



THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)
SILPA BHAWAN, 31, BLACK BURN LANE, (2ND FLOOR),
KOLKATA - 700 012

Memo No. SB1/3169/2018-19

CIN : U74140WB1961SGC025037

Date. 12/03/19

INFORMATION WIZARD

Step by Step procedure for Land allotment by WBSIDC through online system

1. Applicant will go to the Silpasathi portal <http://www.silpasathi.in> to complete registration process
2. Applicant will do Registration (**Sign Up**) by creating User ID and Password by providing details like Name of the Applicant, email ID, Mobile number. A link will be sent to registered e mail ID. Applicant has to activate the link for creation of User ID and Password. Applicant has to **Sign In** by using User ID and password as created.
3. Applicant will fill the form & upload requisite documents then Submit. Now **Pay Now** will be activated Payment has to be done (Rs 7800 excluding bank service charges) using the Bill Desk (Payment Gateway) through **Debit Card/Credit Card/Internet Banking**, application will be submitted successfully to WBSIDCL's counter.
4. Nodal Officer will check the application and documents for scrutiny. If Application is complete and all documents are duly submitted, then it will be ready for appraisal.
5. If application is incomplete or requisite documents are not uploaded, then communication will be sent to applicant through email and SMS to resubmit the application with all requisite documents within 7 days. Once the resubmission is done, application will be ready for appraisal.
6. Application will be forwarded by Nodal Officer to Appraisal Committee consisting of Estate Manager and Transaction Advisor for scrutiny and placing before selection committee with their observations.
7. Selection Committee will evaluate the application on the basis of Production Capacity, Financial Viability; Commercial Viability, Employment Generation, Academic Qualification, Technical Knowledge, Marketing Opportunities and recommend the application to Board of Directors (BoD) for ratification.
8. List of selected candidates along with the Board approval will be sent to Department of MSME&T for arranging Cabinet approval.
9. After receiving the Cabinet approval, Provisional Offer Letter will be issued to the applicant.
10. Applicant can download Provisional Offer Letter through system.


11/3/19
Managing Director
The WBSIDC Limited