



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

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**Information about the procedure for online application for 'Land Allotment'**

1. Applicant will go to the ONLINE PORTAL 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 register Email 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. 7,800/- 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. The application and documents as submitted by Applicant is placed for initial 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 to Transaction Advisor for scrutiny on the basis of Production Capacity, Financial Viability; Commercial Viability, Employment Generation, Academic Qualification, Technical Knowledge, Marketing Opportunities. Transaction Advisor will place their observations before Board of Directors.
7. Board of Directors will evaluate the application and recommend the application to Department of MSME& Textiles for arranging Cabinet approval.
8. After receiving the Cabinet approval, Provisional Offer Letter will be issued and will be intimated to the applicant through SMS & Email so that applicant can download through system.
9. Link for payment of lease premium will be initiated. After completion of payment, Formal Offer Letter will be issued and will be intimated to the applicant through SMS & Email so that applicant can download through system.
10. Possession Certificate will be issued after completion of Registration & Execution of Lease deed and will be intimated to the applicant through SMS & Email so that applicant can download through system.

Sd/-  
Managing Director  
The WBSIDCL Limited