



## **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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Revision of Fire Safety Recommendation 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>6</b>
<b>1. Online Application submission along with online submission of documents .....</b>	<b>6</b>
<b>2. Online Payment of fees .....</b>	<b>19</b>
<b>3. Track Status of Application.....</b>	<b>23</b>
<b>4. Online Download of final approval certificate.....</b>	<b>24</b>
<b>5. Third Party verification details .....</b>	<b>27</b>

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. Fire Safety Recommendation” by Fire & Emergency Services Govt. of West Bengal is required to ensure the safety of individuals and properties, it is essential to have a pre-fire planning strategy in place. 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 which shall be further used to depict the parking area details
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

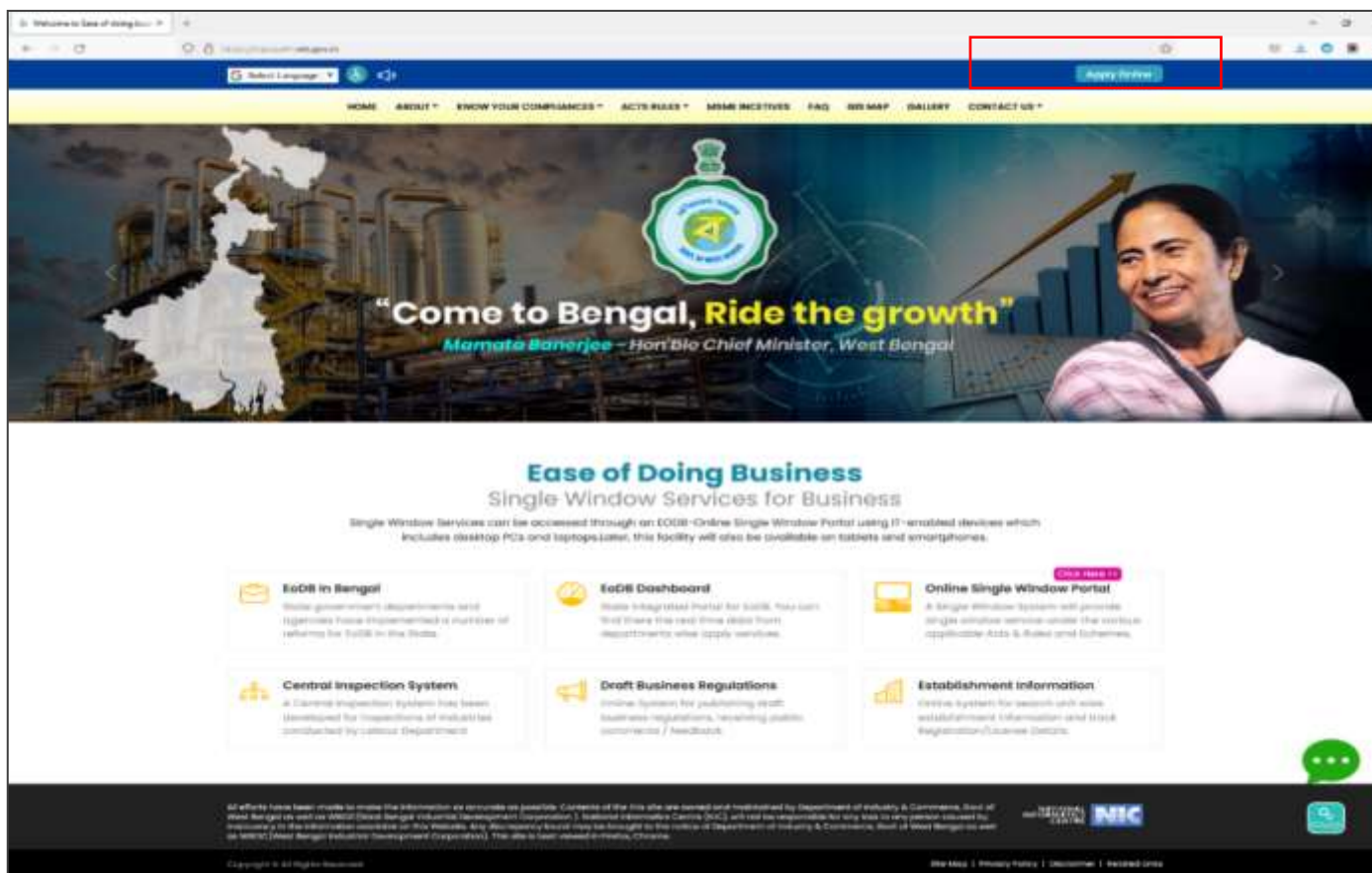
Sl. No.	Field Name	Instructions
1.	Applicant Type	Select type of applicant
2.	Applicants Basic Information	Enter Applicants Basic Information which include name, phone number, email id, etc
3.	Address of the Property	Enter address details of the property
4.	Communication Address	Enter details of the 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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## Application Process through SilpaSathi

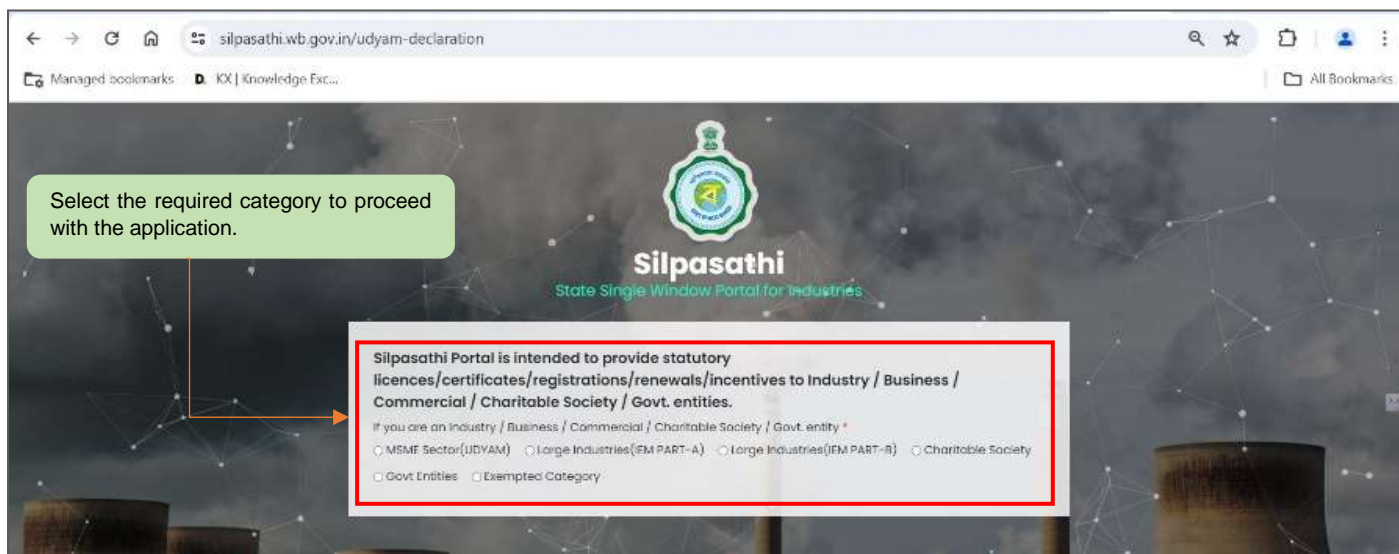
### 1. Online Application submission along with online submission of documents

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



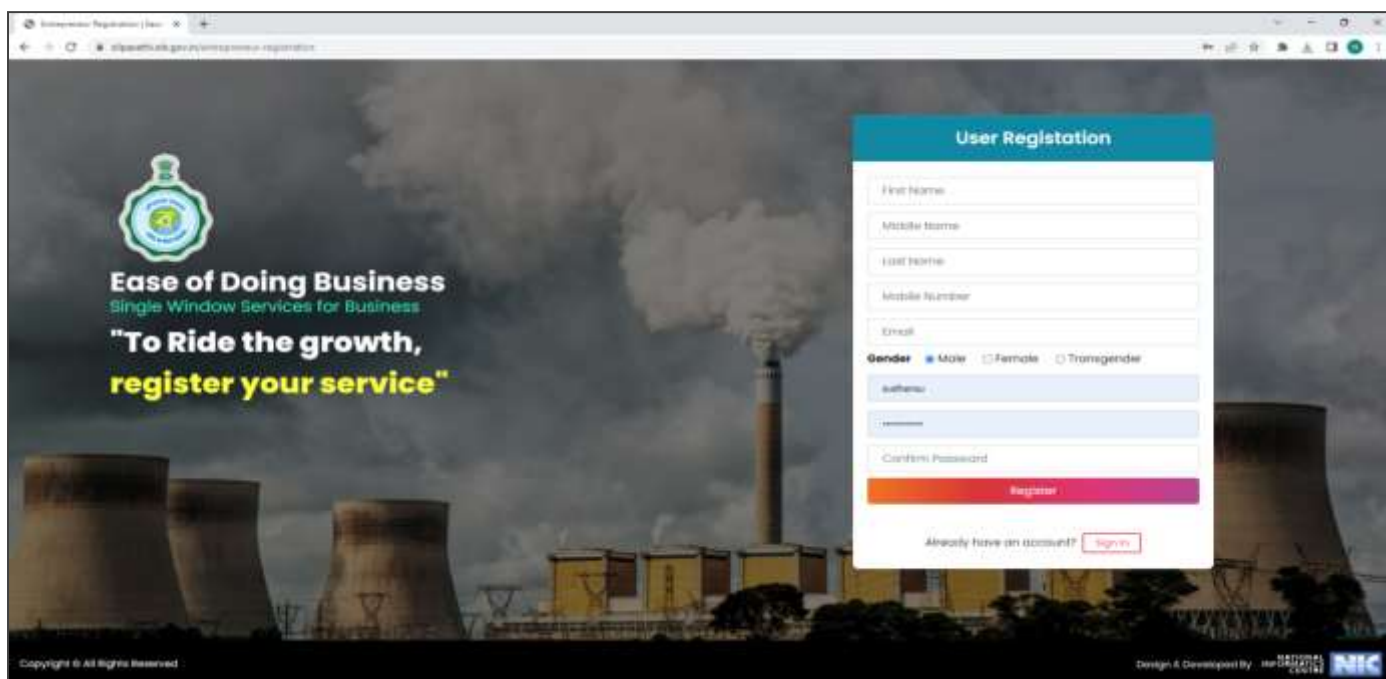
**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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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.

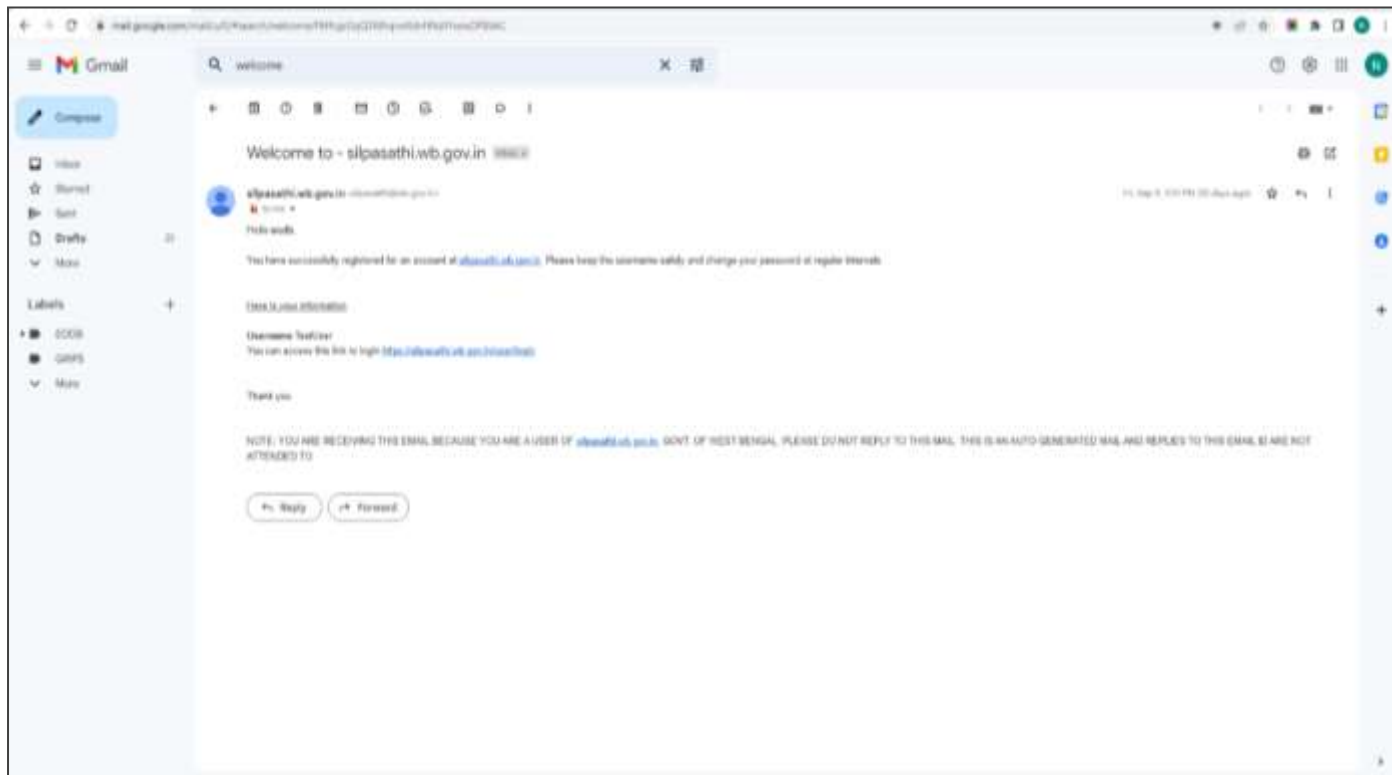
The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid **User ID, password and Captcha**.



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

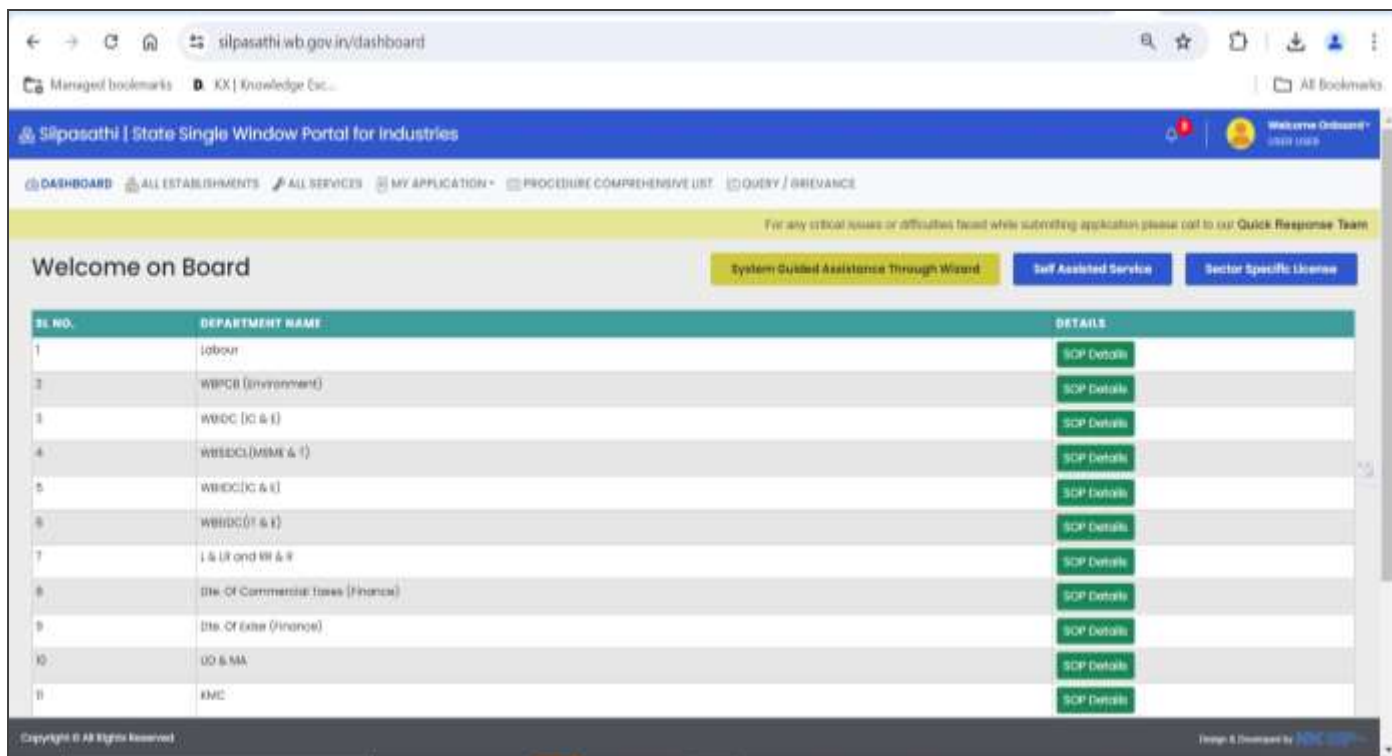


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### Online Application submission

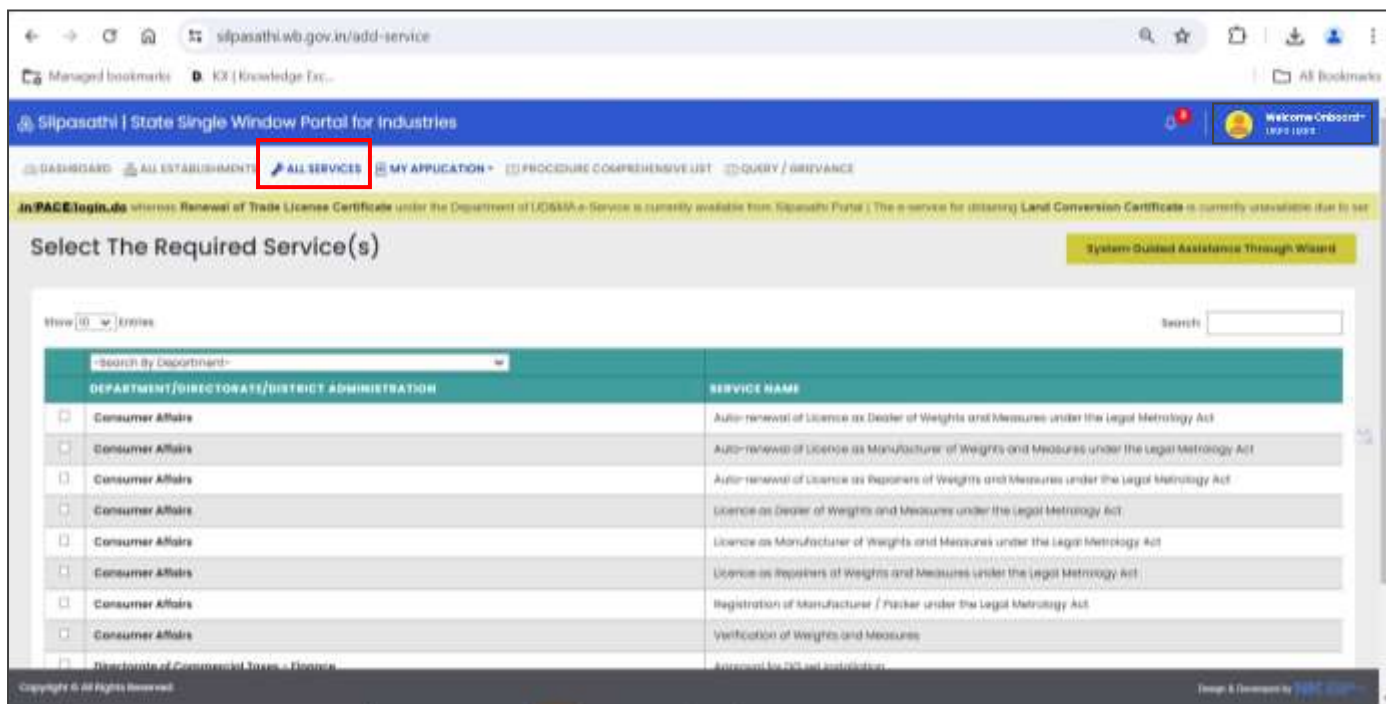
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



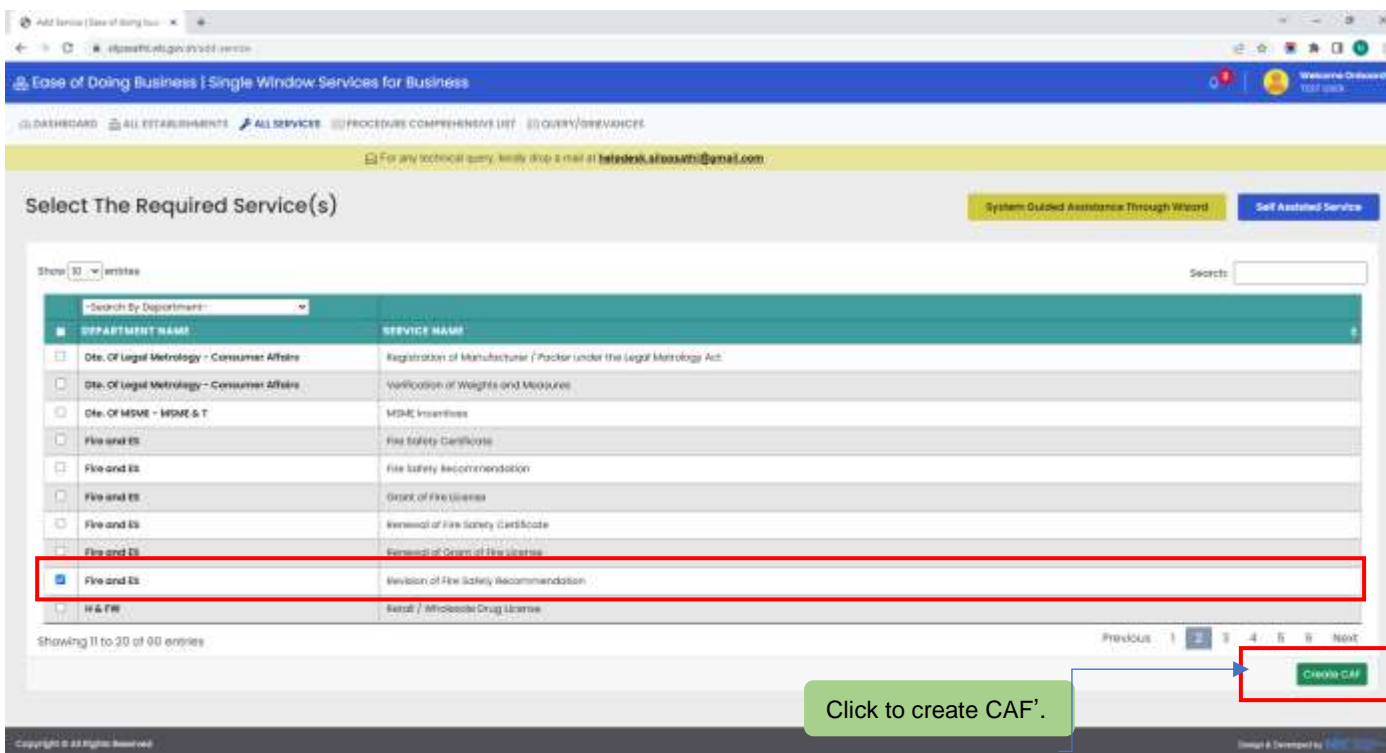
The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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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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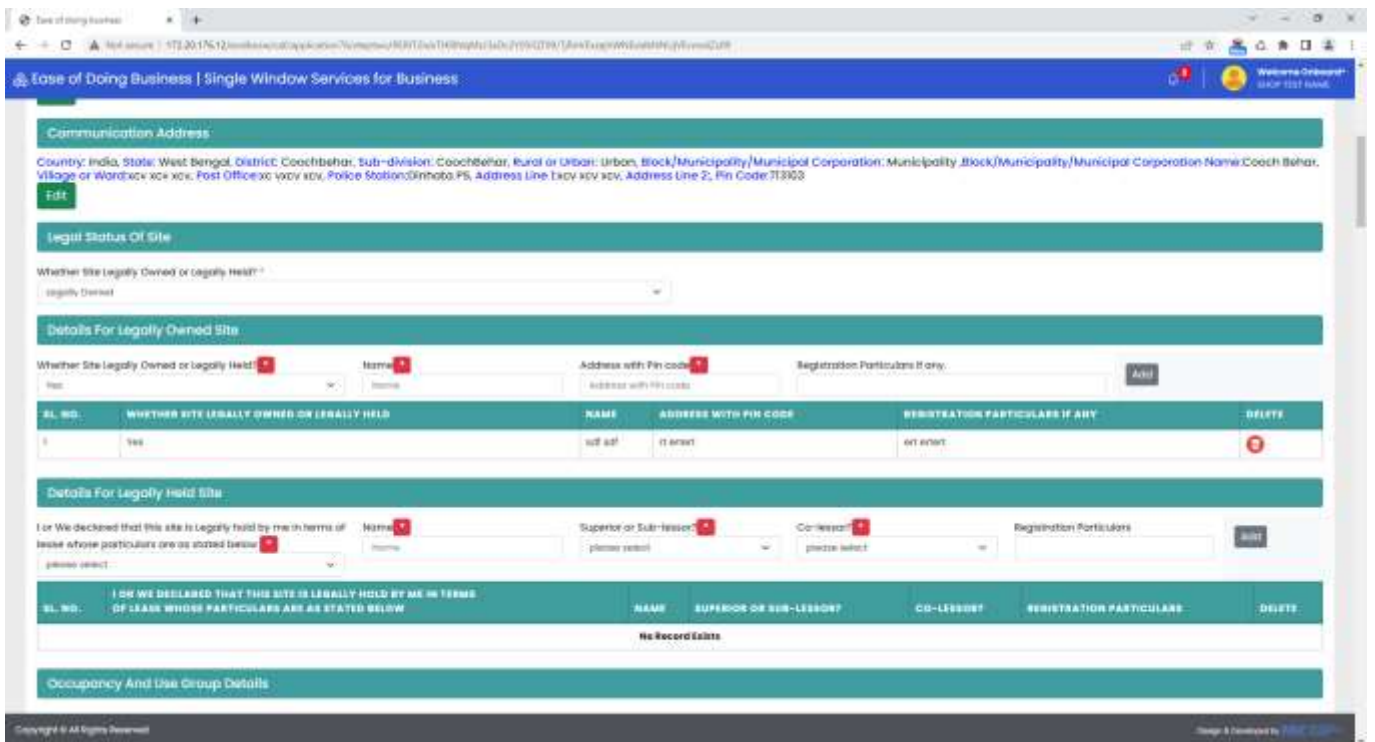
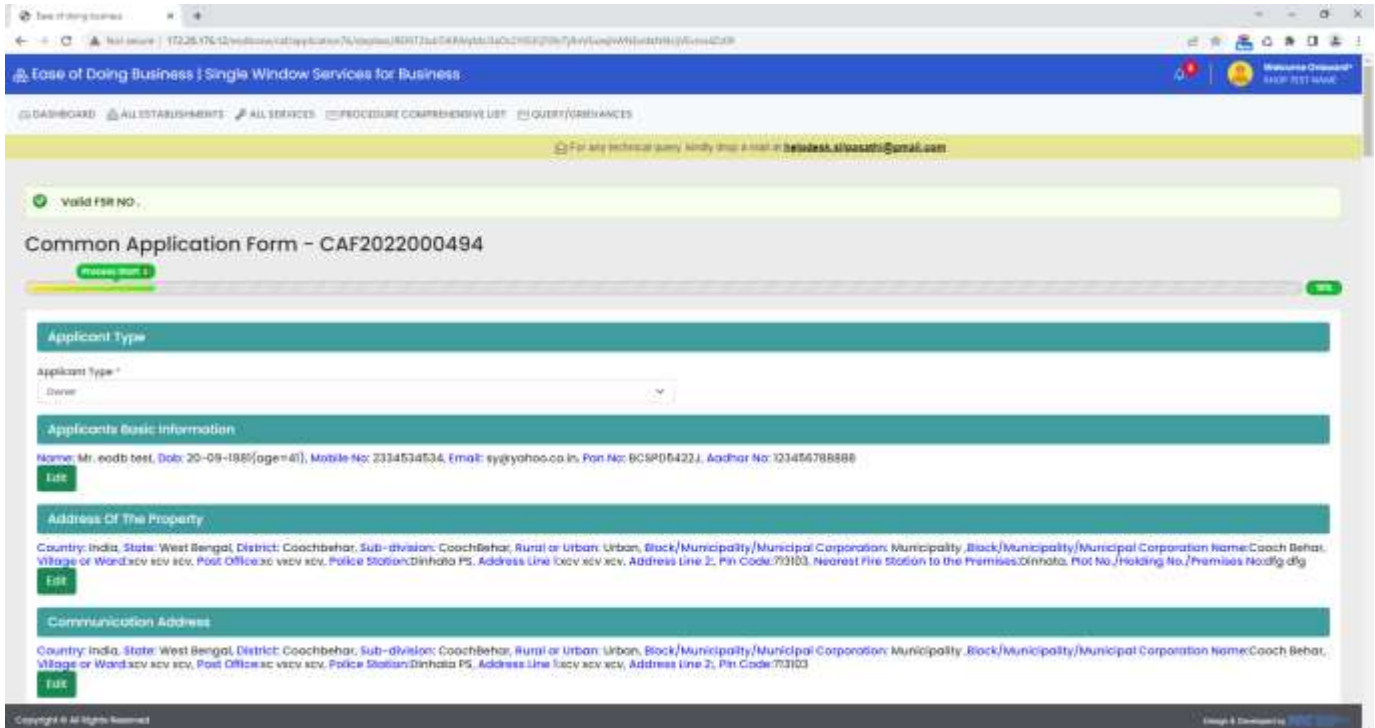
Applicant's Dashboard

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

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):

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Revision of Fire Safety Recommendation provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Open Space around the building on East Side (m) \*

Open Space around the building on West Side (m) \*

**Means Of Access**

No. of Entry or Exit to Premises \*

Minimum Width of Exit from Premises (m) \*

Maximum Width of Exit from Premises (m) \*

Length of Internal Road or driveway from abutting to last block or building (m) \*

Maximum Width of Internal Driveway (m) \*

Height of Exit from Premises (m) \*

Minimum Width of Internal Driveway (m) \*

**Power Of Attorney Details**

Name \*

Address \*

Letter of Proof \*

**Details Of Licensed Building Surveyor (LBS) Or Architect**

S.L. 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	DELETE
No Record Exists									

Existing Covered area in ground (sqm) \*

Whether the Aerial Ladder can be moved around the Building and adequate Open Space available between Refuge Area Available \*

Refuge area at the height (sqm) \*

Helipad (if more than 500 meters height) \*

Whether completion certificate is required (whether completion certificate is required) \*

Fire Refuge Area \*

Availability of Fire Staff \*

Basement Available \*

**Name And Address Shown On Recommendation**

Name to be Printed on the Recommendation \*

Address to be printed on Recommendation \*

**Cause Of Revision**

Change of Occupancy \*

Addition or Deduction of Floors horizontally or Vertically \*

Internal Changes \*

Any Changes in Open Space surrounding the Building \*

Change of Name \*

Change of Address \*

**Revised Name And Or Address To Be Shown On Recommendation**

Name to be printed on Recommendation \*

Address to be printed on Recommendation \*

PAN No. of the current Applicant \*

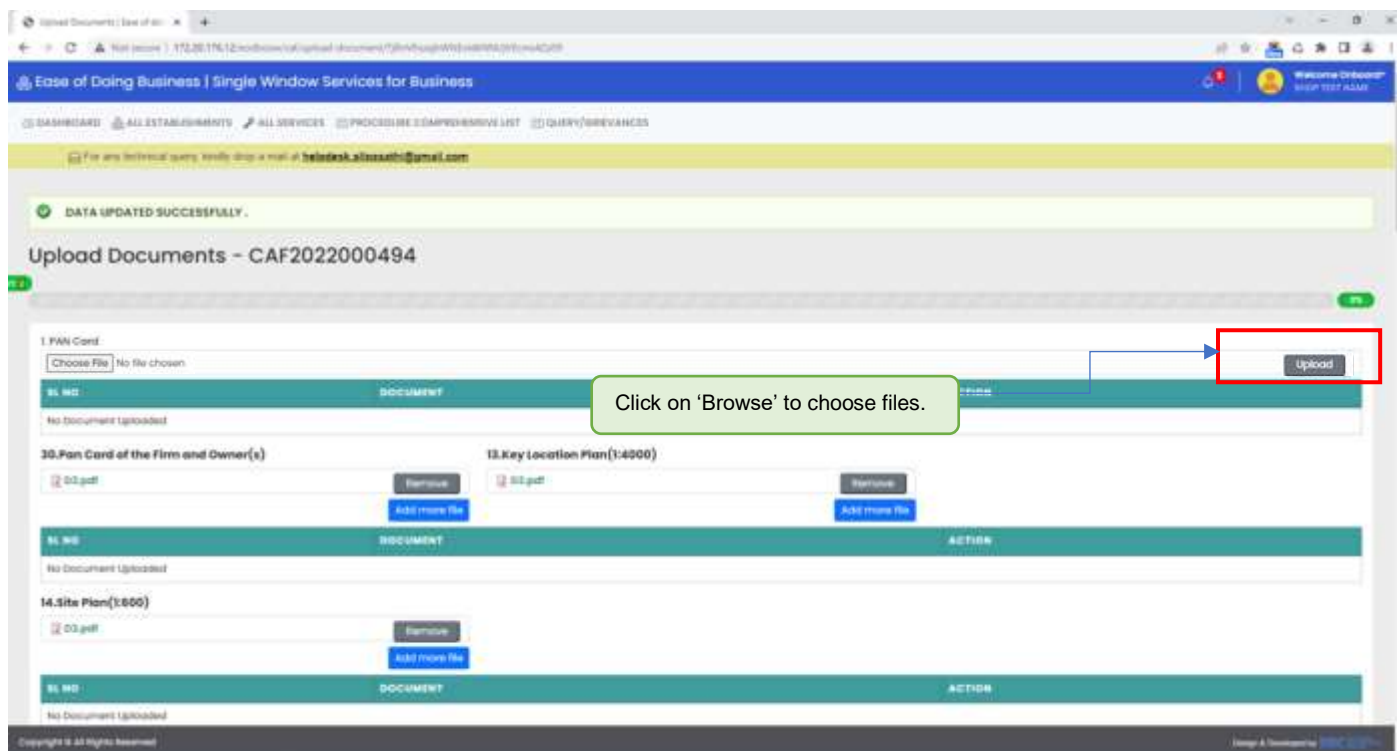
I hereby declare that the above information is true to the best of my knowledge and belief (Accept) \*

Save & Next >>

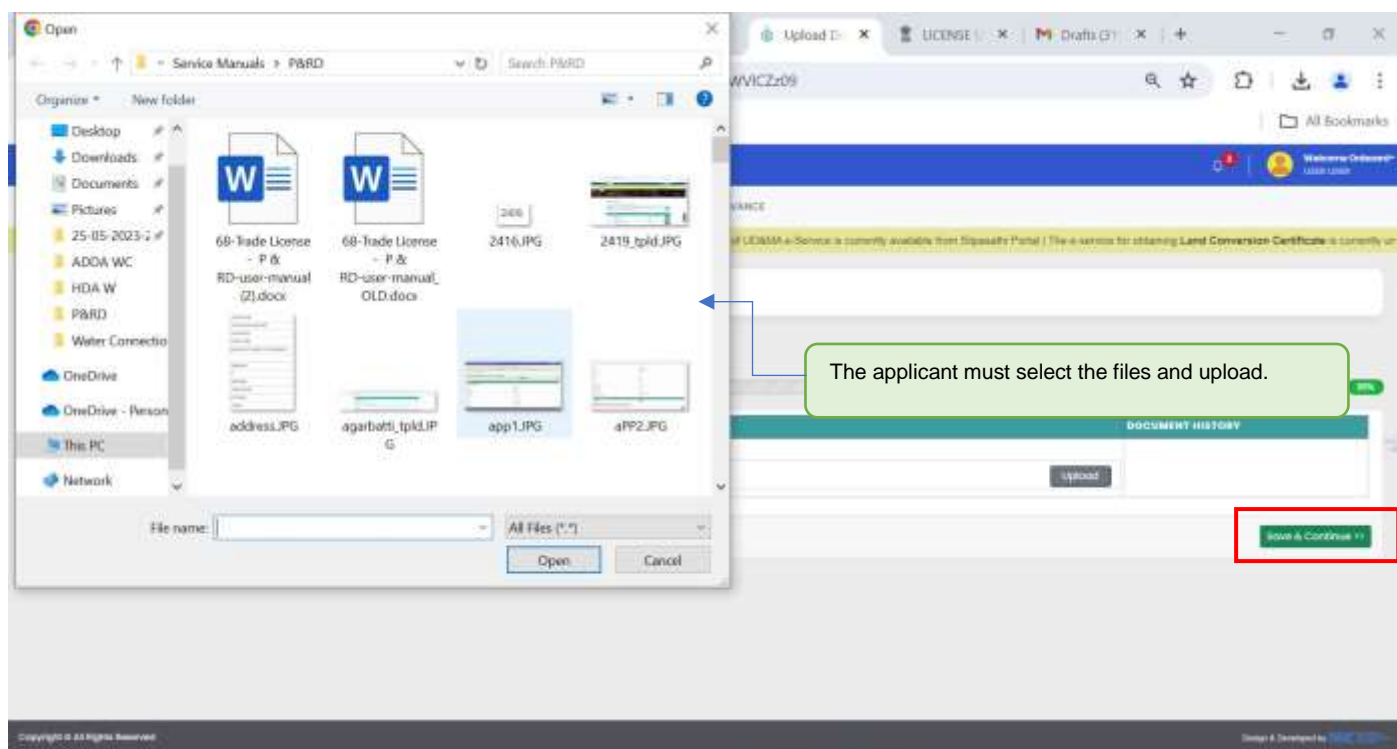
Upon completion of the application process along with document submission, the applicant clicks on the **‘Submit’** button for final submission of the application.

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



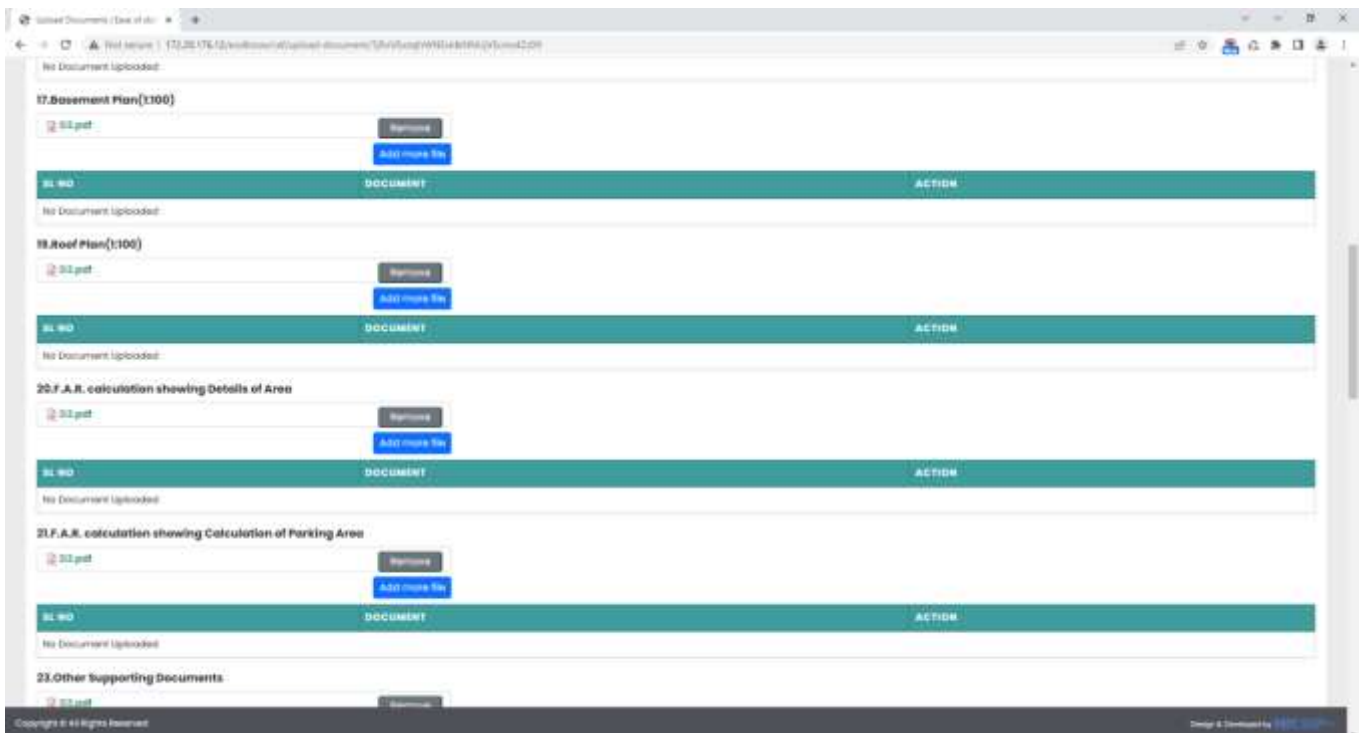
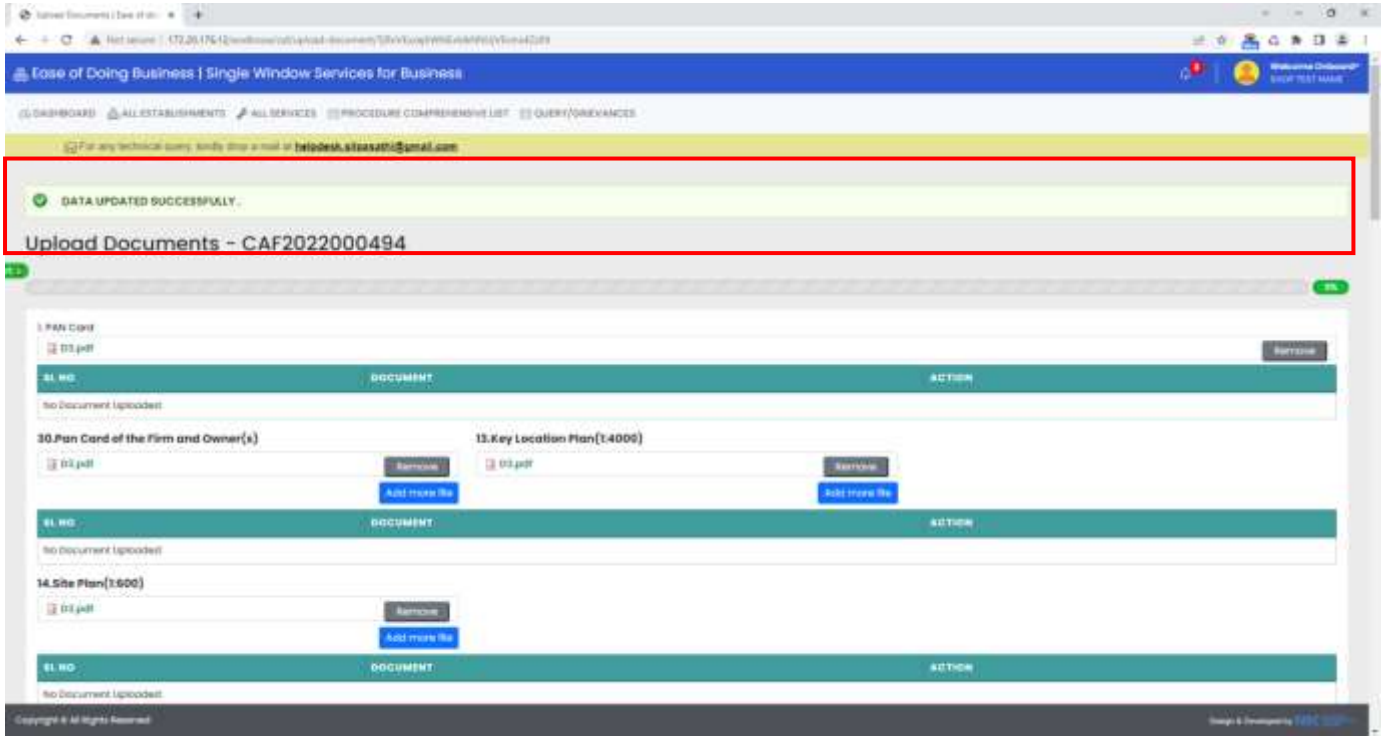
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



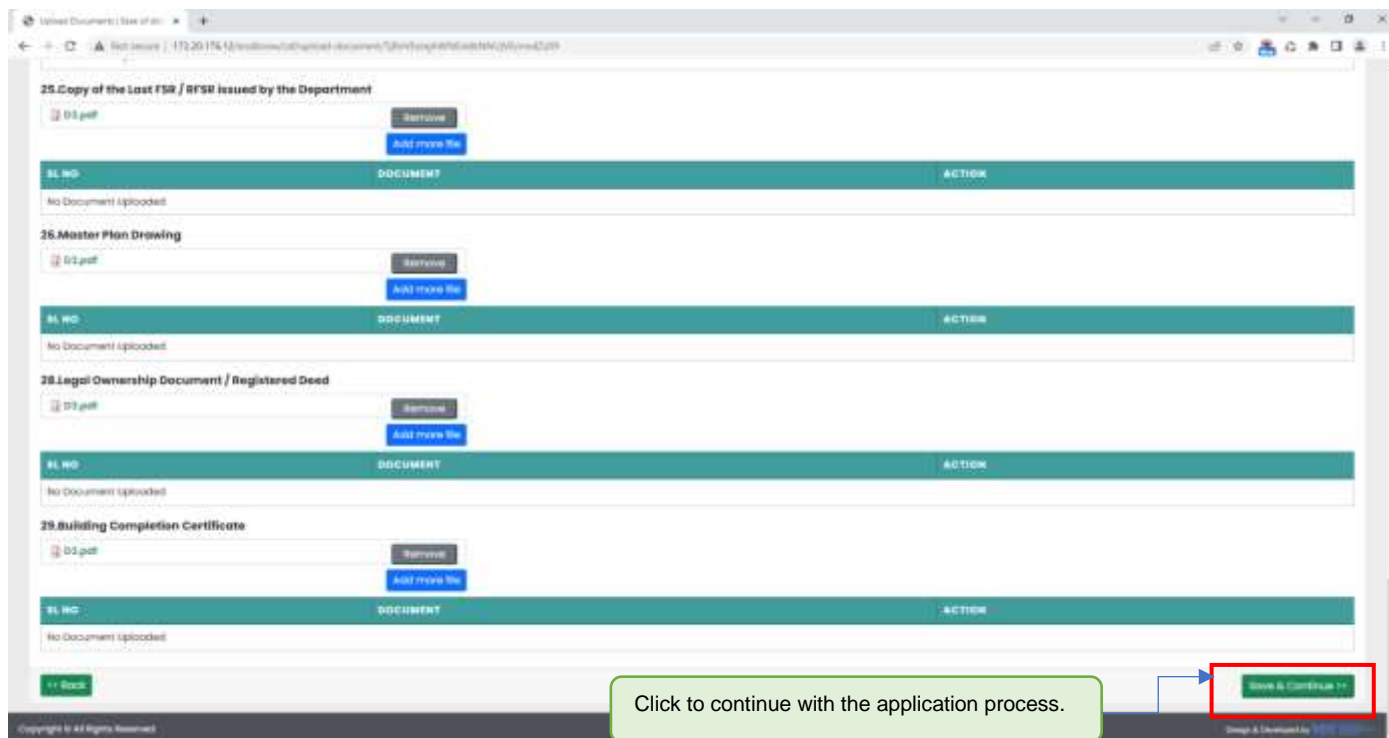


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The applicant is required to upload **required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed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

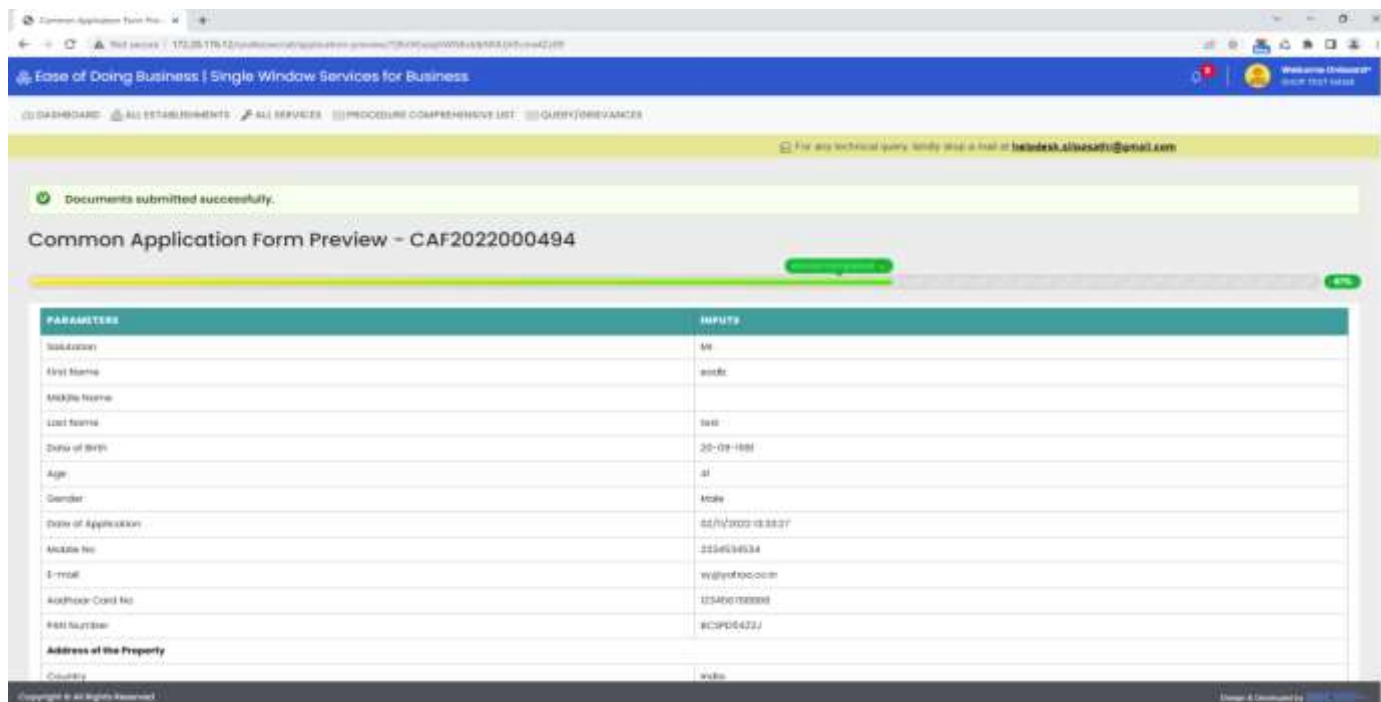


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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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

### Application Form





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**Block Details**

BL. NO.	BLOCK NO.	BLOCK DESCRIPTION	HEIGHT OF THE BLOCK (IN METRE)	NO. OF FLOORS (EXCLUDING BASEMENT)	TOTAL FLOOR AREA OF THE BLOCK (SQM) (EXCLUDING BASEMENT)	BASEMENT
1	1	off off	22	5	3	NA

**Floor details**

BL. NO.	BLOCK NO.	FLOOR DESCRIPTION	USE	CATEGORY OF USE	AREA OF USE (SQM)
1	1	Ground floor	RESIDENTIAL	NA	34

**Basement Details**

BL. 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**

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

**Lift Details**

BL. 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 Insured Driveway (m)	

Address to be printed on Recommendation: Sample address

File No of the current Application: 15/19/13439

**UPLOADED SUPPORTING DOCUMENTS**

Key location Plan(1:500)	View
Site Plan(1:500)	View
Section Elevation Plan	View
Typical Building Plan	View
Basement Plan(1:500)	View
Structural Drawings	View
Roof Plan(1:500)	View
FAR calculation showing details of site	View
FAR calculation showing calculation of parking Area	View
Area Statement	View
Other Supporting Documents	View
Proof of Power of Attorney	View
Copy of the last FR / RFR issued by the Department	View
Master Plan Drawing	View
Road Plan(1:500)	View
Legal Ownership Document / Registered Deed	View
Building Completion Certificate	View
Pass-Card of the Firm and Owner(s)	View

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

[Submit](#)

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

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**Ease of Doing Business | Single Window Services for Business**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Revision of Fire Safety Recommendation	Applied	Completed
	intended	Completed
	Forward	Pending
Accept the Application for Payment		Pending
payment has been successful		Pending
Send for Conducting TIC 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
Send Back to applicant for appropriate payment		Pending
Auto Expiration		Pending

Application status updated.

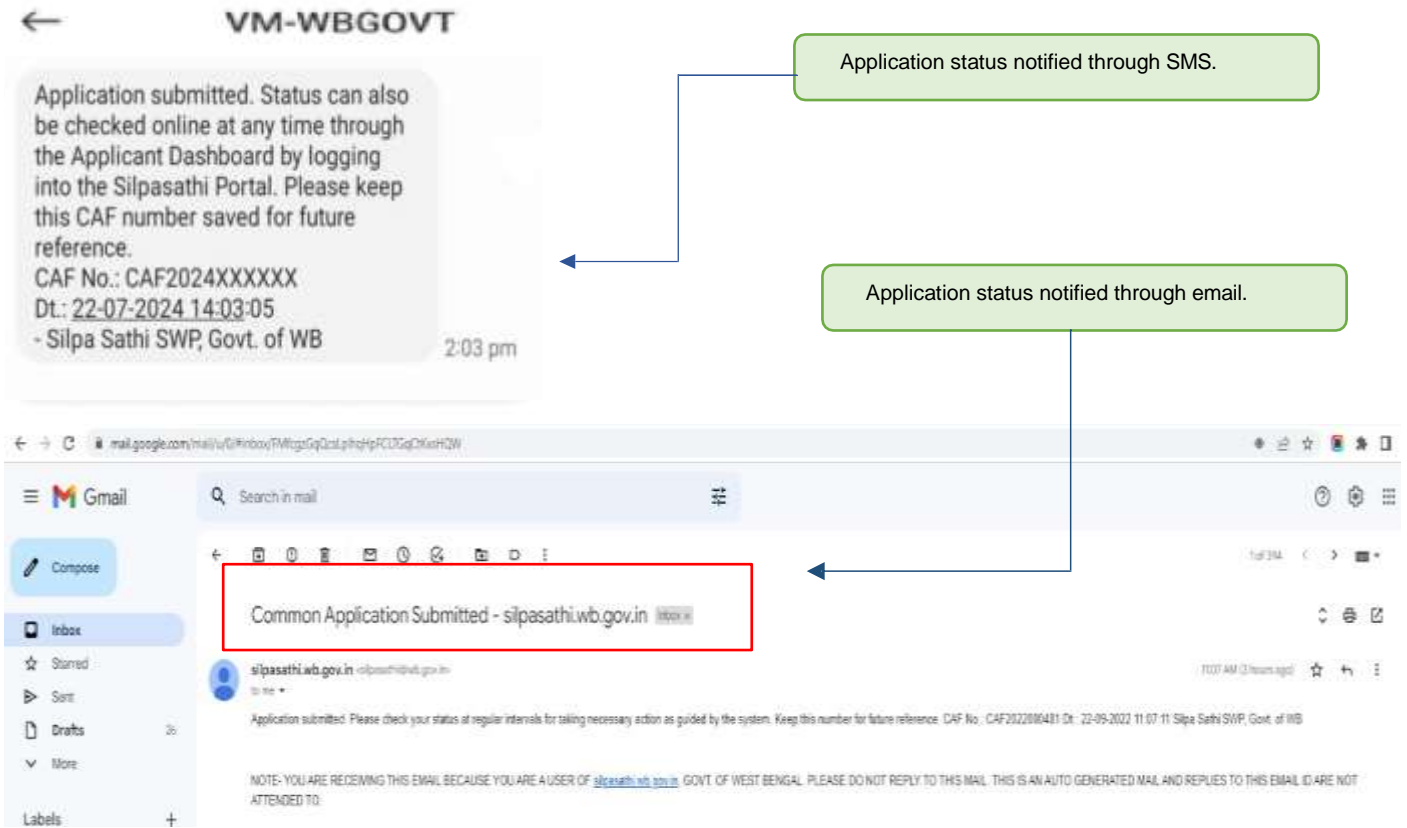
**Ease of Doing Business | Single Window Services for Business**

Current Status-CAF2022000494

NAME OF THE SERVICES	CURRENT STATUS	DATE
Revision of Fire Safety Recommendation	Applied	Completed
	intended	Completed
	Forward	Completed
Accept the Application for Payment		Completed
payment has been successful		Pending
Send for Conducting TIC 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.

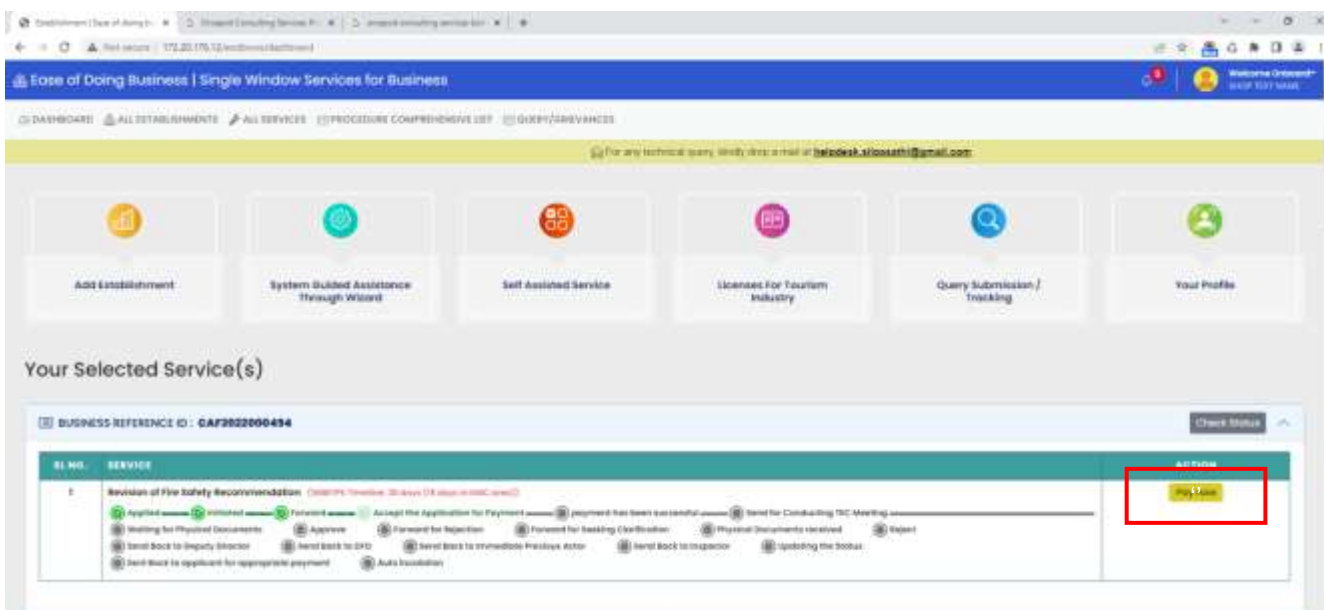


Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

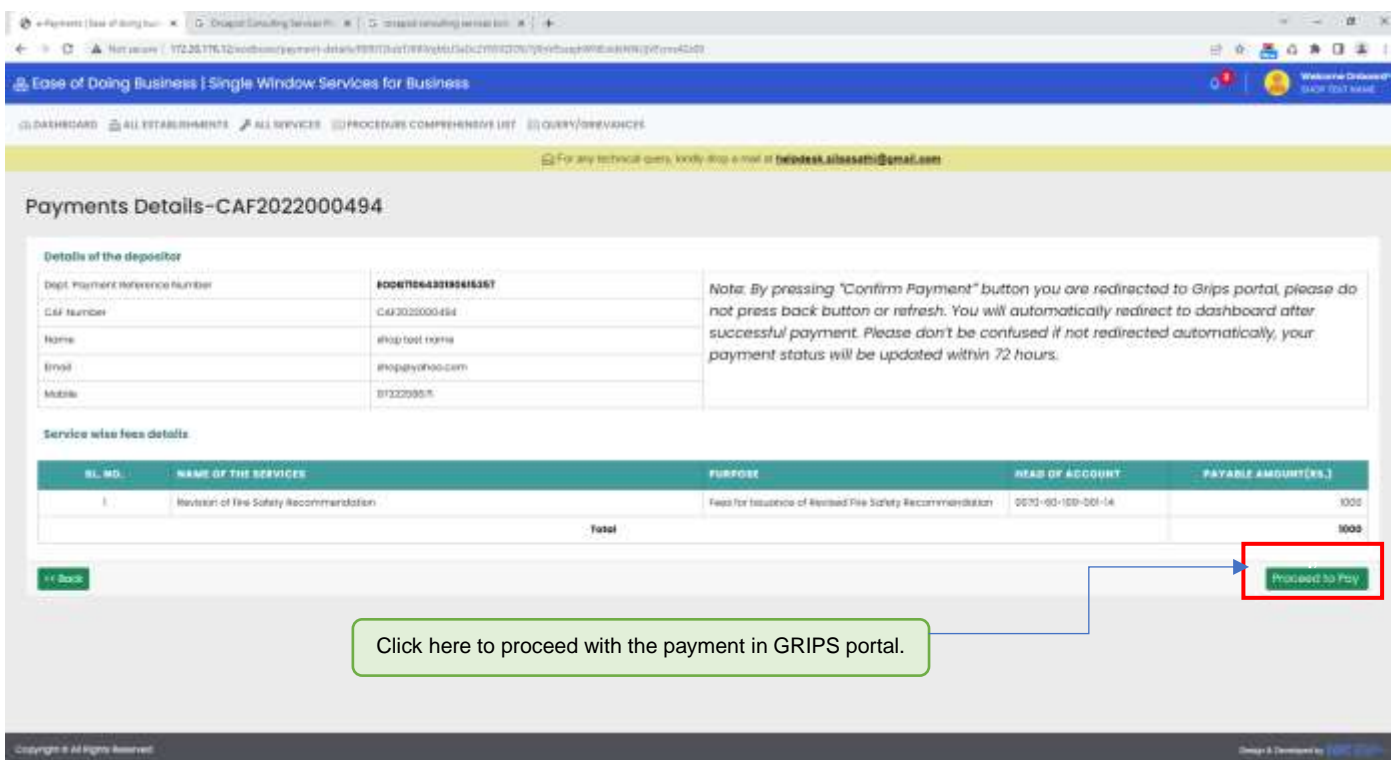
## 2. Online Payment of fees

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

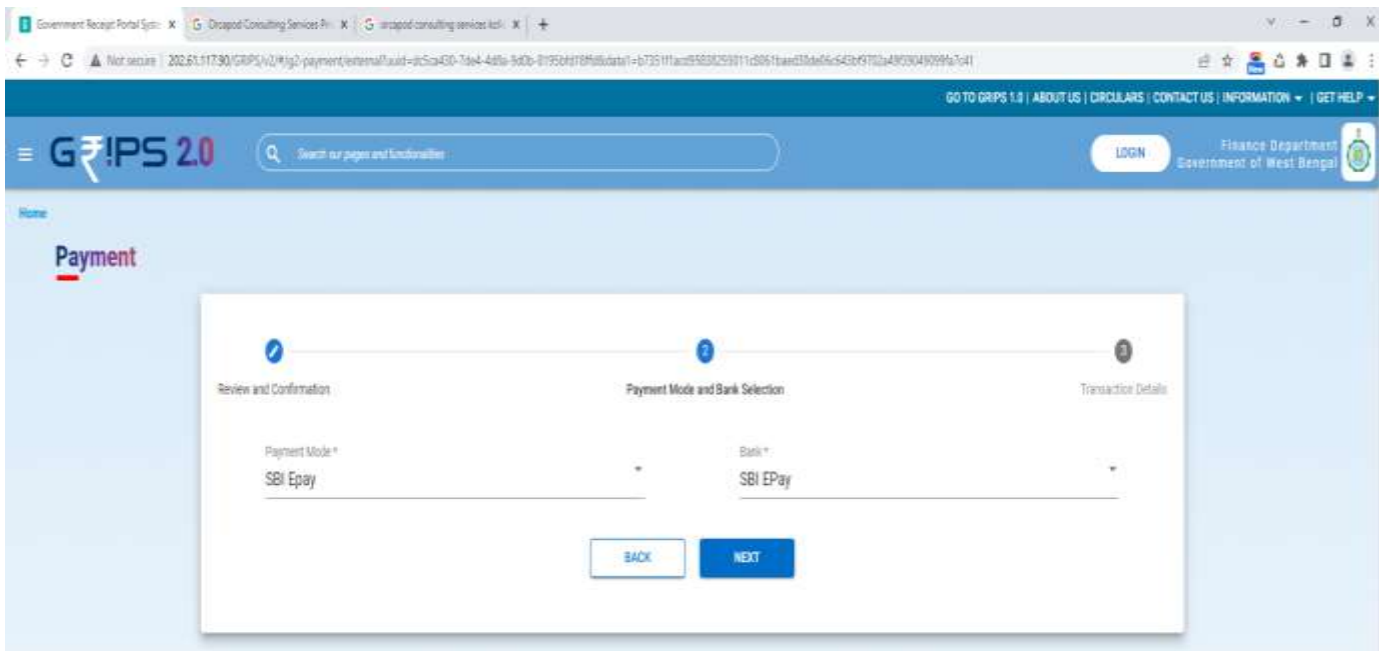
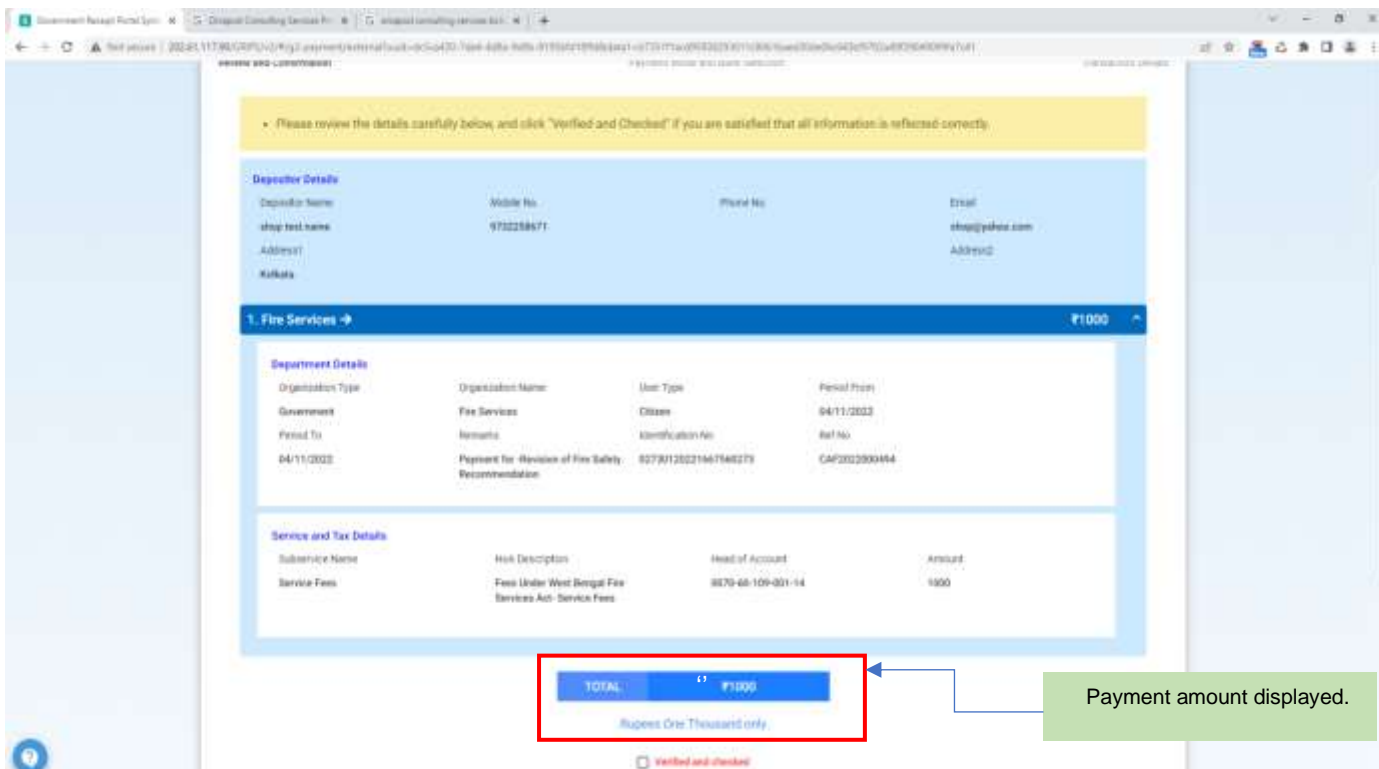


The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

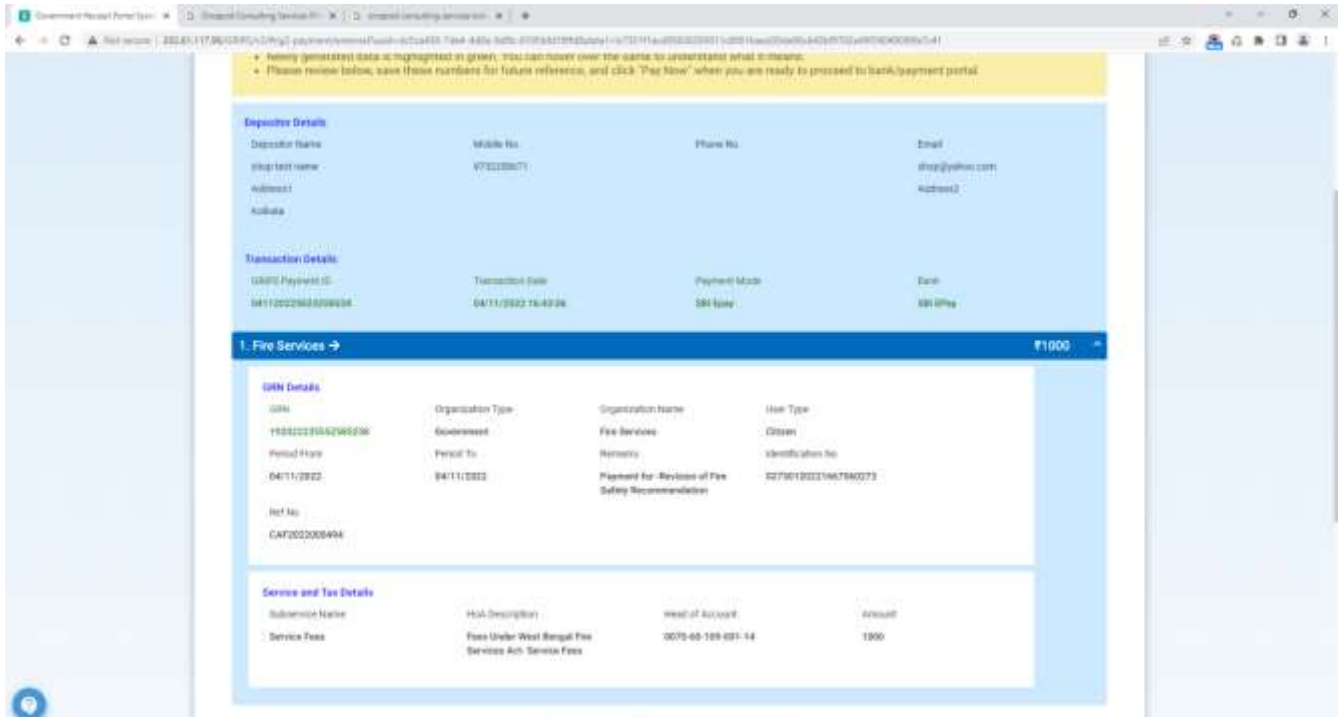


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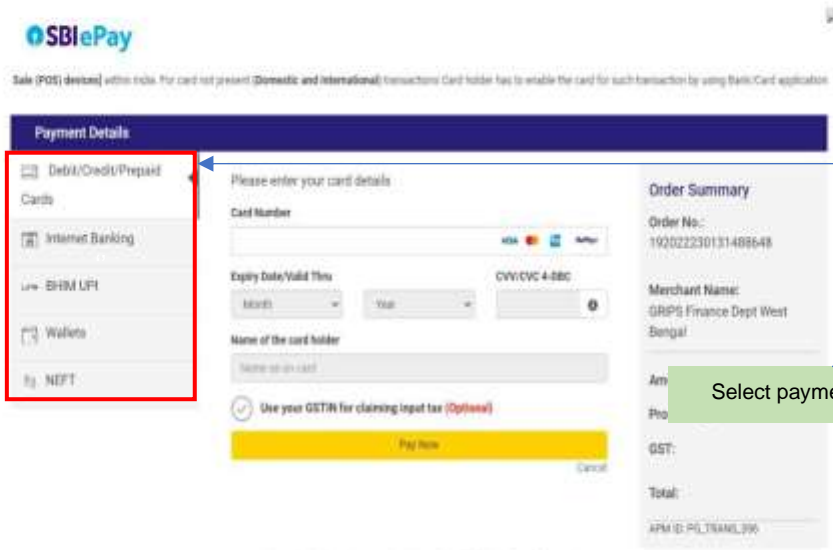
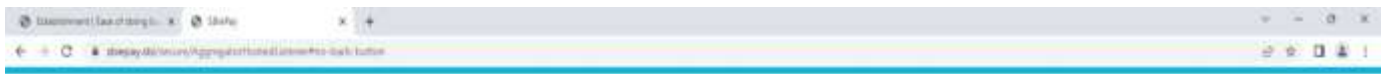
The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



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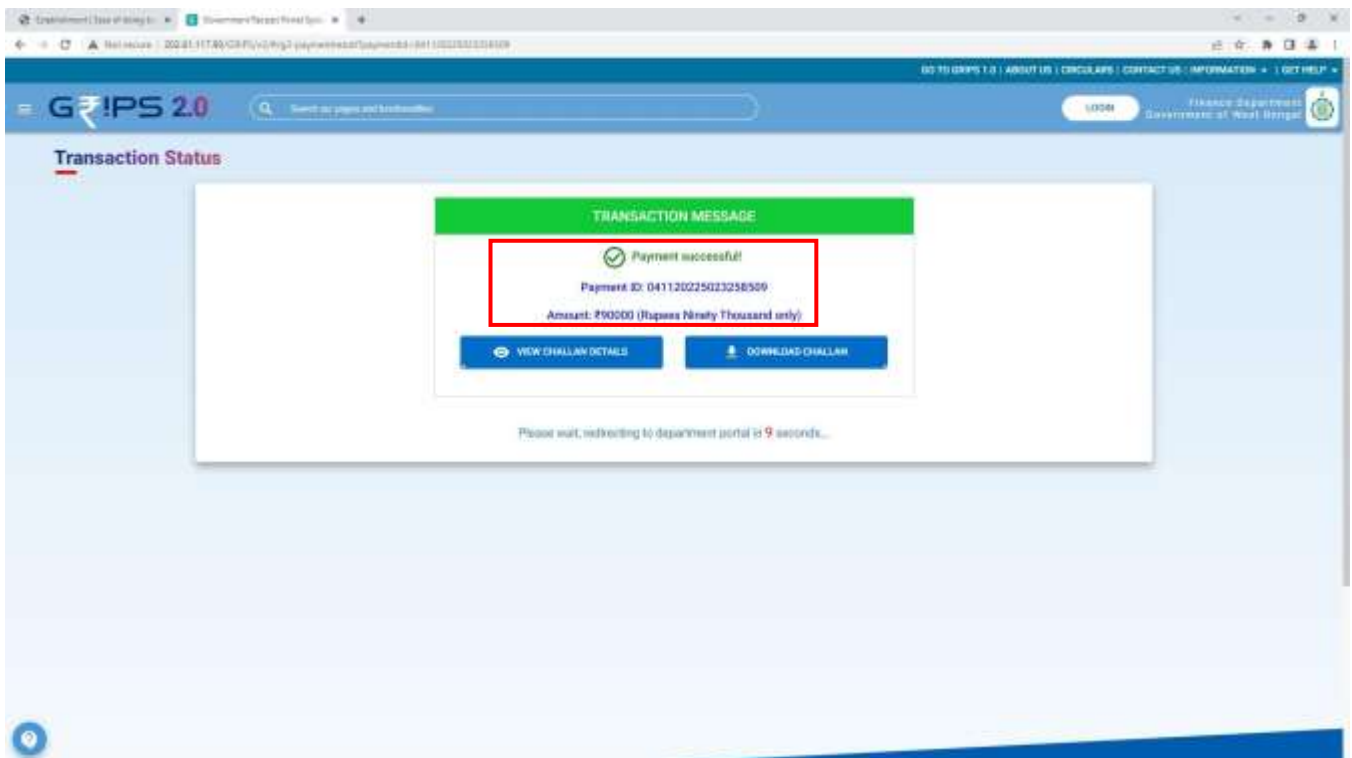
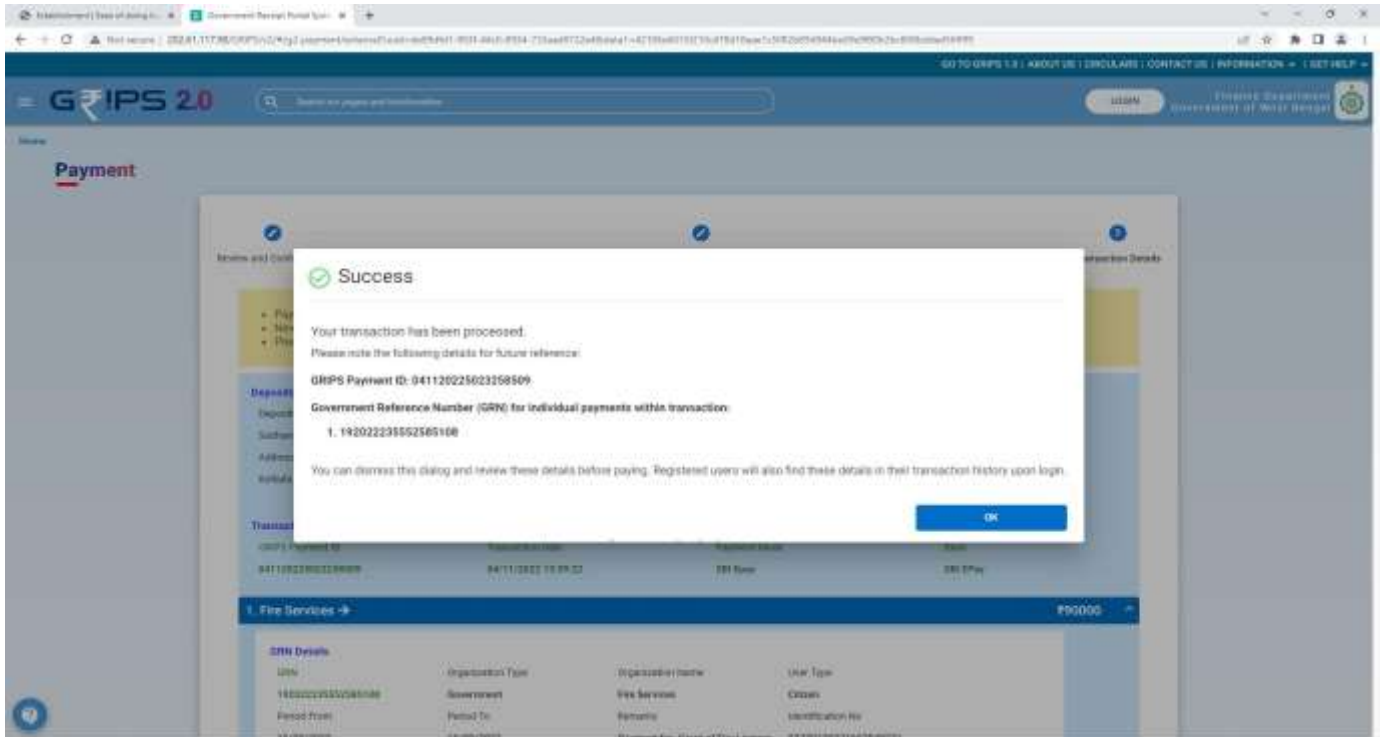


The applicant can choose his required mode of payment.





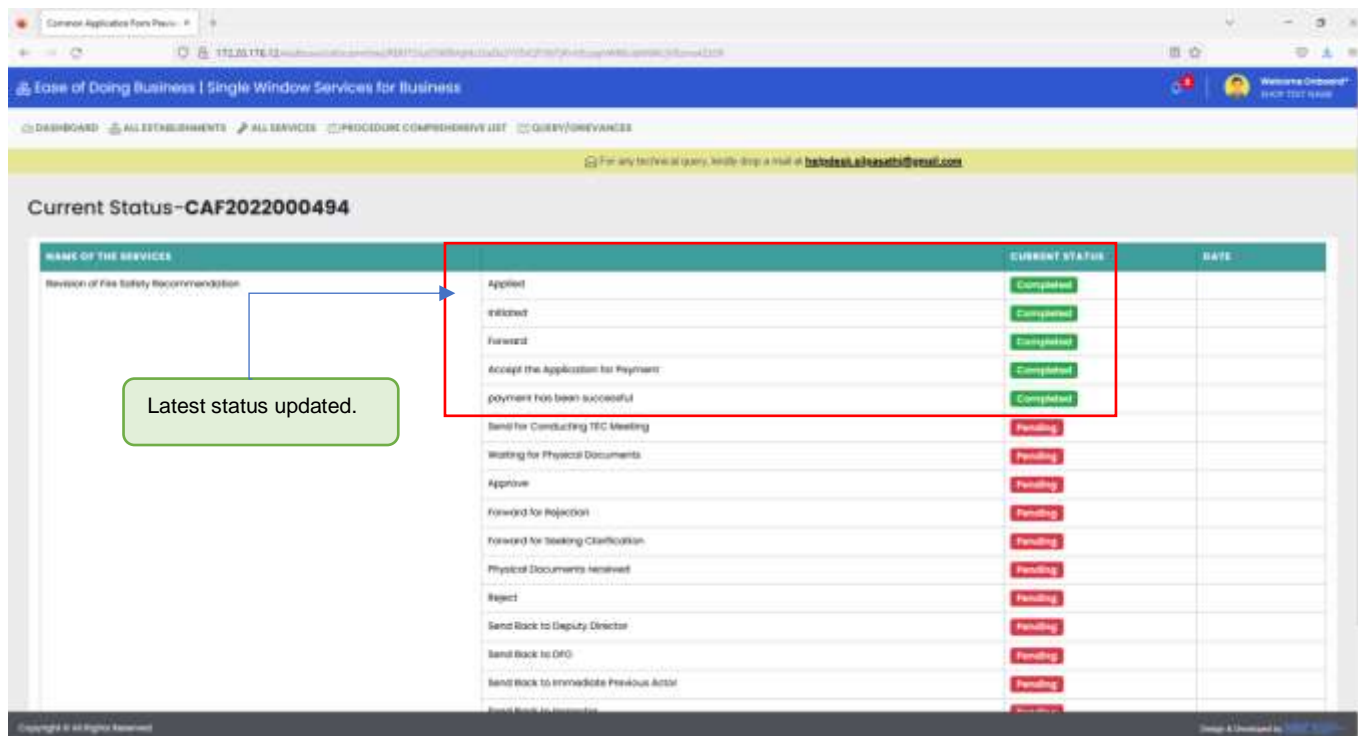
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Revision of Fire Safety Recommendation provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

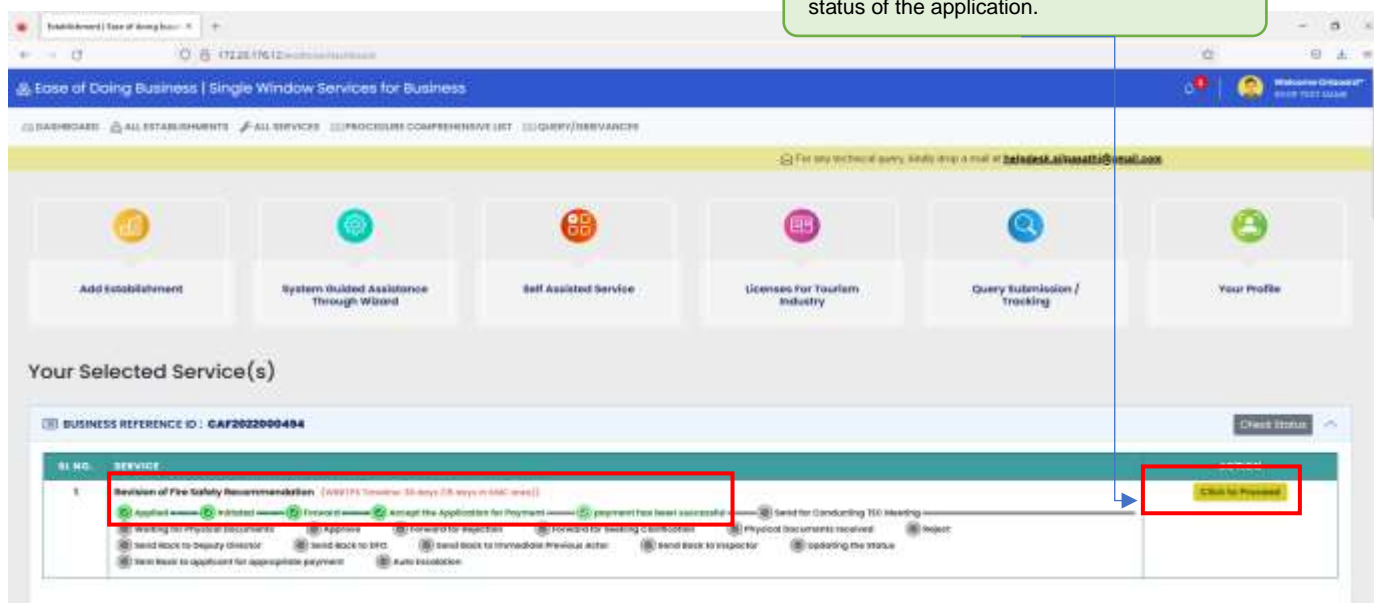
After successful payment of fees, the applicant can see the latest status of his application in the Status Dashboard.



### 3. Track Status of Application

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

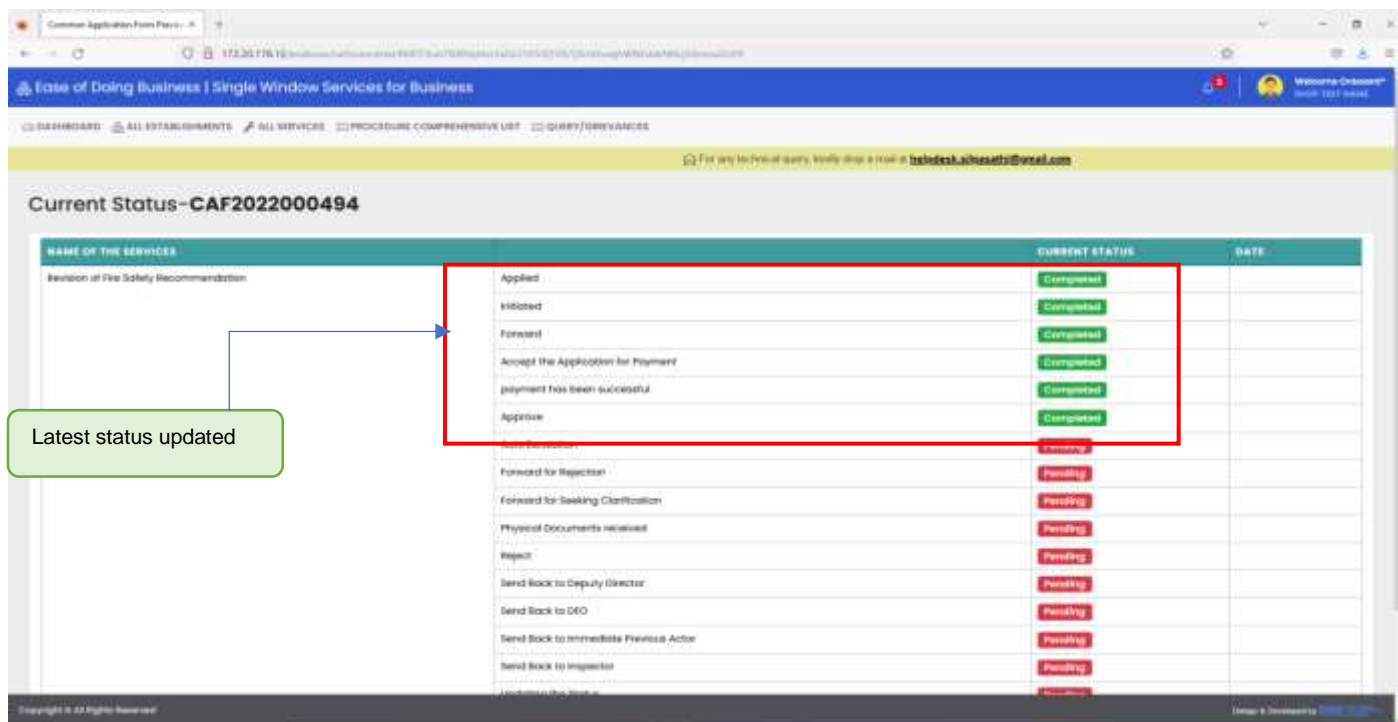
#### Applicant’s Dashboard



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

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

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**Note:** Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

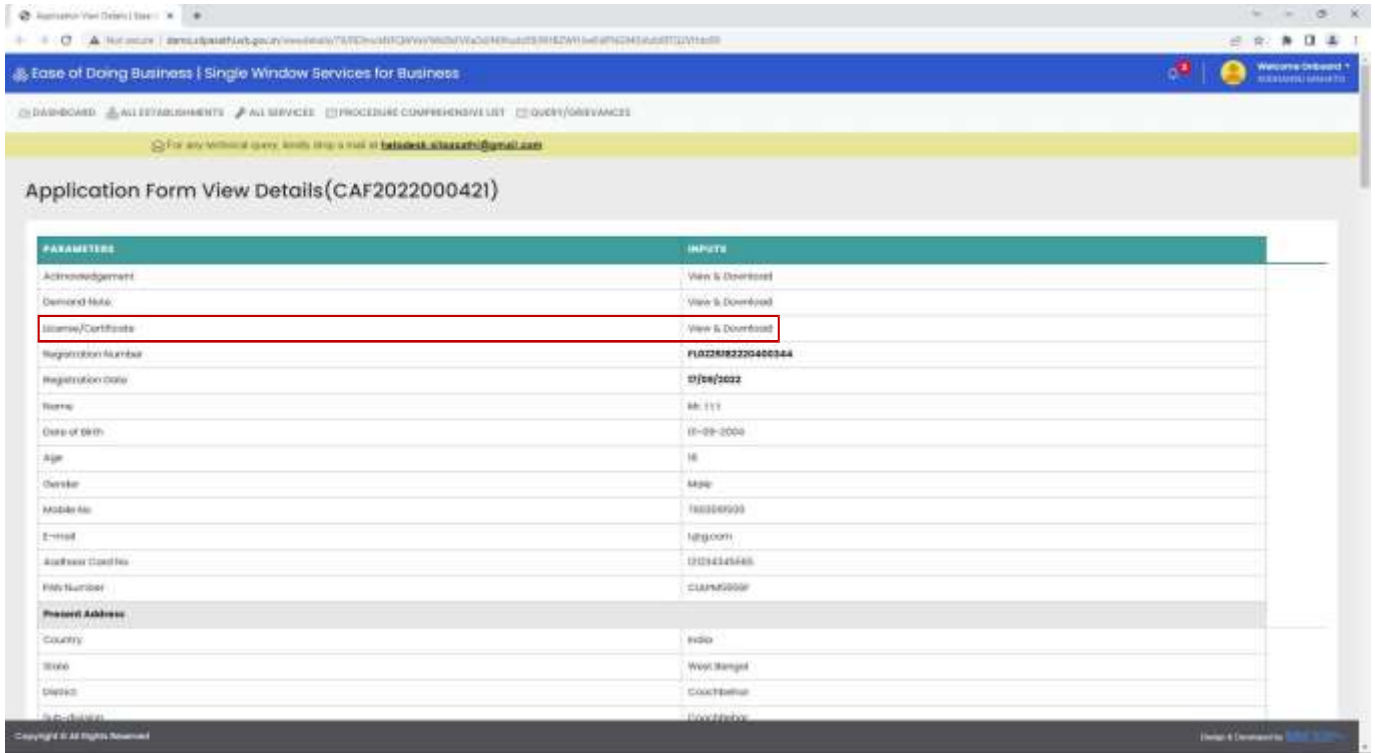
#### 4. Online Download of final approval certificate



**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.

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Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

**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 and then clicking on the 'Verification of Digitally Signed Document' link and keying in the Unique Number : 0225186220400081. Page : 1

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.

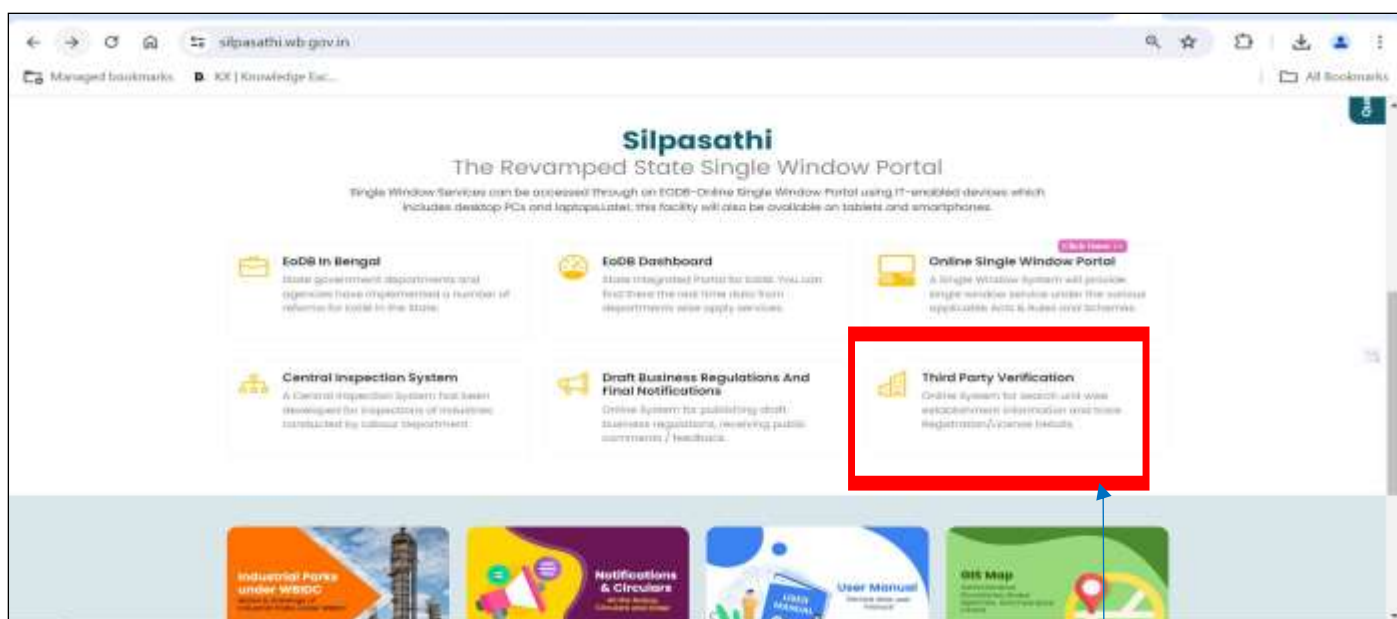
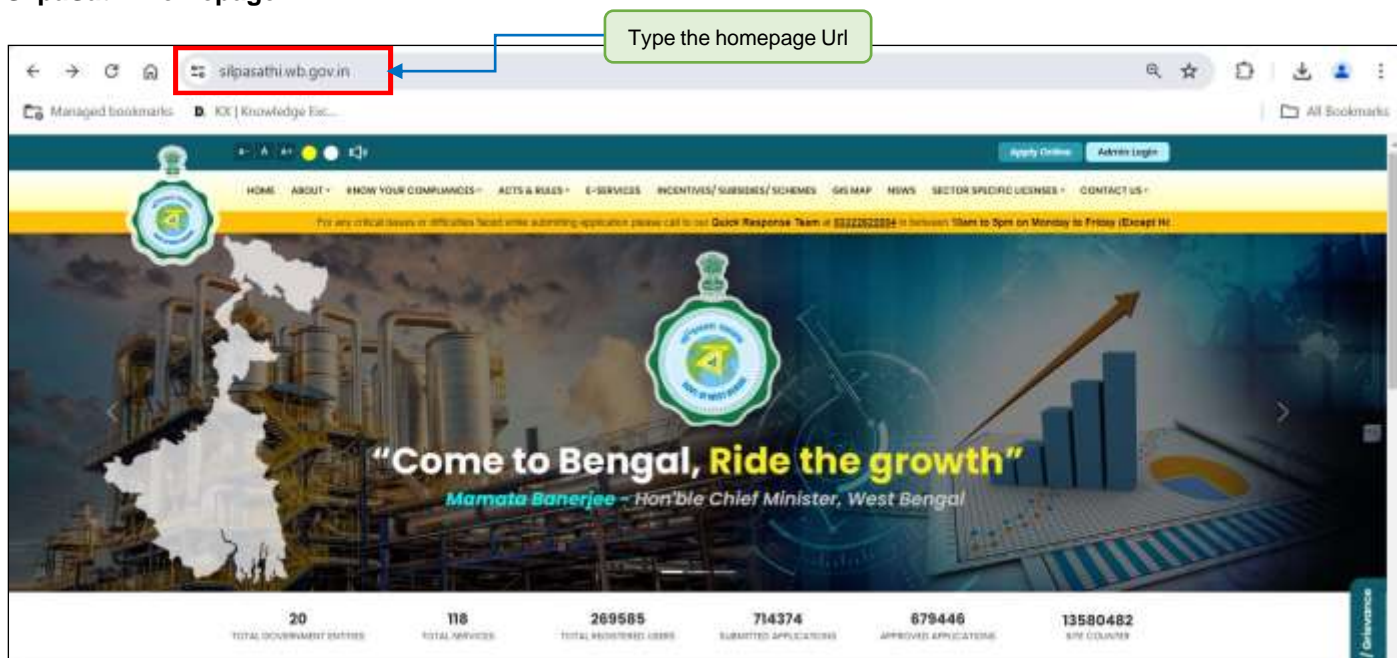
#### Third part verification process

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):

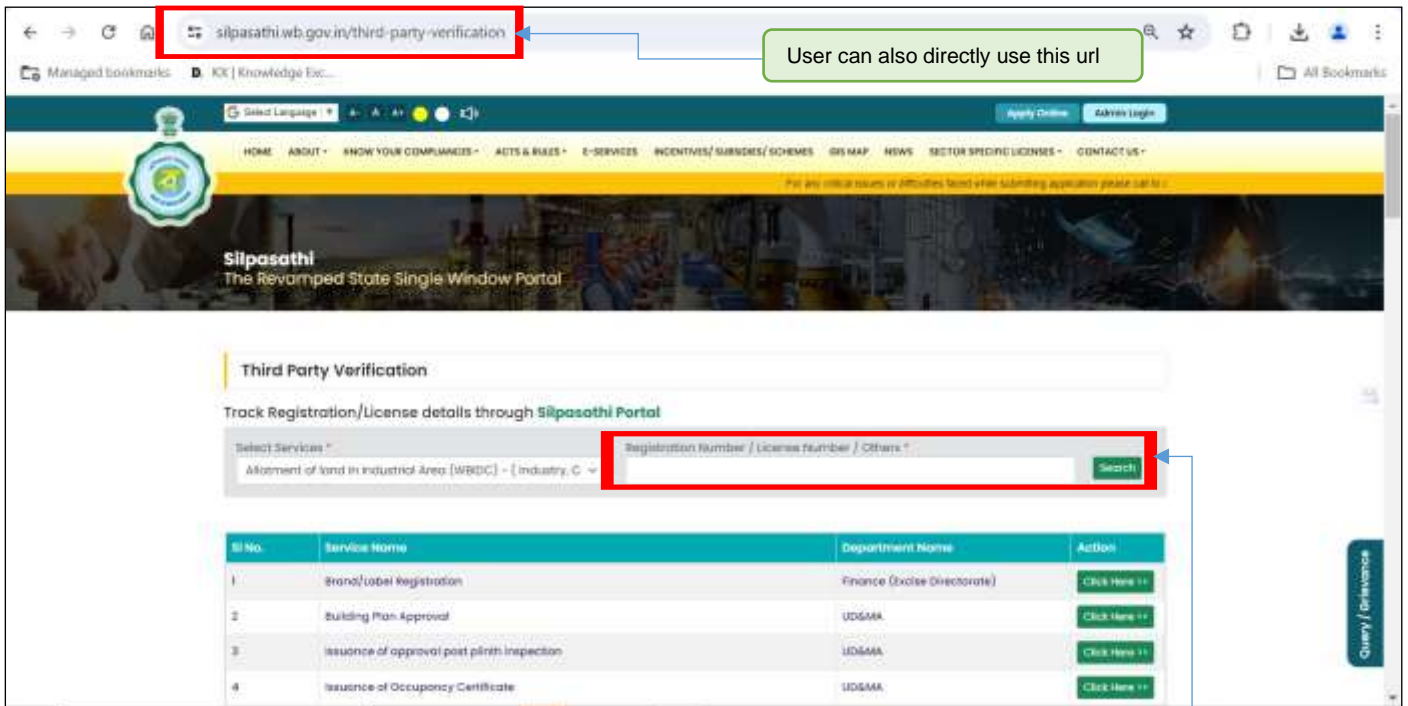
#### SilpaSathi Homepage



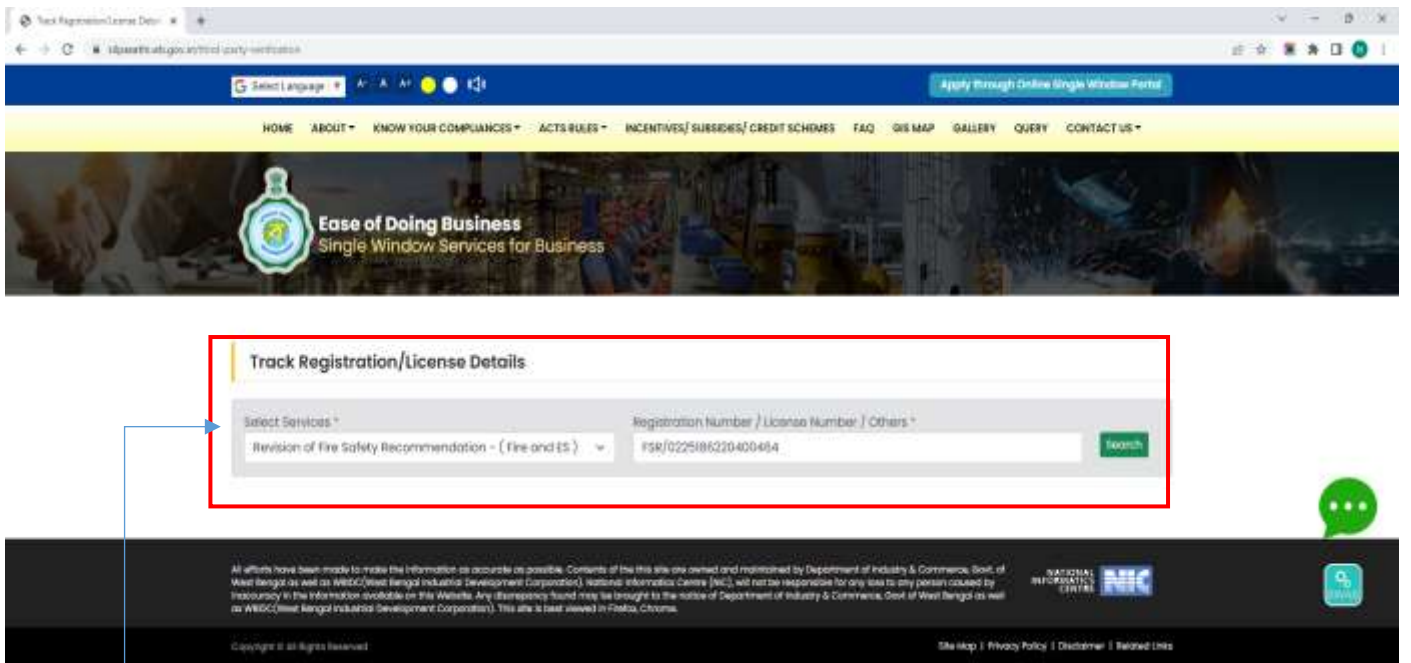


Revision of Fire Safety Recommendation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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.



Enter Registration number/ License number to view details.



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

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The third party can view the details as illustrated below:

