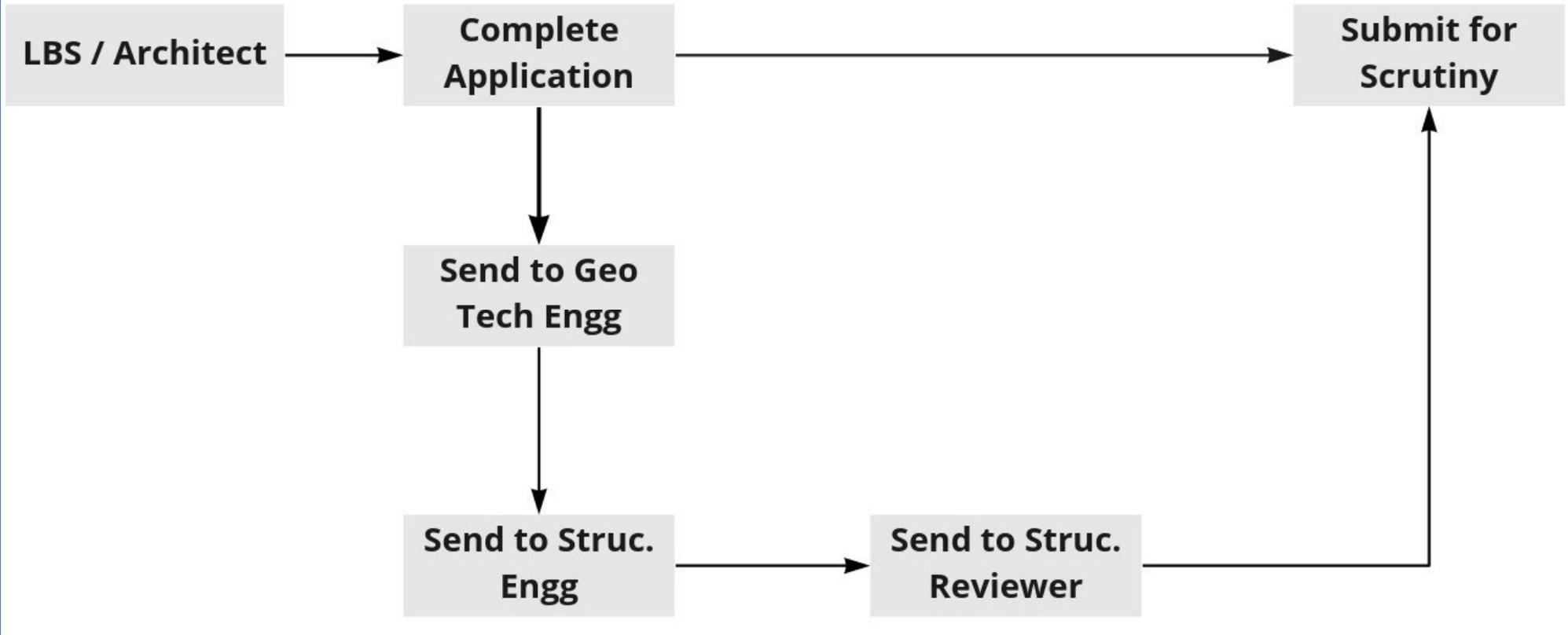


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Consultant Application Flow Process



← → ↻ Search Google or type a URL

Zimbra Web Client... WB-SWS-OBPAS mail.wb.gov.in/web... WB-SWS-OBPAS WhatsApp New Message Document WB SWS UAT2 She... WB



obpswbeidc.wb.gov.in



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Applicant Registration

Applicant Organisation

Consultant WBEIDC

Applicant Login

Username

Your Username

Password

Your Password

X7XUVY Tetra

Captcha Text

Login Now

New Registration

Consultant Organisation

Click here

Applicant Registration Form

Organisation Registration Form

Applicant/Authorized Person & Organisation Details			
Salutation	Select an option	Applicant/Authorised person name *	
Designation of Applicant/Authorised person *		User Name (User Name can have Alphabet, Numbers, _ and - Only) *	
Name of the Organisation *		Organisation Type *	Select Type of the Organisation
GSTIN Number *		Choose Industrial Corporation Name	Select IDC Name
Applicant/Authorised persons Mobile Number *		Applicant/Authorised persons Email ID *	
Password *		Confirm Password *	
District	Select District Name	Address*	
State		Country	
Post Office		PIN *	
Police Station		Aadhaar Number	
Organisation PAN *		Organisation PAN Document (Please upload only JPEG.JPG.PNG or PDF formats of 500KB or less) *	Choose File No file chosen
Organsiation Type Document (Please upload only JPEG.JPG.PNG or PDF formats of 500KB or less)			Choose File No file chosen
Captcha *	F6GN4a		Submit



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Applicant Registration - Acknowledgement

Citizen Registration - Acknowledgement



We thank you for using WB SWS OBPAS Portal. Your request is successfully Registered with User name **avi** Password [REDACTED]. User name and Password has been sent to you by SMS. For security reasons you would be prompted to change your password on first time login.

Kindly Click on login Button to continue further

LOGIN



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Applicant Login

Click here

The screenshot shows a web interface for applicant login. At the top, there is a yellow header bar labeled 'Applicant Organisation'. Below it are two buttons: 'Consultant' (yellow) and 'WBEIDC' (green). The main section is titled 'Applicant Login' and contains the following elements:

- Username:** A text input field with the placeholder 'Your Username' and a user icon on the right.
- Password:** A text input field with the placeholder 'Your Password' and an eye icon on the right.
- Captcha:** A captcha image showing the text 'X7XUVY' with a refresh icon and a text input field labeled 'Captcha Text'.
- Login Now:** A large blue button.

Below the login section is a 'New Registration' section with two buttons: 'Consultant' and 'Organisation'.



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Applicant Post Login

The screenshot shows a web application interface for an applicant post login. At the top, there is a navigation bar with links for HOME, DASHBOARD, E-SERVICES, GRIEVANCE, and HELP. On the right side of the navigation bar, it says "WELCOME: INDRA (CITIZEN)" and has links for PROFILE and LOGOUT. Below the navigation bar, there are two toggle switches: "Local Bodies CAF" (which is turned off) and "IDC(s) CAF" (which is turned on). The main content area is divided into three sections, each with a header and two buttons:

- WBIDC**: COMMON APPLICATION FORM (dropdown), SHOW LIST OF APPLICATION (dropdown)
- WBIIDC**: COMMON APPLICATION FORM (dropdown), SHOW LIST OF APPLICATION (dropdown)
- WBEIDC**: COMMON APPLICATION FORM (dropdown), SHOW LIST OF APPLICATION (dropdown)

A dropdown menu is open under the "COMMON APPLICATION FORM" button for the WBEIDC section, showing the following options:

- Building Plan Sanction
- Plinth Level
- Occupancy Certification



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Applicant – Building Plan Initiation

BUILDING PLAN CAF INITIATION

Applicant Details			
Applicant Type *	Organisation	Applicant Sub Type * (In case of Applicant Type is "Authorised by Registered Power of Attorney")	Select Sub-Type
Salutation *	Mr.	Name *	Indranil Basak
Mobile Number *	7550874380	Email ID *	sudipta@tetrain.com
Address	161, Outer Ring Road, Kolkata-700091	Post Office	NDITA
PIN	700091	Police Station	
Aadhar Number	070501090702	Photo ID Type	EPIC
Photo ID No	SWQTCROI97	Photo ID Document	View Document
PAN *	NNWQU6234T	PAN Document *	View Document

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Applicant Payment

- Applicant Receives the **Payment Intimation** on SMS and Email once the File is **approved** by the Committee
- Applicant makes the **Payment online** through the Payment Gateway.
- The **Demand note** with the breakup is visible to the applicant after login
- **Receipt** is generated after making the payment.

