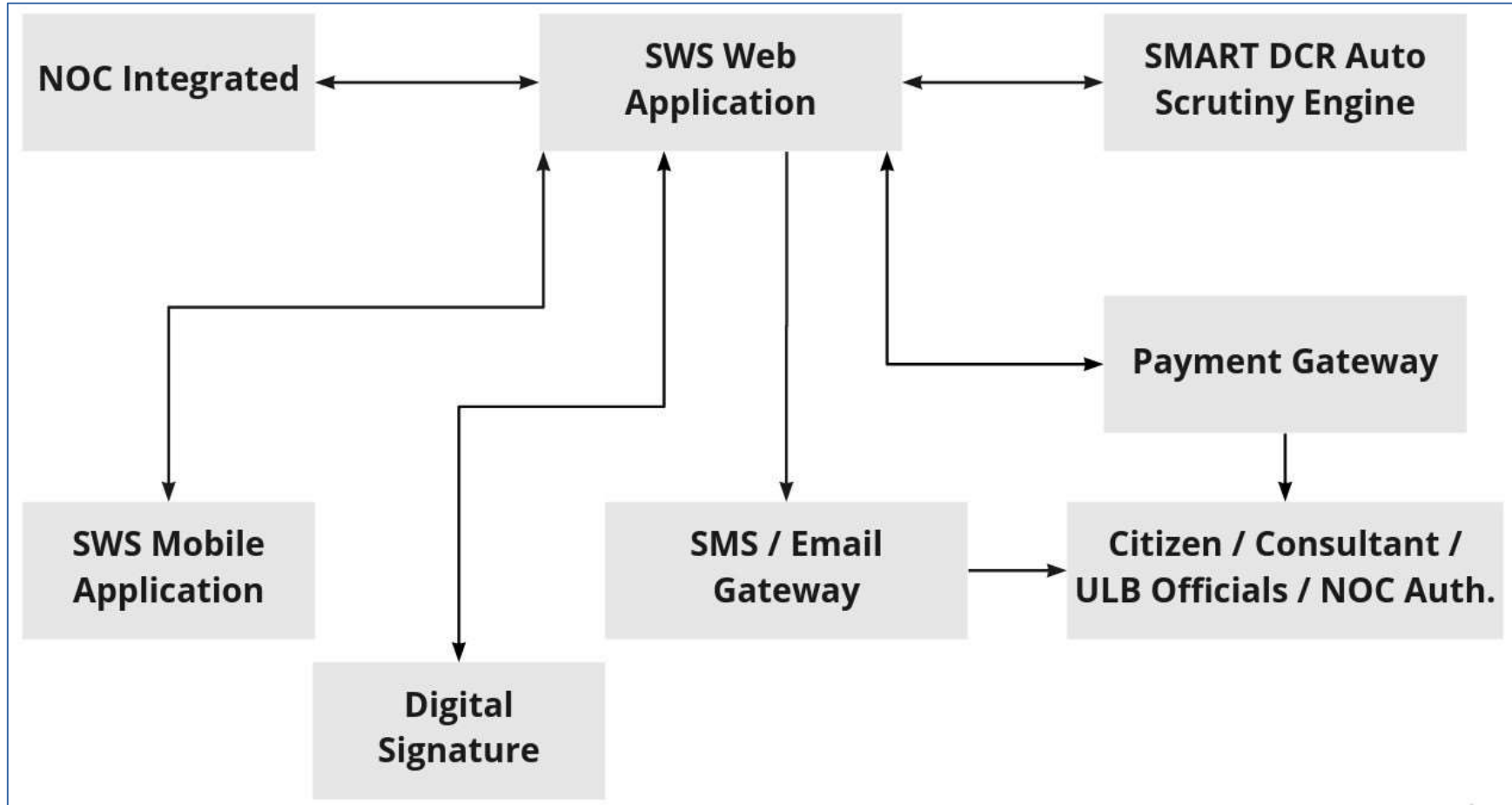




**Department of Micro, Small, Medium Enterprises & Textiles
Government of West Bengal**

Consultant 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

Technical Personnel Services

1. WBIDC Empanelled Consultant - **Registration** and **Renewal** on the Portal
2. Receive Intimation of **username / password**
3. Receive Intimation of **License validity expiry**
4. **Completion** of the Application initiated by the Applicant
5. **Submission** of Application initiated by the citizen for **Smart DCR Auto Scrutiny**.
6. **Resubmission** of Application in case of Pre Check Return from **Auto Scrutiny Engine**.
7. **Resubmission** of Application in case of **missing documents**.
8. Technical Personnel (LBS / Architect), Geo Technical Engineer, Structural Engineer, Structural Reviewer

Citizen Application Flow Process

No Login

Check Application
Status

Summary
Application Status

Citizen Login

Create
Application

Save
Application

Engage
Consultant

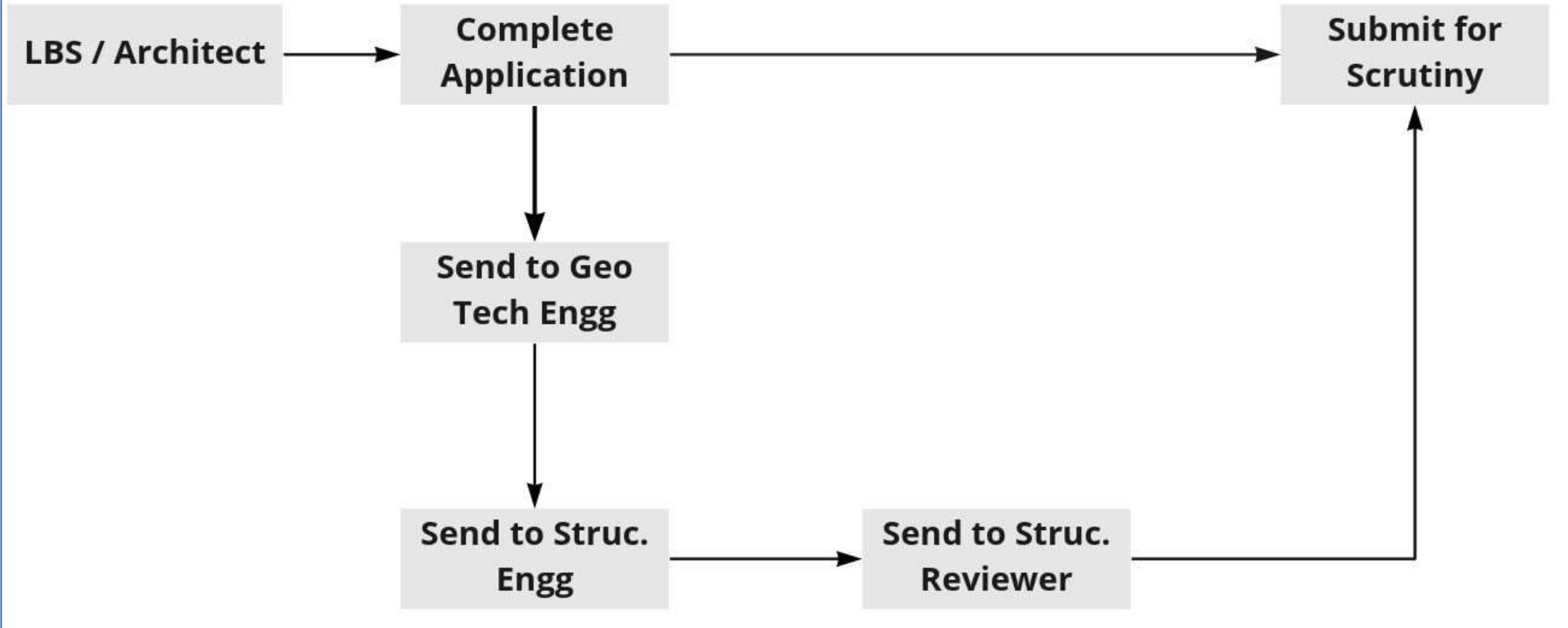
Send to
Consultant

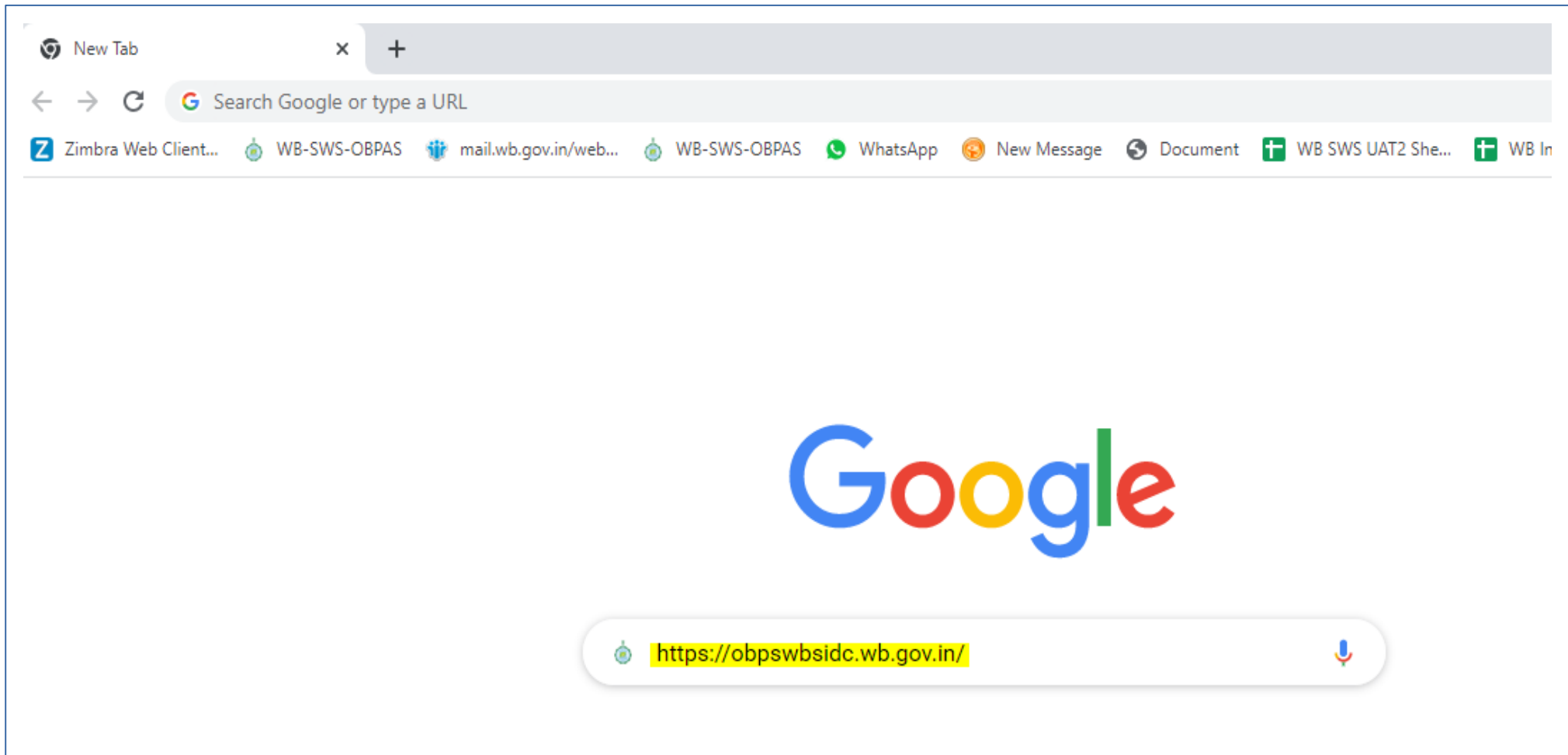
Detail Application
Status

Online Payment

miro

Consultant Application Flow Process






Consultant Registration

Applicant Organisation


Consultant WBSIDC


Applicant Login

Username

Your Username 

Password

Your Password 




Login Now

New Registration

Consultant Organisation

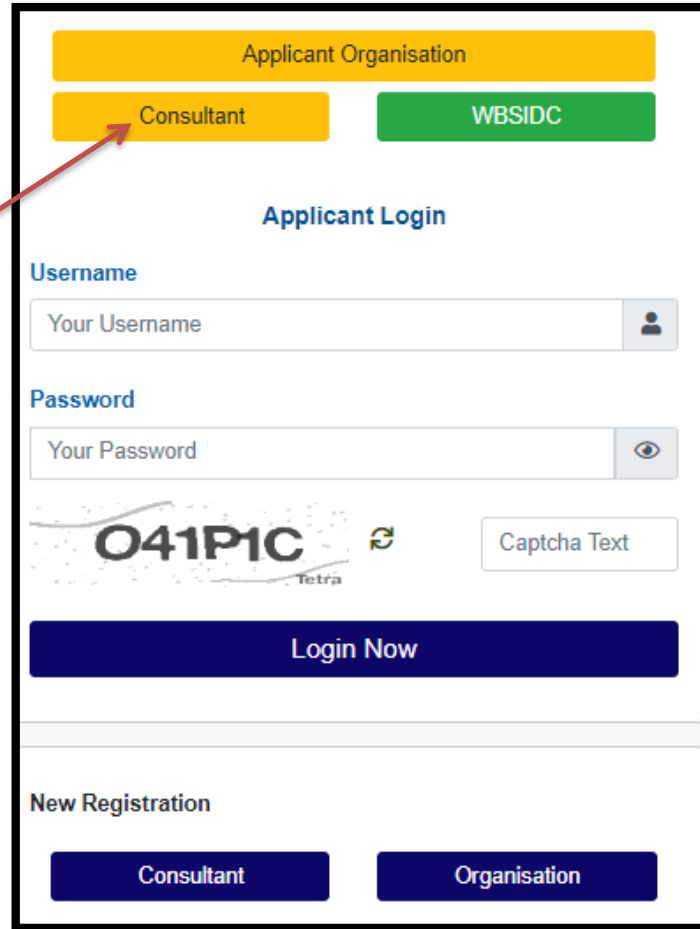
Click here

Consultant Registration Form

Consultant Details			
Salutation	<input type="text" value="Select an option"/>	Full Name *	<input type="text" value="Full Name"/>
Academic Qualification Certificate * <small>(Please upload only JPEG,JPG,PNG or PDF formats of 500KB or less)</small>	<input type="button" value="Choose File"/> No file chosen	Detailed work experience * <small>(Please upload only JPEG,JPG,PNG or PDF formats of 500KB or less)</small>	<input type="button" value="Choose File"/> No file chosen
Please select the IDC *	<input type="text" value="WBSIDC"/>	Consultant Type *	<input type="text" value="--Select--"/>
Consultant Class	<input type="text" value="--Select--"/>	ULB Name	<input type="text" value="Select ULB Name"/>
District	<input type="text" value="Select District Name"/>	Mobile Number*	<input type="text" value="Please Enter 10 digit Mobile Number"/> <input type="text" value="Mobile No"/>
Email ID*	<input type="text" value="Your Email Id"/>	User Name(User Name can have Alphabet, Numbers, _ and - Only)*	<input type="text" value="User Name"/>
Password*	<input type="text" value="Create Password"/>	Confirm Password	<input type="text" value="Retype Password"/>
Aadhaar Number	<input type="text" value="Aadhaar Number"/>	Address*	<input type="text" value="Address"/>
PIN*	<input type="text" value="Pincode"/>	Post Office	<input type="text" value="Post Office"/>
Police Station	<input type="text" value="Select Police Station"/>	Photo ID Type*	<input type="text" value="--Select--"/>
Photo ID Number *	<input type="text" value="Photo ID No"/>	Photo ID Document * <small>(Please upload only JPEG,JPG,PNG or PDF formats of 500KB or less)</small>	<input type="button" value="Choose File"/> No file chosen
Passport Size Photograph * <small>(Please upload only JPEG,JPG,PNG)</small>	<input type="button" value="Choose File"/> No file chosen		
	<input type="text" value="Captcha Text"/>	<input type="button" value="Return to Home Page"/>	<input type="button" value="Submit For Registration"/>

Consultant Login

Click here



The screenshot shows a login interface for consultants. At the top, there is a yellow bar labeled 'Applicant Organisation'. Below it are two buttons: a yellow 'Consultant' button and a green 'WBSIDC' button. A red arrow points from a box labeled 'Click here' to the 'Consultant' button. Below these buttons is the 'Applicant Login' section, which includes a 'Username' field with a user icon, a 'Password' field with an eye icon, a captcha image showing '041PIC Tetra', and a 'Captcha Text' input field. A large blue 'Login Now' button is positioned below the captcha. At the bottom, there is a 'New Registration' section with two buttons: 'Consultant' and 'Organisation'.

Work on Citizen assigned applications

Organization	Applicant Details			
Site Details	Applicant Type *	Organisation	Applicant Sub Type * (In case of Applicant Type is "Authorised by Registered Power of Attorney")	Select Sub-Type
Specifications	Salutation *	Ms	Name *	shila Yadav
Land and Building Specifications	Mobile Number *	7985554073	Email ID *	Shila7865@gmail.com
Plot Abutting Details	Address	dfghjk	Post Office	Ramnagar
Other Details	PIN	272194	Police Station	ramnagar
Engaged Personnel	Aadhar Number		Photo ID Type	Aadhaar
NOC	Photo ID No		Photo ID Document	View Document
Documents Upload	PAN *	23456ASDFGH	PAN Document *	View Document
Save/Submit				

[← Previous](#) [Save](#) [Next →](#)



* Mandatory for citizen saving the CAF ** Mandatory for citizen before assigning to LBS/Architect * Mandatory for LBS/Architect before assigning to next personnel/AutoScrutiny # Mandatory for Geotechnical Engineer ## Mandatory for Structural Engineer