



West Bengal  
Industrial Development Corporation

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

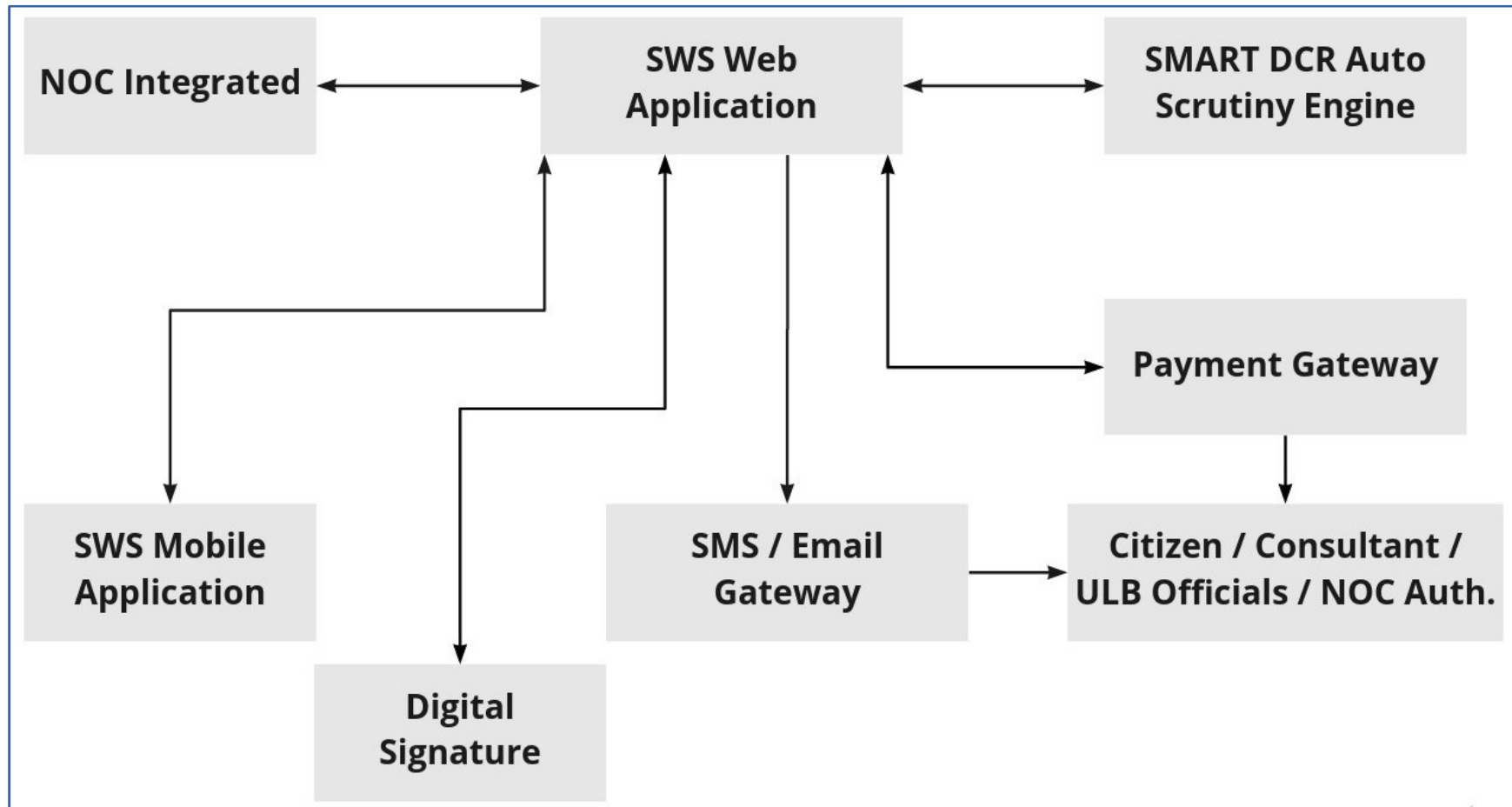
## Applicant (Organisation) Guide

**WTL**

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# 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. 3<sup>rd</sup> Party Verification

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 **Vinzas Solutions**  
Unlimited Engineering Solutions

  
TETRA

## 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

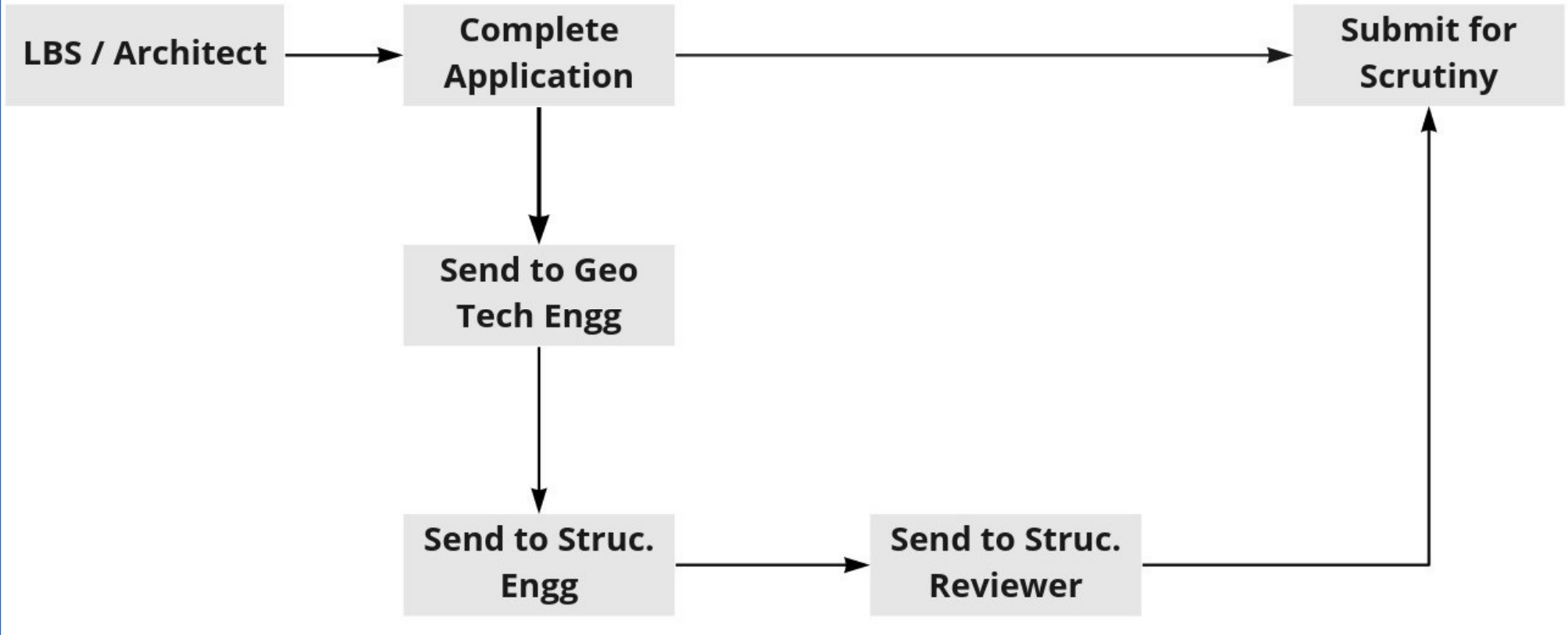
**WTL**

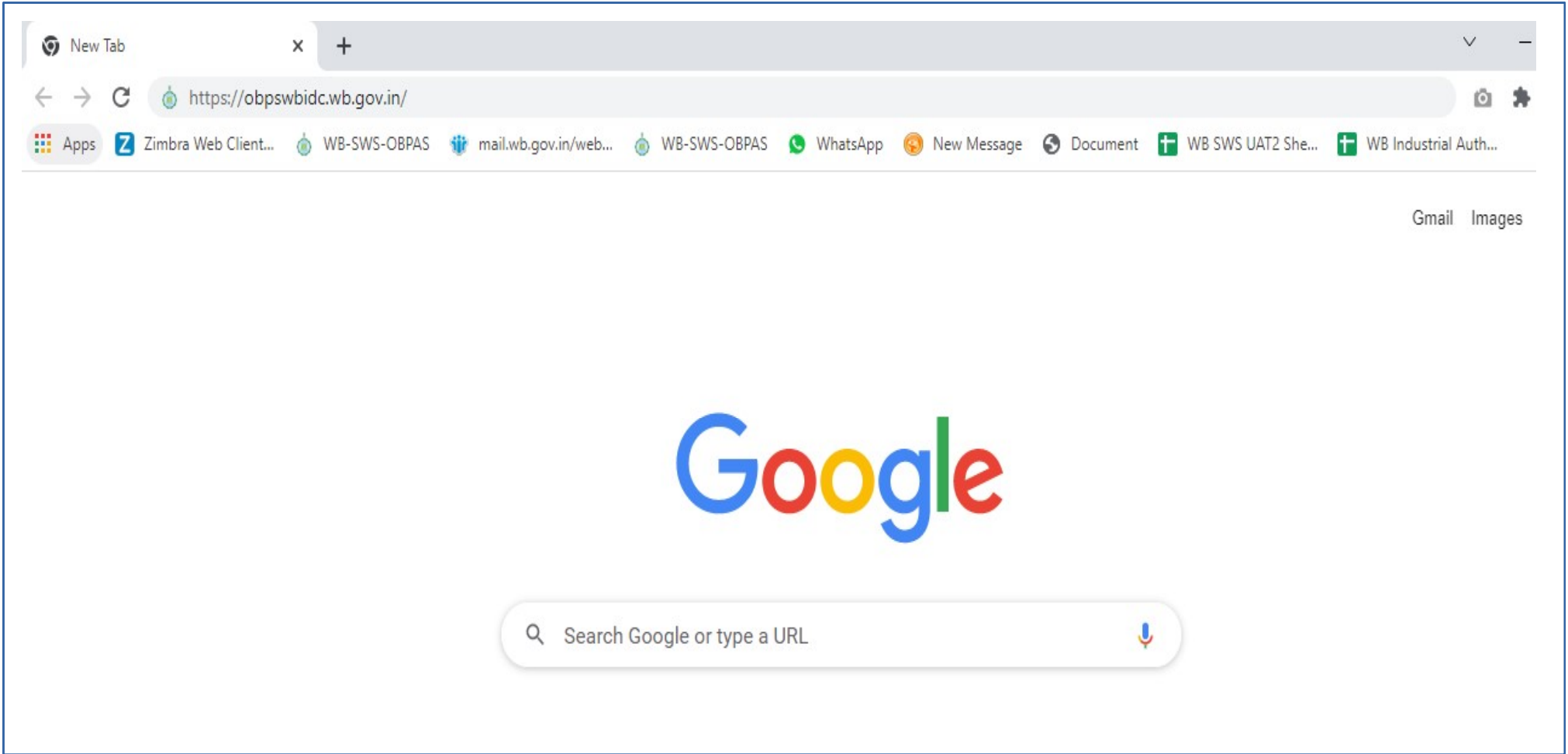
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TETRA

## Consultant Application Flow Process





# Applicant Registration

## Welcome to Single Window System for Online Building Plan Approval

The Online Building Plan Approval System (OBPAS) has been envisaged by the Department of Urban Development & Municipal Affairs, Government of West Bengal to utilize the benefits of Information Technology to have a Single Window System (SWS) for various processes involved in issuance of construction permits as per State Business Reform Action Plan (SBRAP) & District Business Reform Action Plan (DBRAP) 2020-21 recommendation and compliance under Ease-of-Doing-Business (EODB) in order to improve the Accountability, Transparency & Effectiveness in Government administration. [Read More](#)

### LATEST UPDATES

1. Arrangement of VC on e-Charitashala (OBPAS) for VC with Commissioners/Jt. Commissioners/Executive Officers/Financial Officers/IT Coordinators/Engineers of ULBs on 18th April 2022 (Media File: 442022)



Applicant Org	Consultant
WBIDC	WBIIDC

### Applicant Login

#### Username

#### Password

HC3HRQ

Login Now

### New Registration

Consultant

Citizen

Click here





# Applicant Registration Form

## Citizen Registration Form

Citizen Details			
Salutation	<input type="text" value="Mr."/>	Full Name*	<input type="text" value="Avinash Kumar"/>
User Name( User Name can have Alphabet, Numbers, _ and - Only)*	<input type="text" value="avi"/>	Password*	<input type="password" value="....."/>
Confirm Password*	<input type="password" value="....."/>	Date of Birth*	<input type="text" value="12 / 10 / 1986"/>
Age	<input type="text" value="34 years"/>	Mobile Number*	<input type="text" value="9031170430"/>
Email ID*	<input type="text" value="adarsh@tetra10.com"/>	ULB Name ( If Applicant residing in an ULB area within West Bengal)	<input type="text" value="Select ULB Name"/>
District	<input type="text" value="Select District Name"/>	Address*	<input type="text" value="New Delhi"/>
State	<input type="text"/>	Country	<input type="text"/>
Post Office	<input type="text" value="New Delhi"/>	PIN *	<input type="text" value="741122"/>
Police Station	<input type="text" value="New Delhi"/>	Aadhaar Number	<input type="text" value="678453456786"/>
PAN *	<input type="text" value="GDHEKEJ567"/>	PAN Document (Please upload only JPEG,JPG,PNG or PDF formats of 500KB or less) *	<input type="button" value="Browse..."/> <input type="text" value="KZQXI_PB_HS..._29592.pdf"/>
Photo ID Type	<input type="text" value="Aadhaar"/>	Photo ID No	<input type="text"/>
Photo ID Document (Please upload only JPEG,JPG,PNG or PDF formats of 500KB or less)	<input type="button" value="Browse..."/> <input type="text" value="oRWhI_P...558.pdf"/>		
Captcha *	<input type="text" value="Db6XvC"/>	<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 [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

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Click here

Applicant Org

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WBIDC

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### Applicant Login

#### Username

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HC3HRQ



Login Now

### New Registration

Consultant

Citizen



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# Applicant Post Login

Local Bodies CAF



IDC(s) CAF



WBIDC

COMMON APPLICATION FORM ▾

SHOW LIST OF APPLICATION ▾

WBIIDC

COMMON APPLICATION FORM ▾

SHOW LIST OF APPLICATION ▾



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# Applicant – Select Service

## BUILDING PLAN CAF INITIATION

CAF Initiation	
Please select one of the following combination *	
Building Plan	<input type="radio"/>
Site Plan + Building Plan	<input checked="" type="radio"/>
Building Plan for Alteration	<input type="radio"/>
Building Plan for Addition	<input type="radio"/>
Building Plan Revalidation	<input type="radio"/>
Building Plan Renewal	<input type="radio"/>

Next →



# 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@tetra.in.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	<a href="#">View Document</a>
PAN *	NNWQU6234T	PAN Document *	<a href="#">View Document</a>

[← Previous](#)[Next →](#)

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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.

