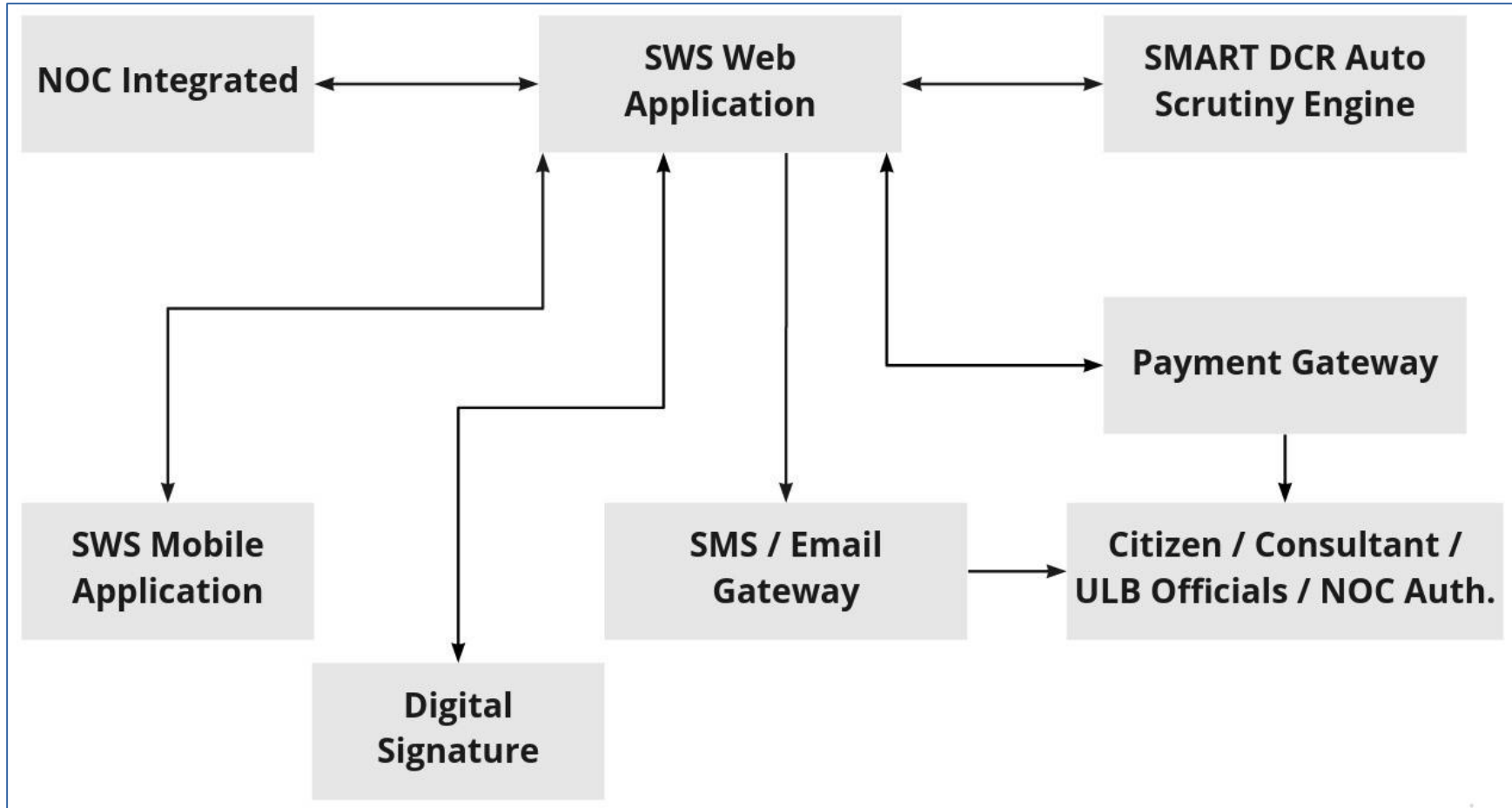


**Department of Micro, Small, Medium Enterprises & Textiles
Government of West Bengal**

Applicant (Organisation) Guide

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**

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

Citizen Application Flow Process

No Login

Check Application Status

Summary Application Status

Citizen Login

Create Application

Save Application

Engage Consultant

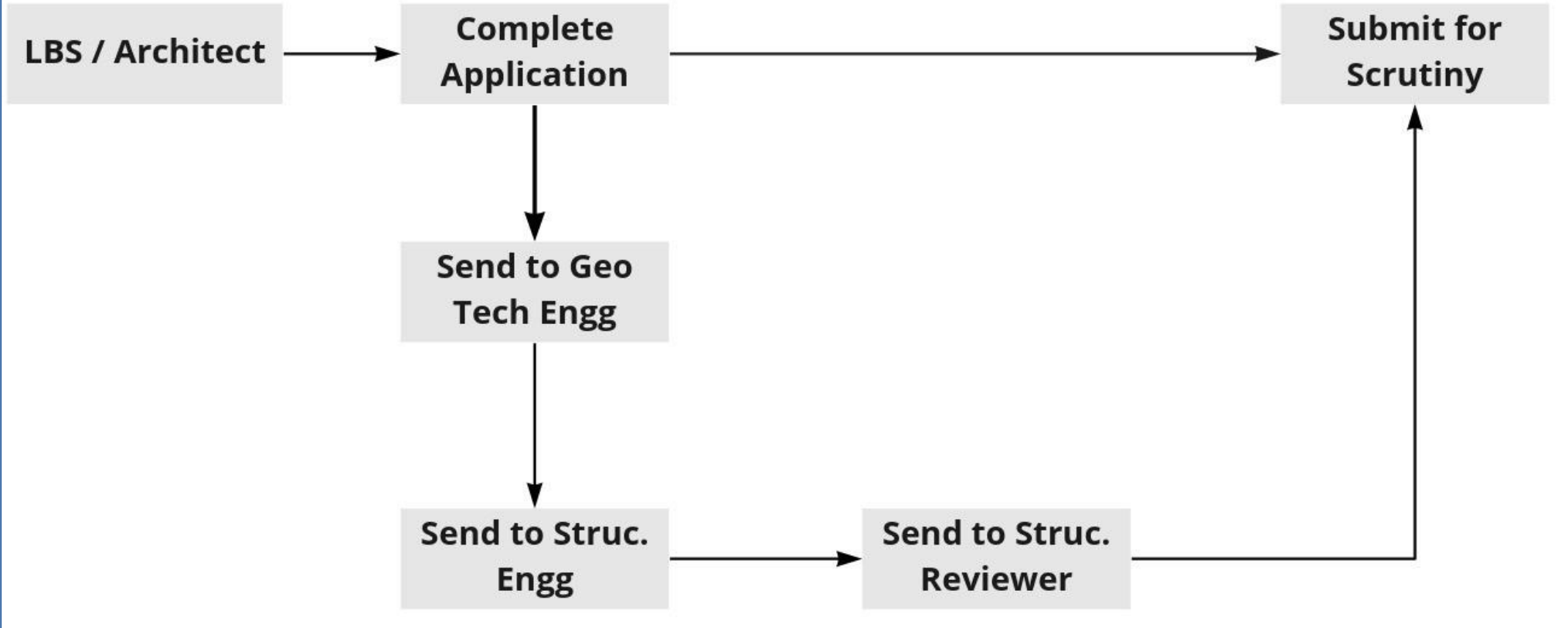
Send to Consultant

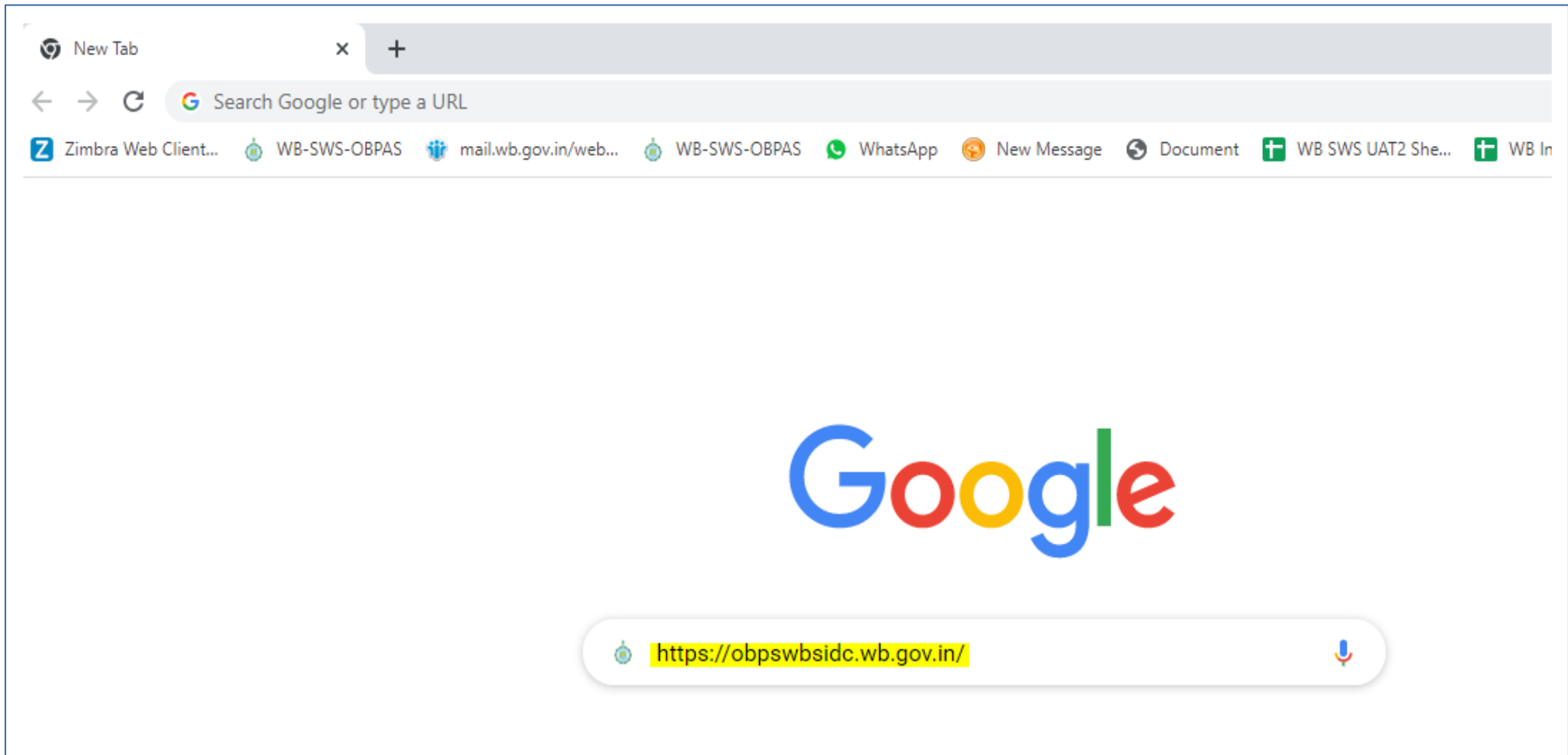
Detail Application Status

Online Payment

miro

Consultant Application Flow Process





Applicant Registration

Applicant Organisation

Consultant WBSIDC

Applicant Login

Username

Your Username

Password

Your Password

O41PIC Tetra

Captcha Text

Login Now

New Registration

Consultant Organisation

Click here

Applicant Registration Form

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

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 **XXXXXXXXXX**. 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

Applicant Login

Click here

The screenshot shows a web interface for applicant login. At the top, there is a yellow button labeled 'Applicant Organisation'. Below it are two buttons: 'Consultant' (yellow) and 'WBSIDC' (green). The 'Applicant Login' section contains a 'Username' field with a placeholder 'Your Username' and a user icon, a 'Password' field with a placeholder 'Your Password' and an eye icon, a captcha image showing 'O41P1C' with a refresh icon, and a 'Captcha Text' input field. A dark blue 'Login Now' button is positioned below the captcha. At the bottom, there is a 'New Registration' section with 'Consultant' and 'Organisation' buttons.

Applicant Post Login

IDC(s) CAF 

WBIDC	WBEIDC
COMMON APPLICATION FORM 	COMMON APPLICATION FORM 
SHOW LIST OF APPLICATION 	SHOW LIST OF APPLICATION 

WBIIDC	WBSIDC
COMMON APPLICATION FORM 	COMMON APPLICATION FORM 
SHOW LIST OF APPLICATION 	SHOW LIST OF APPLICATION 


Building Plan
Plinth Level
Occupancy



Applicant – Building Plan Initiation

BUILDING PLAN CAF INITIATION

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

[← Previous](#)[Next →](#)

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.