



## **UD&MA : Water Connection**

*Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)*

*User Manual*

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Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Water Connection (UD&MA) 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 “**Water Connection**” by **Department of Urban Development & Municipal Affairs (UD&MA), 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

**Water Connection by UD&MA Department** is required to ensure safe and reliable access to clean drinking water for buildings and organisations which fall under the jurisdiction for borough or block/municipality/Corporation (urban areas). 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 (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Certificate of Licensed Plumber	Document issued by a regulatory authority, typically a state or local government, that verifies an individual is qualified and authorized to perform plumbing work in a specific jurisdiction
2.	Copies of approved final layout drawing of house sewer pipe/drain	Finalized and authorized diagrams or plans that depict the precise layout and configuration of the sewer pipe or drainage system for a house or building.

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

3.	Copies of approved final layout drawing of water line	Authorized and finalized diagrams or plans that detail the layout and configuration of the water supply system for a building or property.
4.	Copy of approved Completion plan	Any document that signifies official approval for the completion of a construction project or a specific phase of it which include Final drawings, Certificates, etc
5.	Occupancy Certificate	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights
6.	Organisation PAN	Organisation PAN" refers to the Permanent Account Number (PAN) assigned to organizations or entities in India
7.	Organisation TAN	Organisation TAN" refers to the Tax Deduction and Collection Account Number (TAN), which is a unique alphanumeric code assigned to entities or individuals responsible for deducting or collecting tax on behalf of the government
8.	PAN Card	A PAN Card, or Permanent Account Number Card, is a unique identification card issued by the Income Tax Department of India
9.	Photo ID Document	A "photo ID document" refers to an official identification document that includes a photograph of the individual to whom it belongs. The purpose of a photo ID document is to verify and confirm the identity of the person presenting it. Examples include Driver's License, Passport, etc.
10.	Up to date paid up Municipal Property Tax receipt of the concerned holding	An "up to date paid up Municipal Property Tax receipt of the concerned holding" refers to a document that confirms the current status of property tax payments for a specific property or holding within a municipality

## Timeline (WBRTPS)

**Water Connection (UD&MA) has an WBRTPS timeline of 15 days till approval by the authorities.**

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Applicants Basic Information</b>		
1.	Applicant Type	Select from the list of options provided if it's an organisation/owner/authorised
2.	Select Sub-Type	Select from the list of options provided

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Sl. No.	Field Name	Instructions
3.	Salutation	Enter salutation of the applicant
4.	First Name	Enter First Name of the applicant
5.	Middle Name	Enter Middle Name of the applicant
6.	Last Name	Enter Last Name of the applicant
7.	Date of Birth	Enter Date of Birth of the applicant
8.	Mobile Number	Enter Mobile Number of the applicant
9.	PAN	Enter PAN details of the applicant
10.	Email	Enter Email id of the applicant
11.	Post Office	Enter Post Office of the applicant
12.	Photo ID type	Select Photo ID type
13.	Photo ID number	Enter Photo ID number
14.	Aadhar Card No.	Enter Aadhar Card No of the applicant
<b>Address</b>		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
<b>Organisation Details</b>		
1.	Organisation Type	Select from dropdown list
2.	Other Organisation Type	Select any additional type
3.	Applicant Designation	Enter designation of the applicant
4.	Organisation PAN No.	Enter Organisation PAN No.
5.	Organisation TAN No.	Enter Organisation TAN No.
6.	Landowner Name	Enter name of landowner
<b>Site Details</b>		
1.	ULB Name	Enter ULB Name
2.	District	Enter District name
3.	ULB Type	Enter ULB Type
4.	Ward No.	Enter Ward No.
5.	Block	Enter Block
6.	Location/Street Name	Enter location details
7.	Police Station	Enter name of the police station
8.	Block/Municipality/Corporation Name	Enter name of Block/Municipality/Corporation Name
9.	Borough	Enter details of Borough

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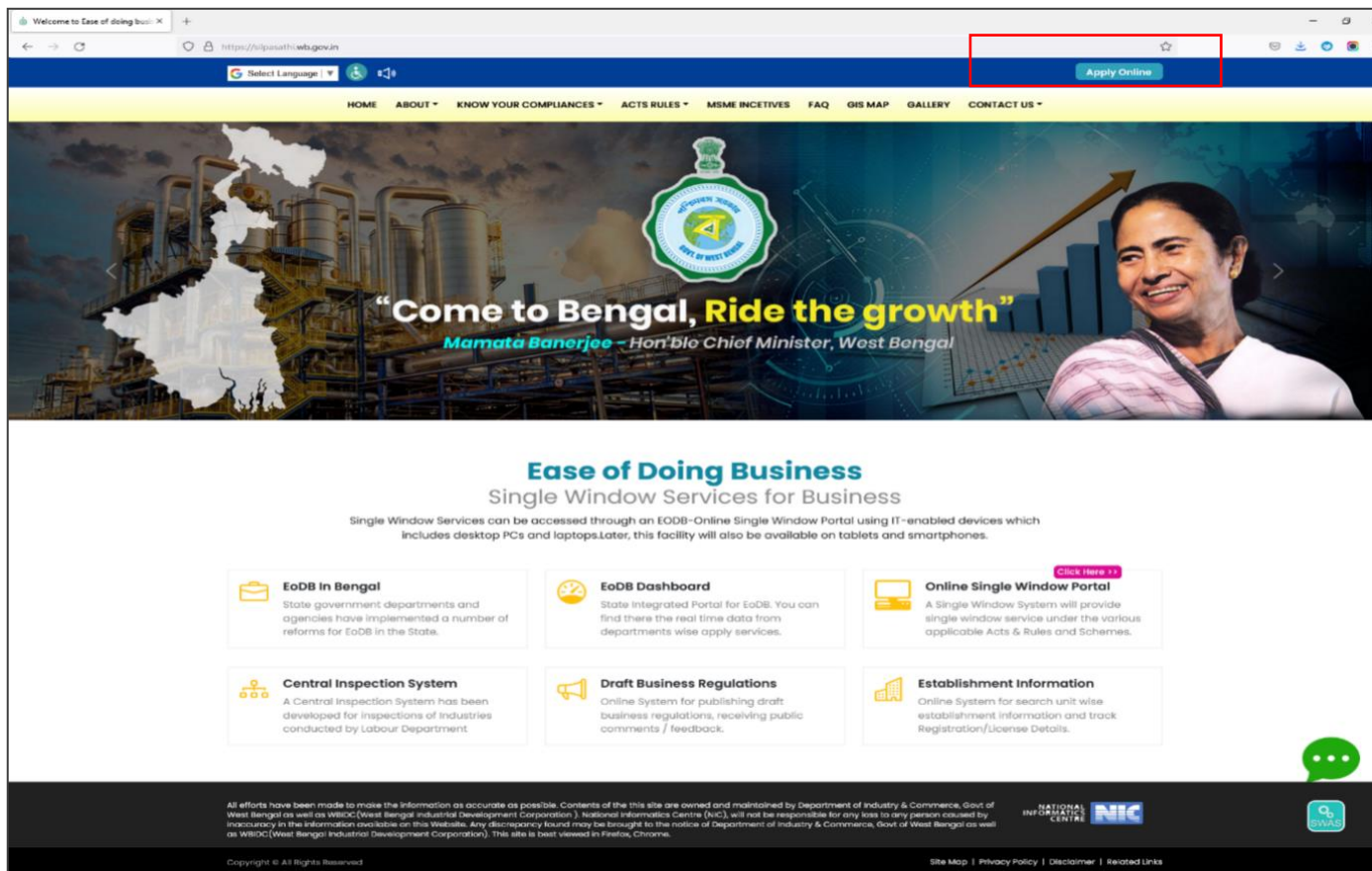
Sl. No.	Field Name	Instructions
10.	Ward	Enter ward number
11.	Mouza	Enter Mouza details
12.	JL No.	Enter JL No.
13.	Nearest Landmark	Enter Nearest Landmark
14.	Holding No.	Enter Holding No.
15.	Premises Number	Enter Premises Number
16.	Assessee Number	Enter Assessee Number
17.	Assessee Name	Enter Assessee Name
18.	Khatian No.	Enter Khatian No.
19.	Plot Type	Enter Plot Type
20.	Plot No	Enter Plot No
21.	Khatian No.	Enter Khatian No.
<b>Engaged Personnel Detail</b>		
1.	Consultant Name	Select consultant
2.	Salutation	Enter salutation details
3.	Consultant Type	Select the type of consultant
4.	Class (Not for Architect / Structural Reviewer)	Enter class
5.	Email Address	Auto-generated after selection of consultant
6.	Mobile No.	Auto-generated after selection of consultant
<b>Specifications</b>		
1.	Select Building Category	Select from dropdown list
2.	Residential Sub Type (Only in Case of Residential / Co-operative Housing Buildings)	Select Residential Sub Type
3.	Building Permit No.	Enter Building Permit No.
4.	Building Permit Sanction Date	Enter Building Permit Sanction Date
5.	Occupancy Certificate (Full / Partial/ Blockwise) Approval	Enter Occupancy Certificate details
6.	Occupancy Certificate Approval Date	Enter Occupancy Certificate Approval Date
<b>Land Details</b>		
1.	Land Area as Per Deed (Square Meter)	Enter Land Area as Per Deed
2.	Land Area as per Measurement (Square Meter)	Enter Land Area as per Measurement

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

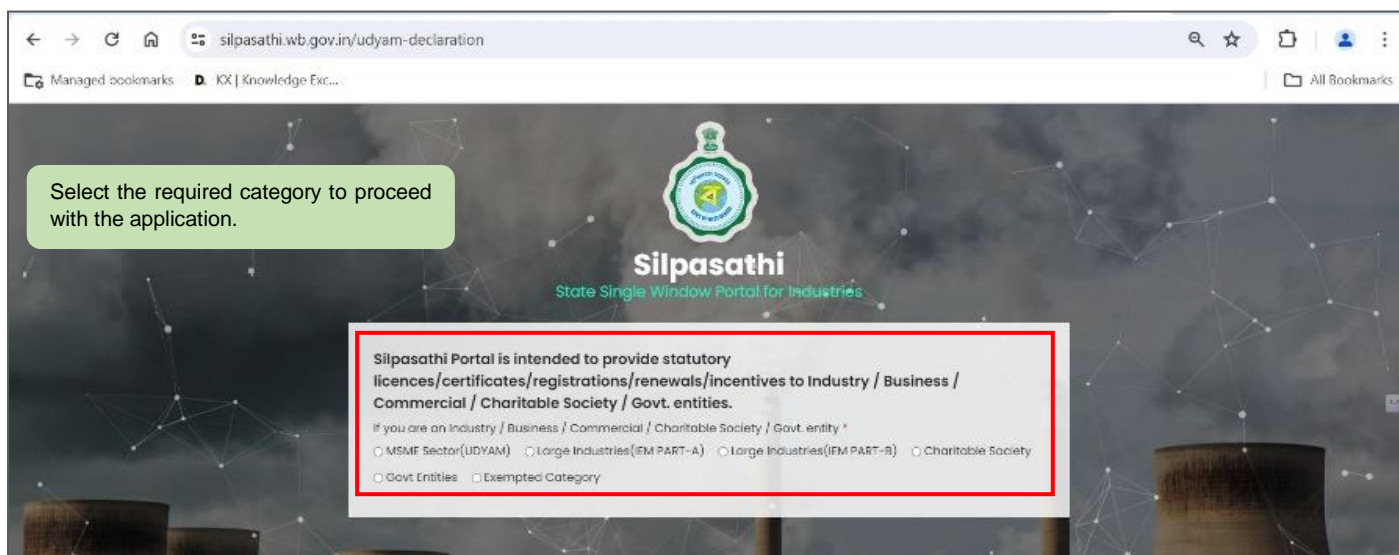
## Application Process through SilpaSathi

### 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.



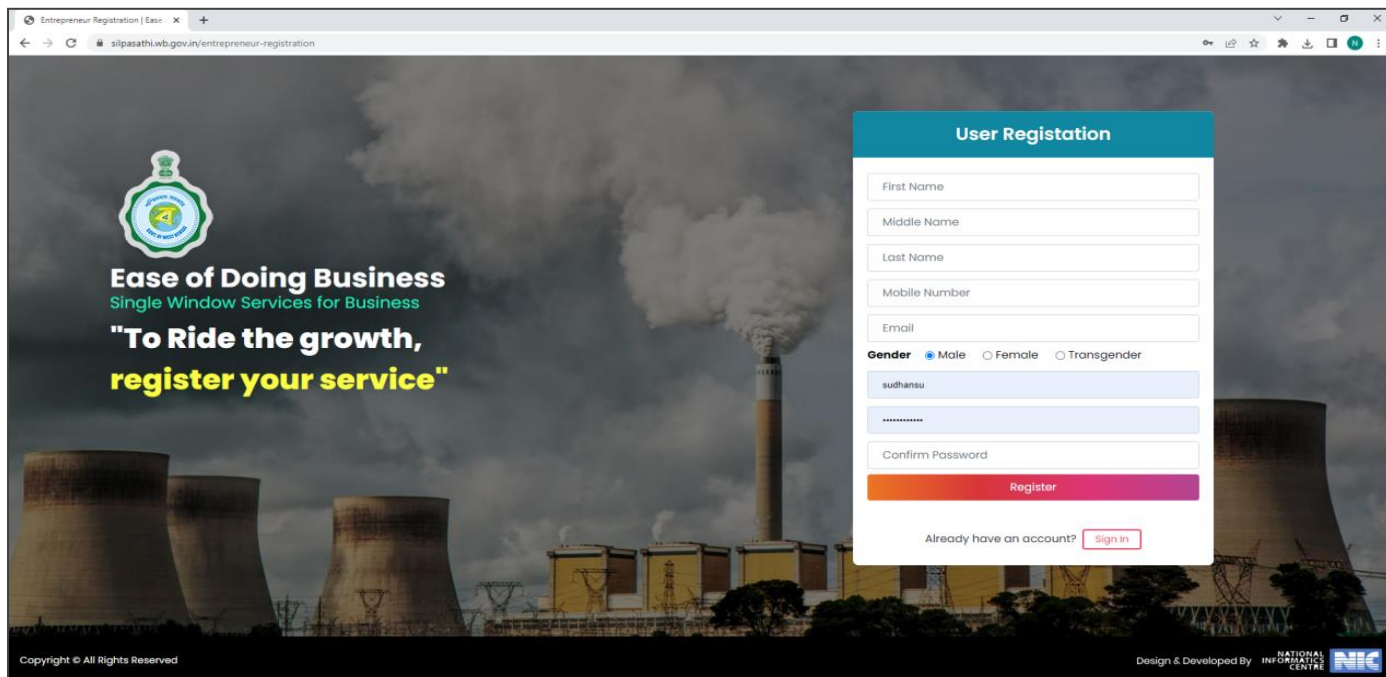
**Applicant Log-in:** The applicant needs to select the required category as illustrated in the screenshot below and proceed for registration.



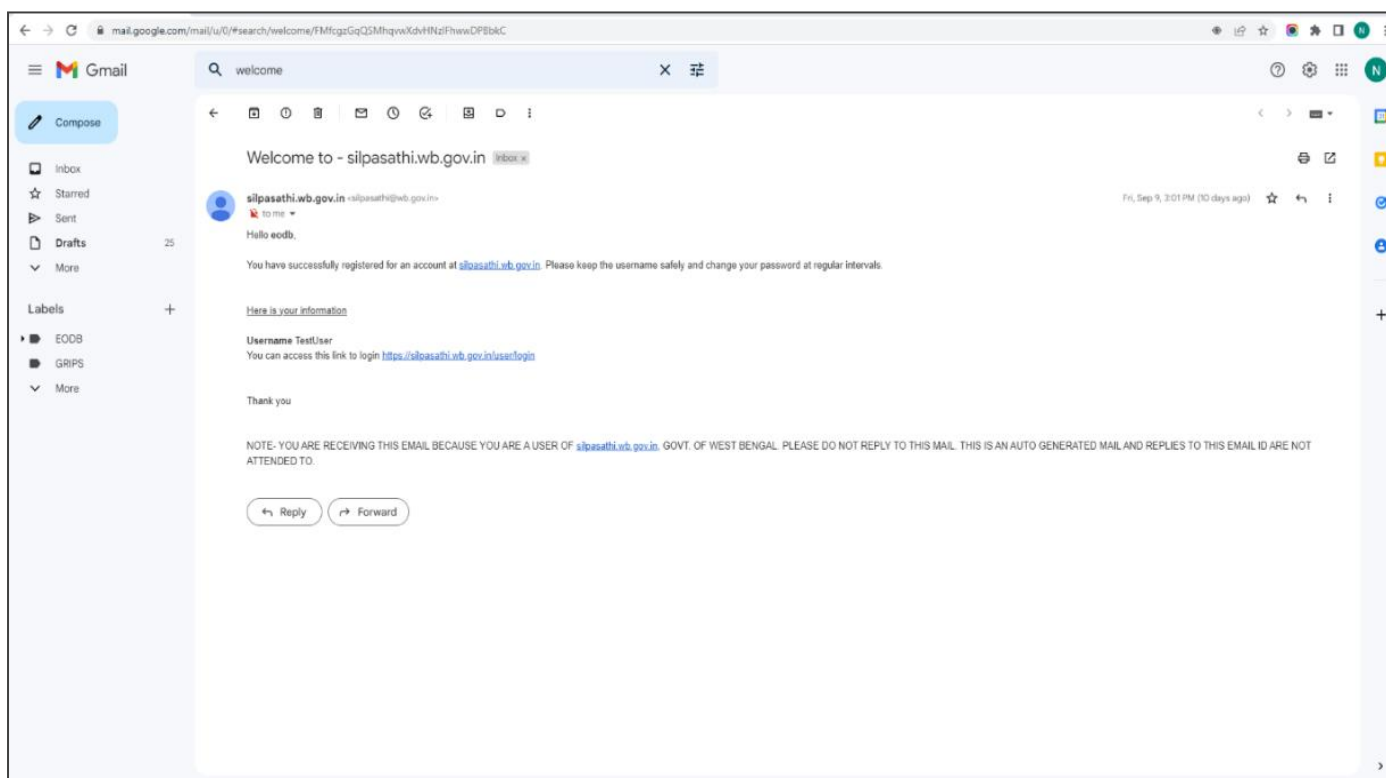
Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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.**



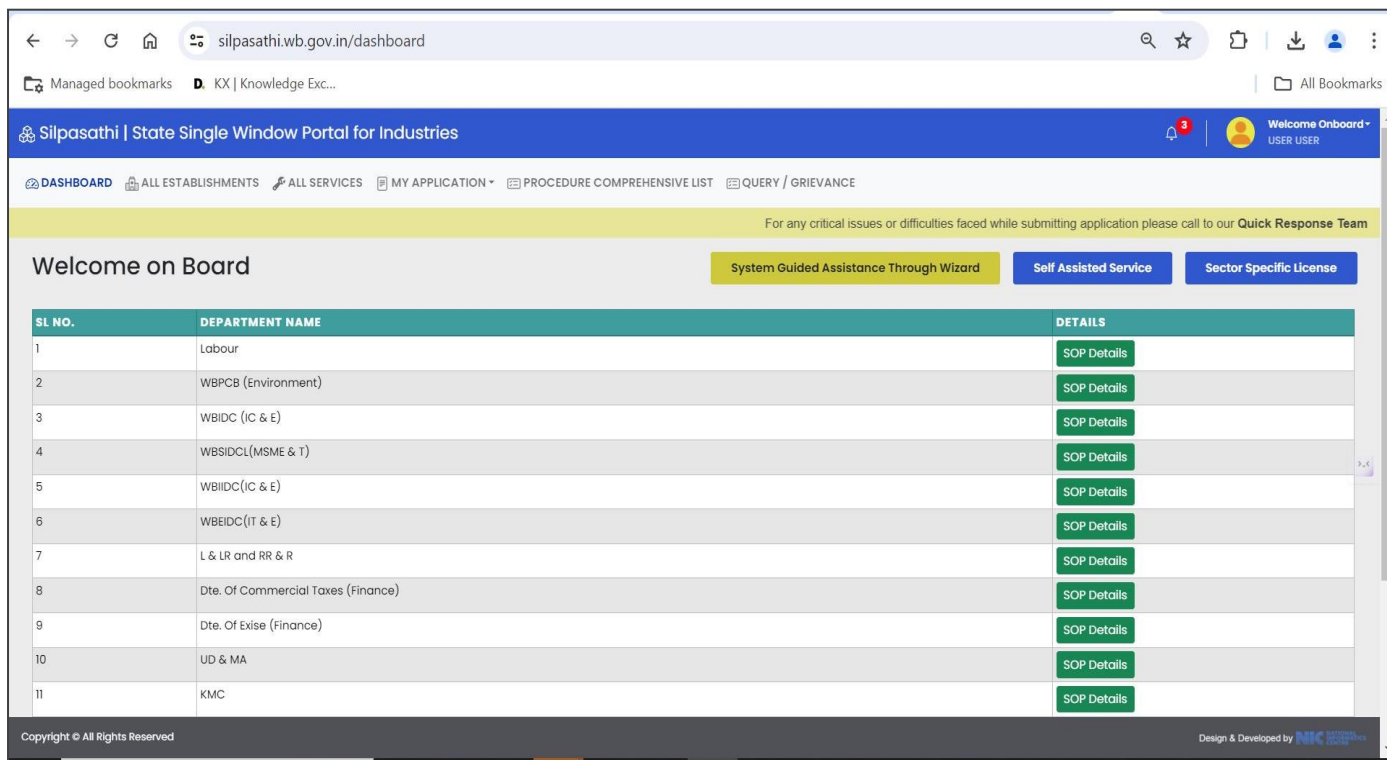
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



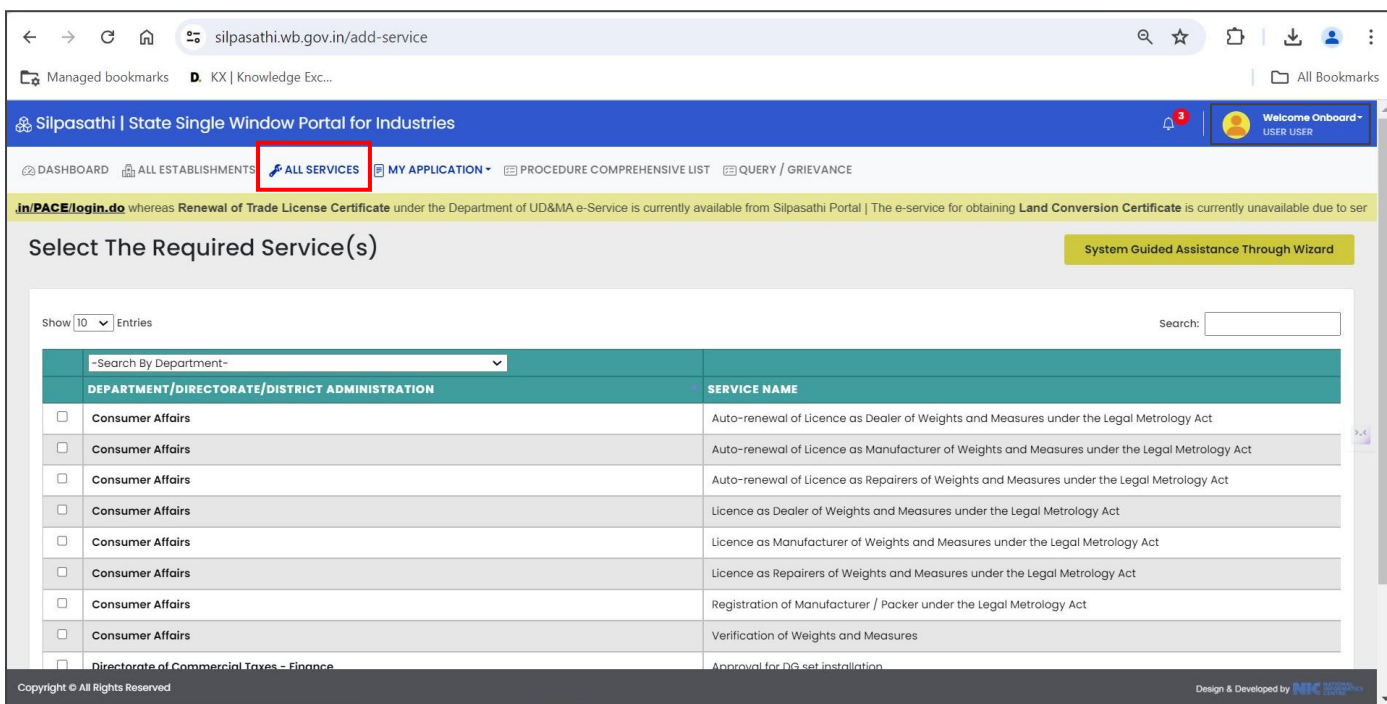
Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## Online Application submission

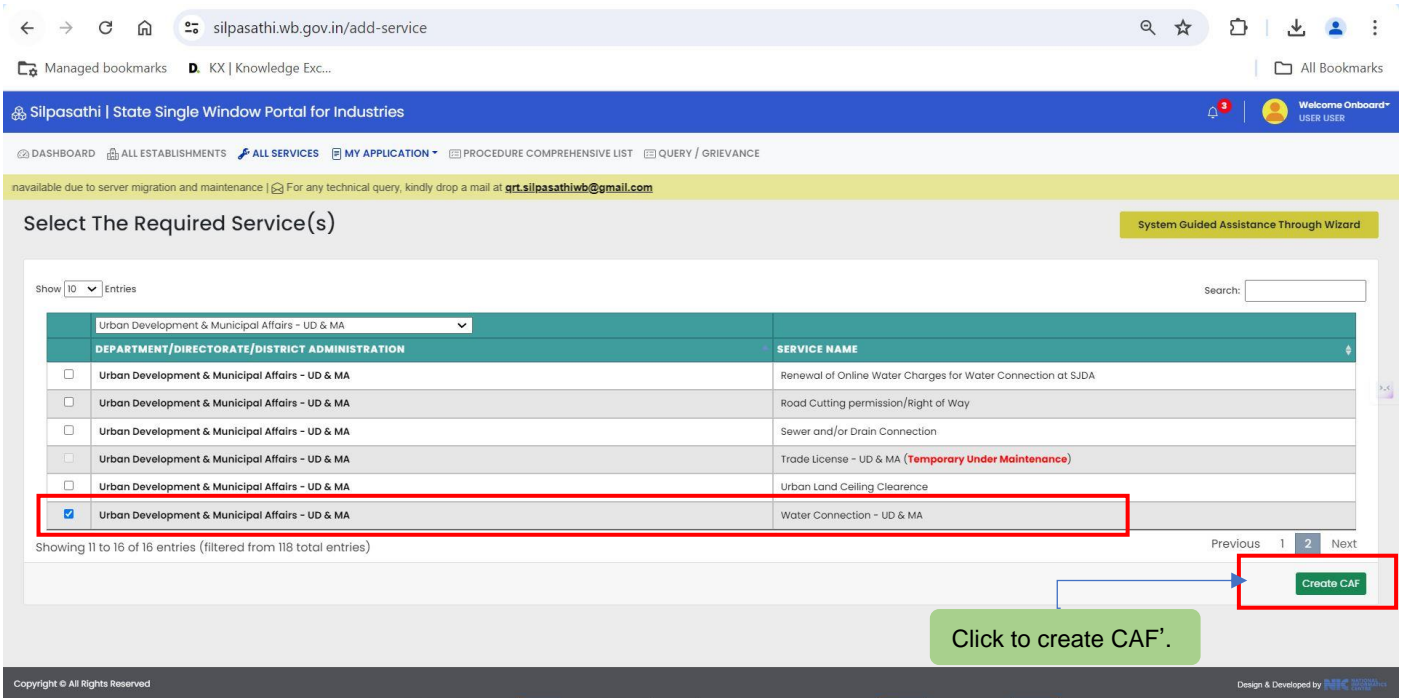
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



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

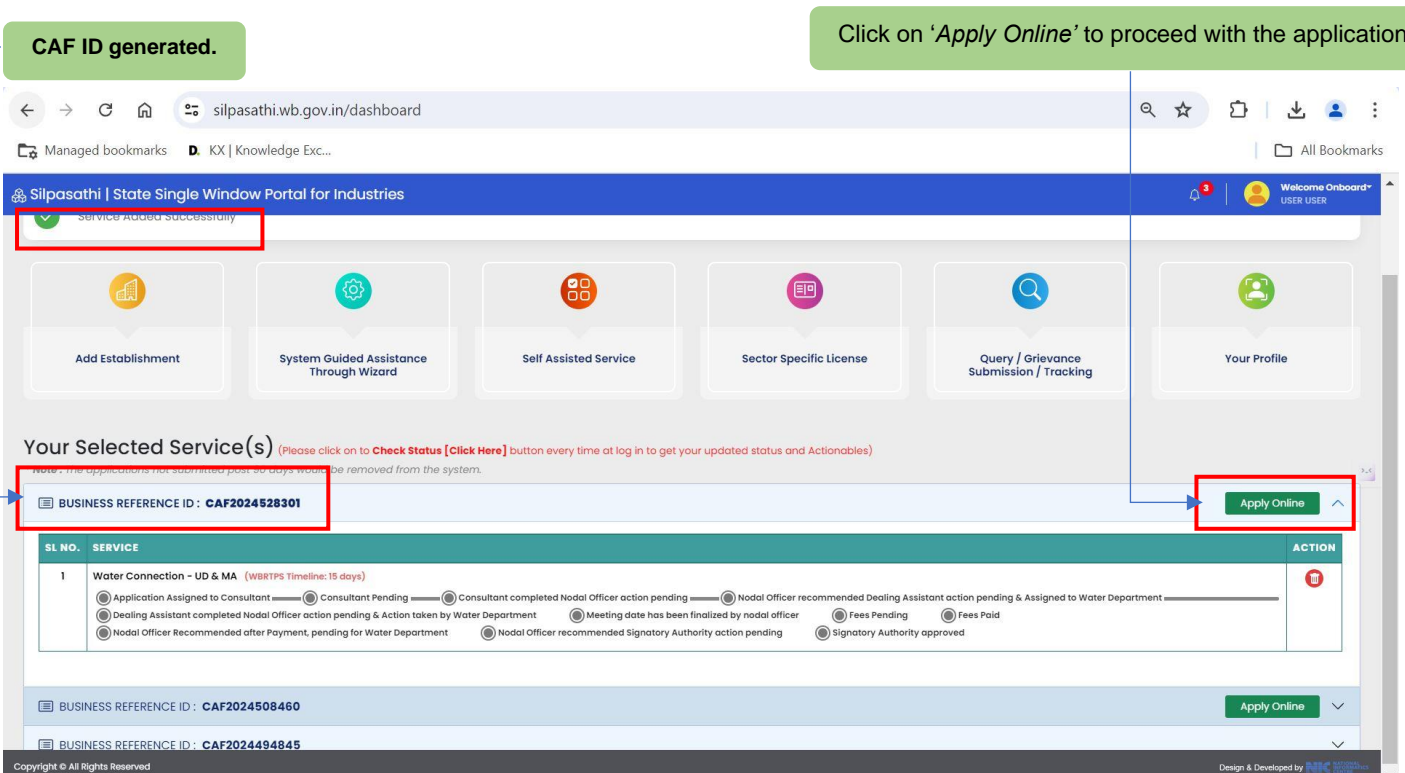


Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Water Connection– UD&MA**'.



After selecting the service '**Water Connection – UD&MA**', 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.

## Applicant's Dashboard



Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). 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):

**Common Application Form**

Process Start: 10%

**Applicant Details**

Applicant Type\*: Organisation  
 Applicant Sub Type (In Case Of Applicant Type Is "Authorised By Registered Power Of Attorney"): Select Sub-Type

Salutation\*: Ms.  
 Name\*: OLIVIA BANERJEE  
 Mobile Number\*: 827-...

Email ID\*: ABCI234@GAMIL.COM  
 Address\*: 73F SOUTH  
 Post Office\*: ASANSOL

PIN\*: 700030  
 Police Station\*: ASANSOL  
 Aadhar Number\*: 89-...-...

Photo ID Type: Driving Licence  
 Photo ID No: I234  
 PAN\*: HPA-...-

**Organisation Details**

Organisation Type\*:  
 Other Organisation Type:  
 Organisation Name\*:

**Organisation Details**

Organisation Type\*: Pvt Ltd Company  
 Other Organisation Type: Other Organisation Type  
 Organisation Name\*: ABCXYZ

Applicant Designation\*: Ms.  
 Organisation PAN No\*: I234  
 Organisation TAN No\*: I234

Land Owner Name\*: ABC

**Site Details**

ULB Name\*: Asansol  
 District\*: Paschim Bardhaman  
 ULB Type\*: Municipal Corporation

Ward No: -select-  
 Block: -select-  
 Location / Street Name: -select-

Police Station\*: Asansol PS(N)  
 Plot Is Subdivided: -select-  
 Plot SubDivision No: Plot SubDivision no

Borough No\*: 12  
 Holding No\*: 12  
 Premises Number\*: 12

Mouza\*: 12  
 JL No\*: 12  
 Nearest Land Mark\*: TELEPHONE OFFICE

Post Office\*: Asansol  
 PIN\*: 700030  
 Assessee Number\*: I2345678

Post Office\*: Asansol  
 Assessee Number\*: I2345678

Assessee Name\*: ABCXYZ

Plot Type: -select-  
 Plot No: Plot No  
 Khatian No: Khatian No

[Add More Field](#)

SL NO	PLOT TYPE	PLOT NO	KHATIAN NO	ACTION
No data found!				

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFlqMnZrY2pLz09/V3oxR2toNctDUHpsREJyUVUwdE9TZz09`. The page displays a form for 'Engaged Personnel Detail' with the following sections:

- Engaged Personnel Detail:** Consultant Name\* (DEBABRATA MISHRA), Salutation (Salutation), Consultant Type\* (Licenced Building Surveyor), Class (Not For Architect/ Structural Reviewer) (II), Email Address\* (jyotshnoudyog@gmail.com), Mobile No\* (9434312614).
- Specifications:** Select Building Category\* (Building with mixed occupancies), Residential Sub Type (Only In Case Of Residential/Co-Operative Housing Buildings) (-select-), Building Permit No\* (12), Building Permit Sanction Date\* (03-06-2024), Occupancy Certificate (Full/Partial/blockwise) Approval Number\* (1234), Occupancy Certificate Approval Date\* (26-06-2024).
- Land Details:** Land Area As Per Deed (Square Meter)\* (12), Land Area As Per Measurement (Square Meter)\* (12).

At the bottom right, a red box highlights the **Save & Continue** button. A **<< Back** button is visible at the bottom left.

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

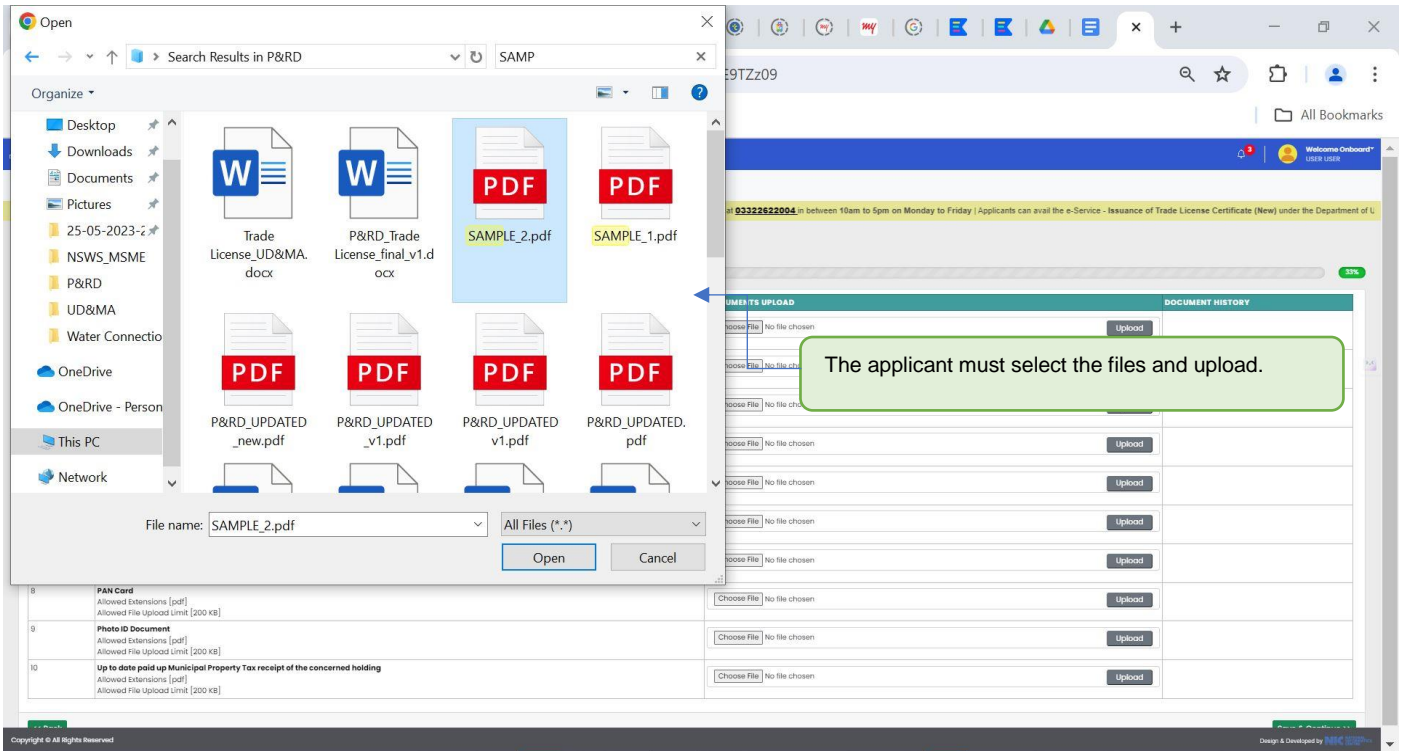
**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**

The screenshot shows the 'Upload Documents' page for application `CAF2024528301`. A success message at the top states: 'Common application form data saved successfully.' The page contains a table with the following columns: **SL NO.**, **DOCUMENTS LIST**, **DOCUMENTS UPLOAD**, and **DOCUMENT HISTORY**.

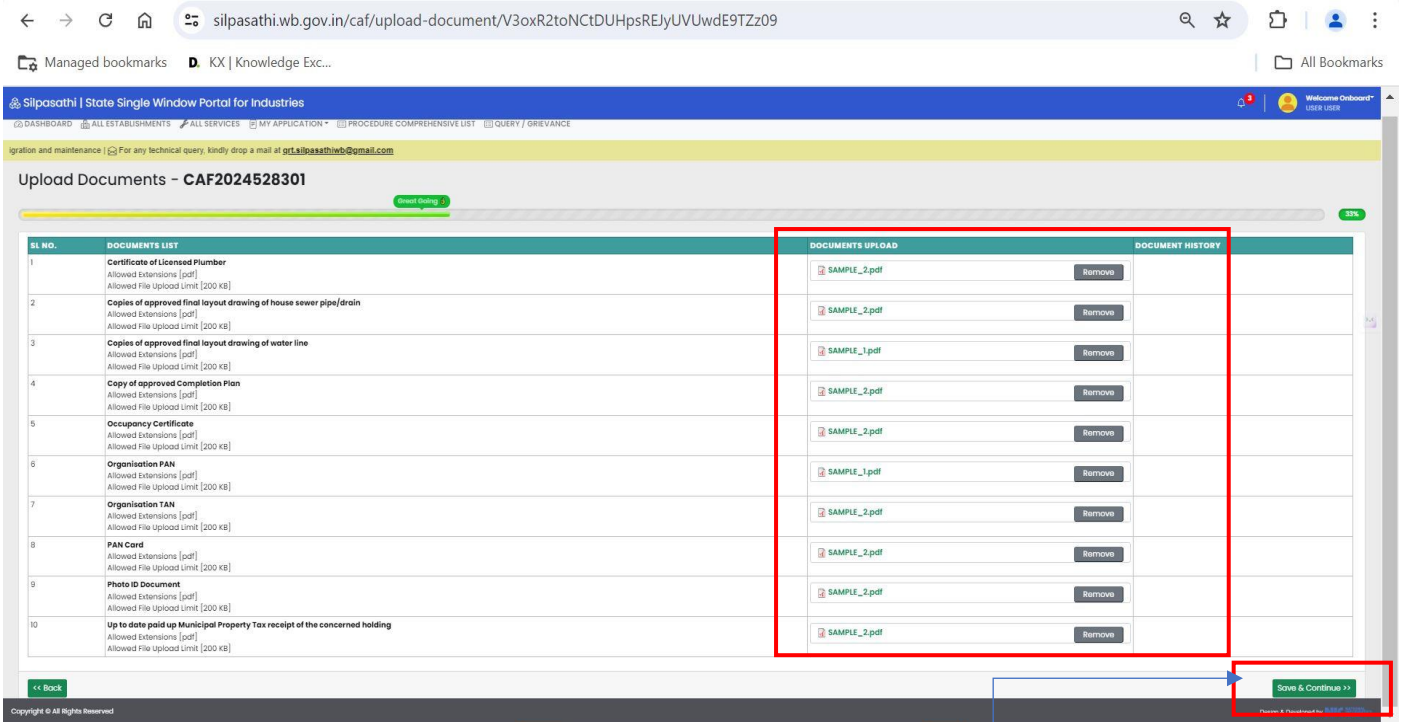
SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	Certificate of Licensed Plumber Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
2	Copies of approved final layout drawing of house sewer pipe/drain Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
3	Copies of approved final layout drawing of water line Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
4	Copy of approved Completion Plan Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
5	Occupancy Certificate Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
6	Organisation PAN Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
7	Organisation TAN Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
8	PAN Card Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
9	Photo ID Document Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	
10	Up to date paid up Municipal Property Tax receipt of the concerned holding Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	[Choose File] No file chosen [Upload]	

At the bottom, there are **<< Back** and **Save & Continue >>** buttons.

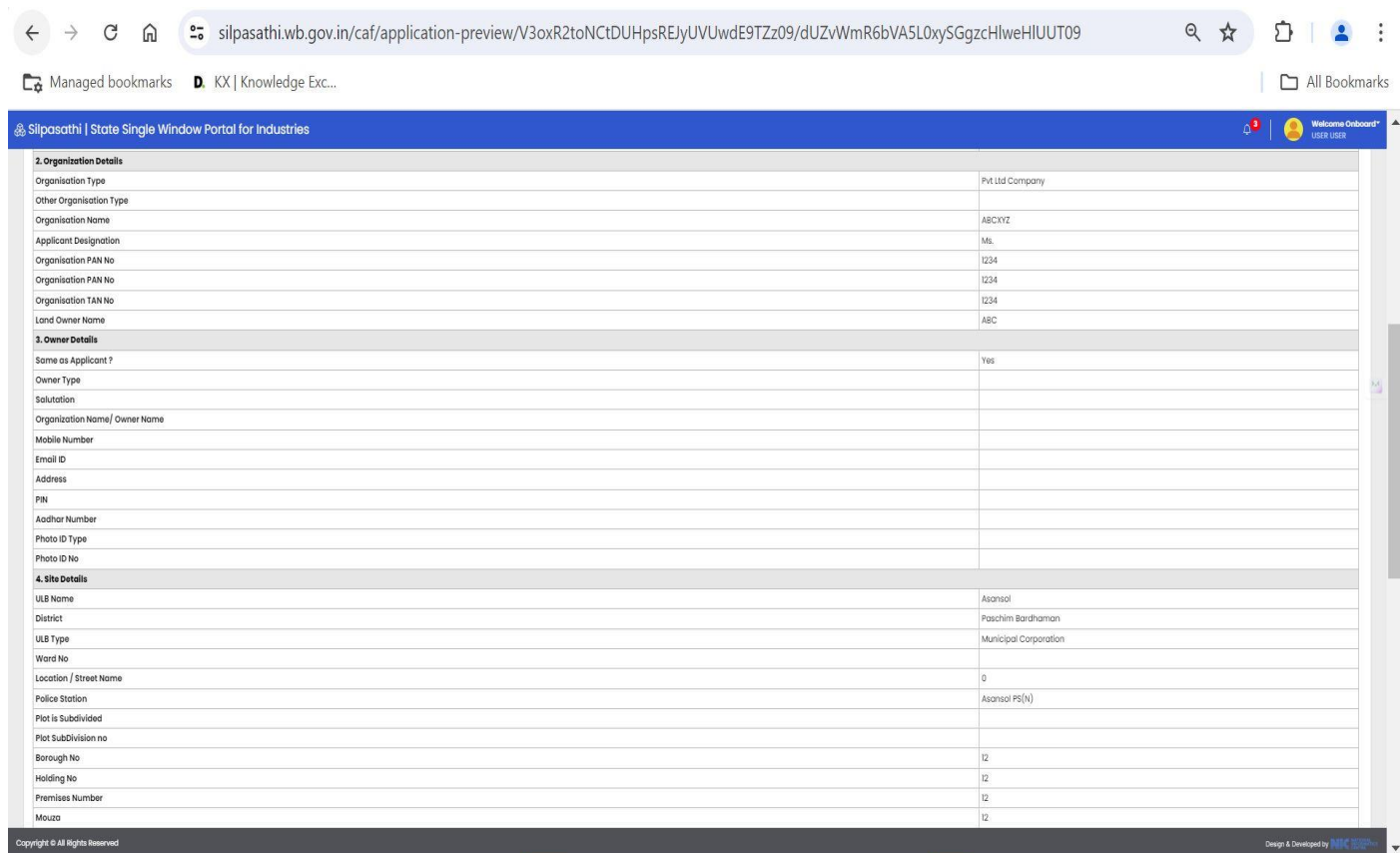
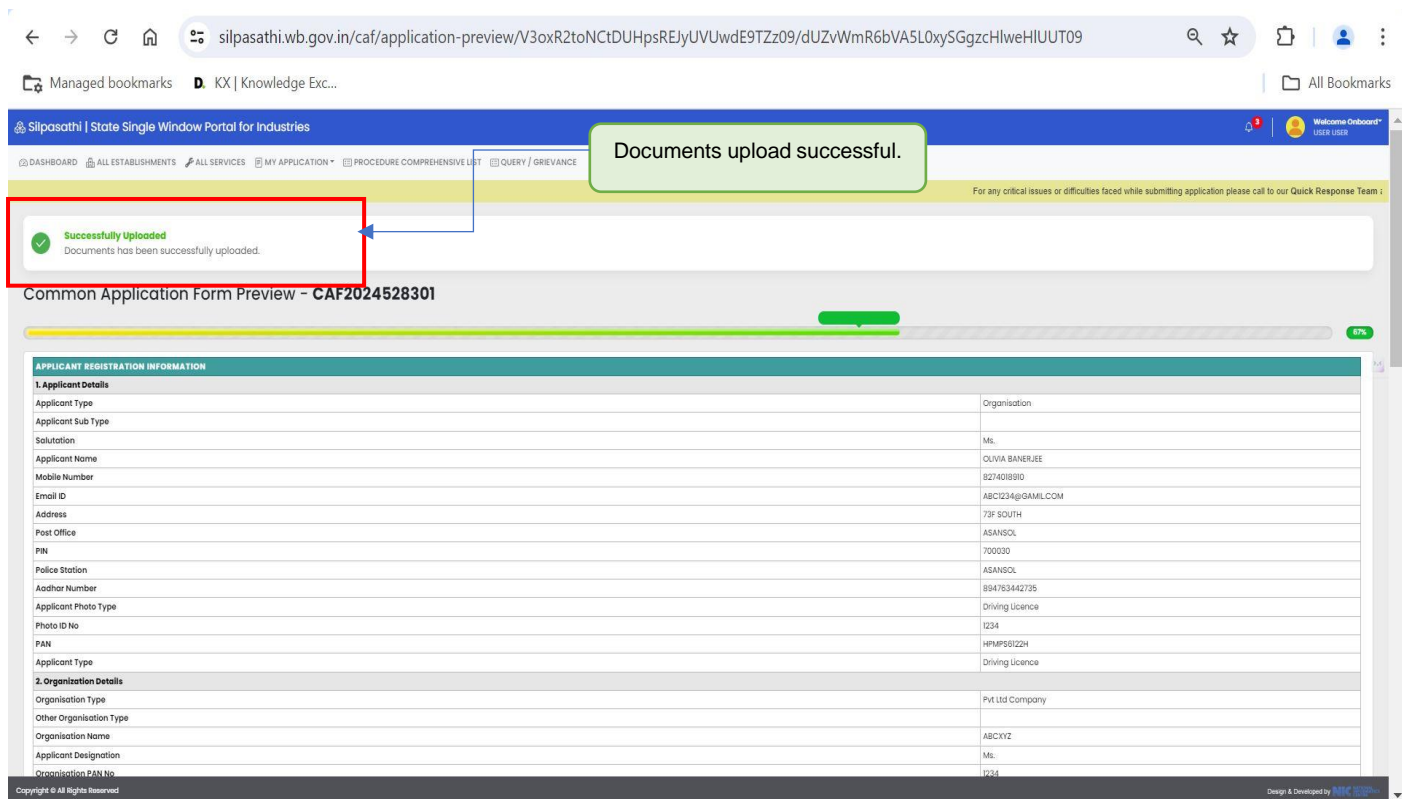
Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



The applicant is required to upload **both the 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.



Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). 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.



Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Post Office: Asansol  
PIN: 700030  
Assessee Number: I2345678  
Assessee Name: ABCXYZ

**5. Engaged Personnel Detail**  
Consultant Name: DEBARATA MISHRA  
Qualification: #  
Consultant Type: Licenced Building Surveyor  
Class (Not for Architect/ Structural Reviewer): #  
Email Address: jyotshnaudyog@gmail.com  
Mobile No: 9434312814

**6. Specifications**  
Select Building Category: Building with mixed occupancies  
Residential Sub Type (Only in case of Residential/Co-operative Housing buildings):  
Building Permit No: I2  
Building Permit Sanction Date: 03-06-2024  
Occupancy Certificate (Full/Partial/Blockwise) Approval Number: I234  
Occupancy Certificate Approval Date: 28-06-2024

**7. Land Details**  
Land Area as per deed (Square Meter): I2  
Land area as per measurement (Square Meter): I2

**UPLOADED SUPPORTING DOCUMENTS**

PAN Card	View
Photo ID Document	View
Organisation PAN	View
Organisation TAN	View
Copy of approved Completion Plan	View
Certificate of Licensed Plumber	View
Copies of approved final layout drawing of water line	View
Copies of approved final layout drawing of house sewer pipe/drain	View
Up to date paid up Municipal Property Tax receipt of the concerned holding	View
Occupancy Certificate	View

I hereby Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief\*

Submit

Declaration statement

Click on submit for submission of application.

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

Silpasathi | State Single Window Portal for Industries

WELCOME ONBOARD USER USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

For any critical issues or difficulties faced while sub

### CAF2024528301 - Current Status

NAME OF THE SERVICES	STATUS/TITLE	CURRENT STATUS	ACTION TAKEN DATE
Water Connection - UD & MA	Application Assigned to Consultant	Completed	
	Consultant Pending	Pending	
	Consultant completed Nodal Officer action pending	Pending	
	Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department	Pending	
	Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department	Pending	
	Meeting date has been finalized by nodal officer	Pending	
	Fees Pending	Pending	
	Fees Paid	Pending	
	Nodal Officer Recommended after Payment, pending for Water Department	Pending	
	Nodal Officer recommended Signatory Authority action pending	Pending	
	Signatory Authority approved	Pending	

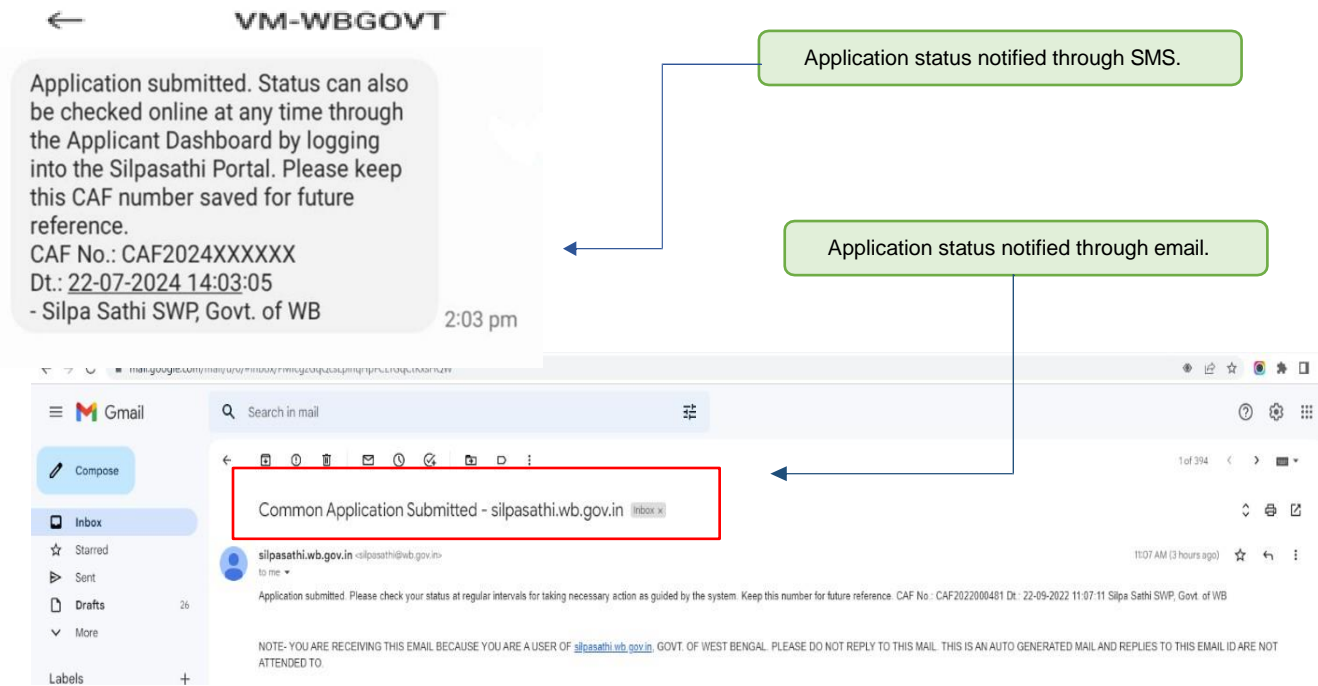
Application status updated.

Copyright © All Rights Reserved

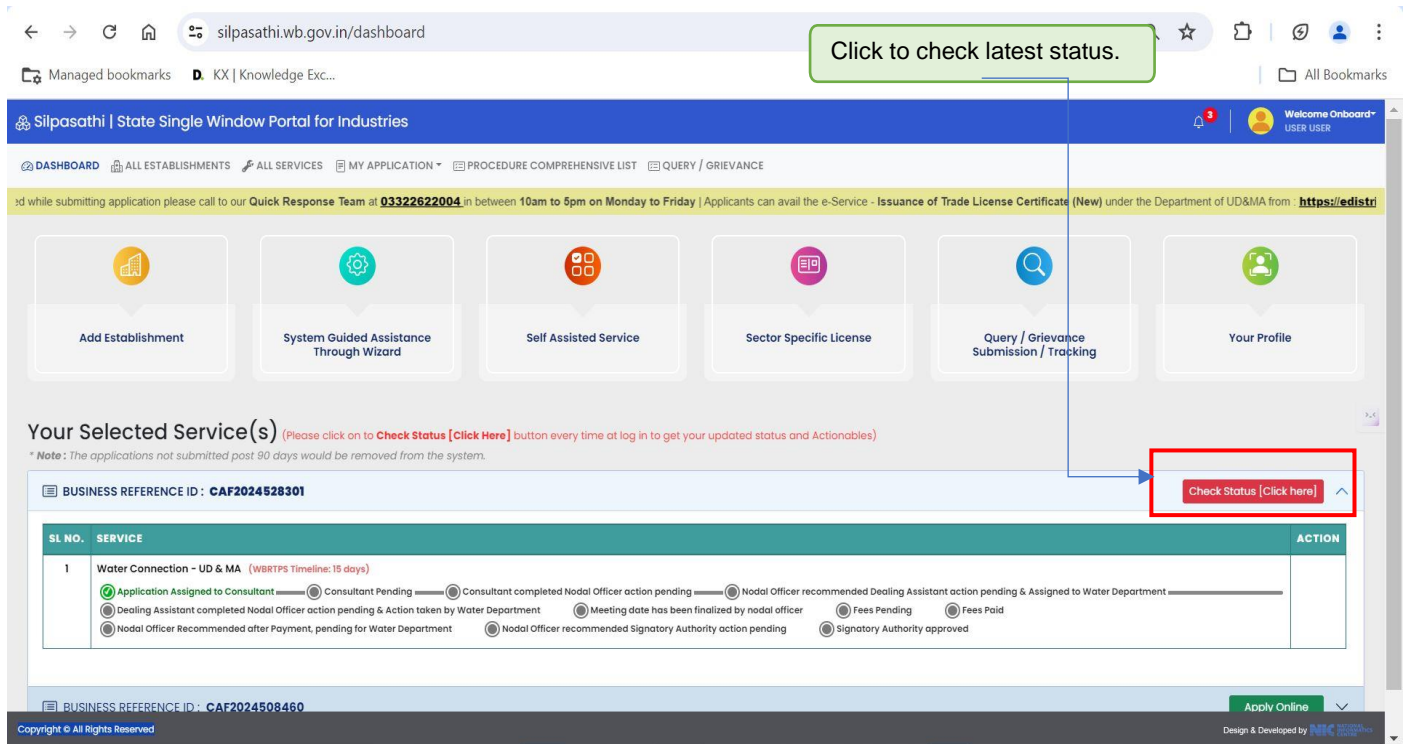
Design & Developed by NIC

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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.



The applicant can now see the status of his application in the dashboard.



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NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Water Connection - UD & MA	Application Assigned to Consultant	Completed	
	Consultant Pending	Completed	
	Consultant completed Nodal Officer action pending	Completed	
	Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department	Completed	
	Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department	Completed	
	Meeting date has been finalized by nodal officer	Completed	
	Fees Pending	Completed	
	Fees Paid	Pending	
	Nodal Officer Recommended after Payment, pending for Water Department	Pending	
	Nodal Officer recommended Signatory Authority action pending	Pending	
	Signatory Authority approved	Pending	

### 3. 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

**Your Selected Service(s)** (Please click on to [Check Status](#) [Click Here] button every time at log in to get your updated status and Actionables)  
 \* Note: The applications not submitted past 90 days would be removed from the system.

BUSINESS REFERENCE ID: **CAF2024528301** [Check Status](#) [Click Here]

SL. NO.	SERVICE	Action
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days)	<a href="#">Pay Now</a>

Application status updated.      For proceeding with payment

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.

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Payments Details- CAF2024528301

Details of the depositor

Name	User User	<b>Note:</b> By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.
Email	sonalisaha87@gmail.com	
Mobile	8274999998	

Service wise fees details

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Water Connection	Permanent Water Connection Fees	SS23032306887	360
Total				360

Proceed to Pay

Click here to proceed with the payment in PayU portal.

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

api.payu.in/public/#/4c5ade6b893cff9bb0b885396533040a/paymentoptions

Choose a payment option

Payable Now ₹ 360

Transaction Id: E0DB3158492356239340

Offers

Get upto Rs 14 cashback reward via... ₹10 - ₹14 Cashback | T&C

VIEW MORE OFFERS & REWARDS

SELECT A PAYMENT OPTION

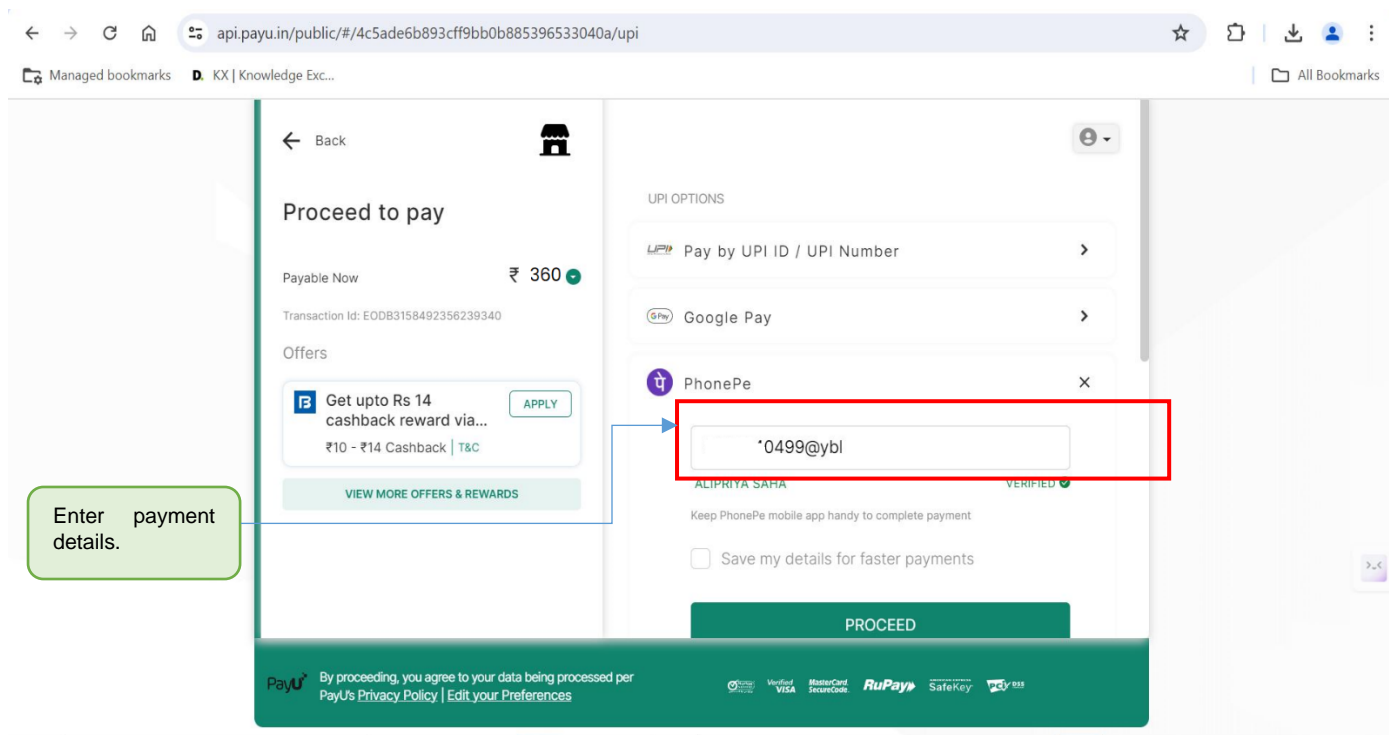
PAYMENT OPTIONS

- Net Banking
- Cards (Credit/Debit)
- UPI ₹10 - ₹14 Cashback
- WhatsApp

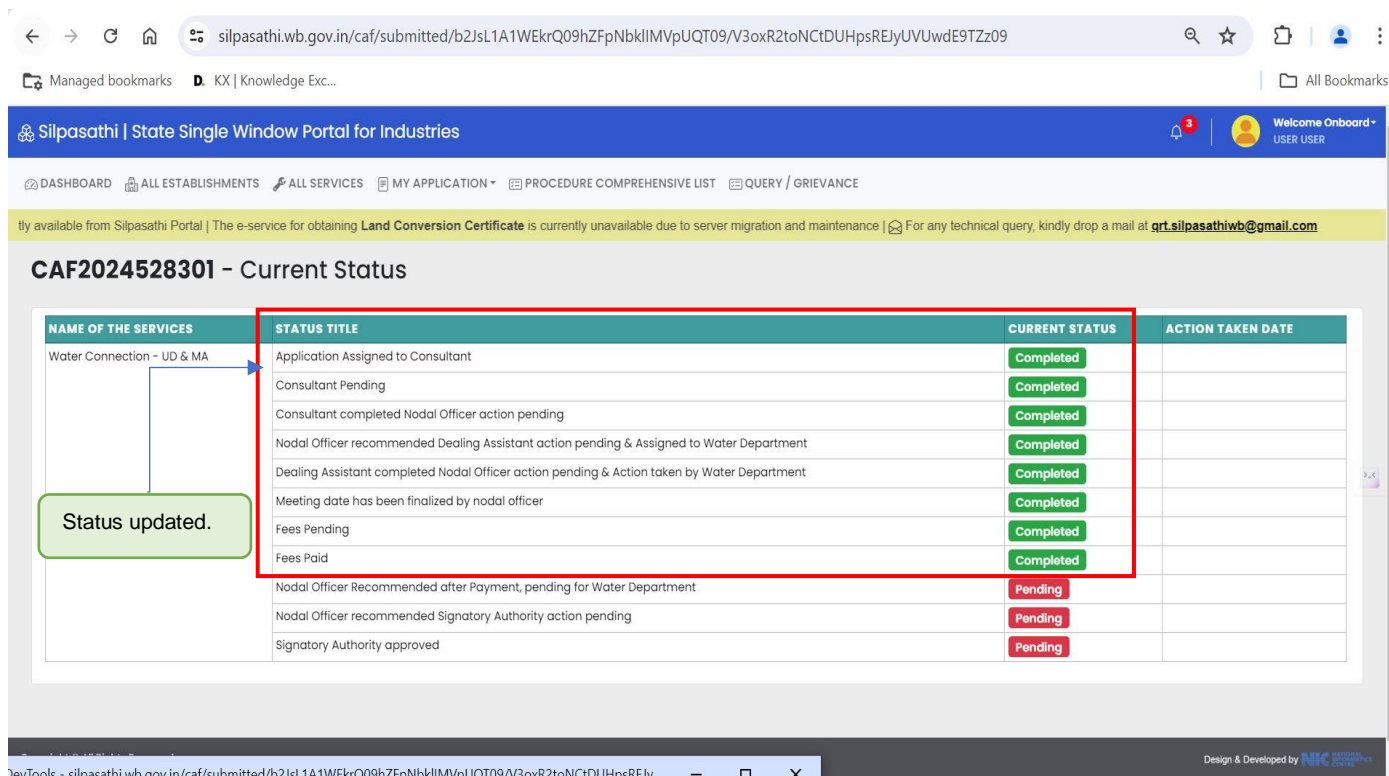
Choose payment method.

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant has to enter the correct details for payment transaction and proceed with the payment process.



After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against “Fees Paid”.



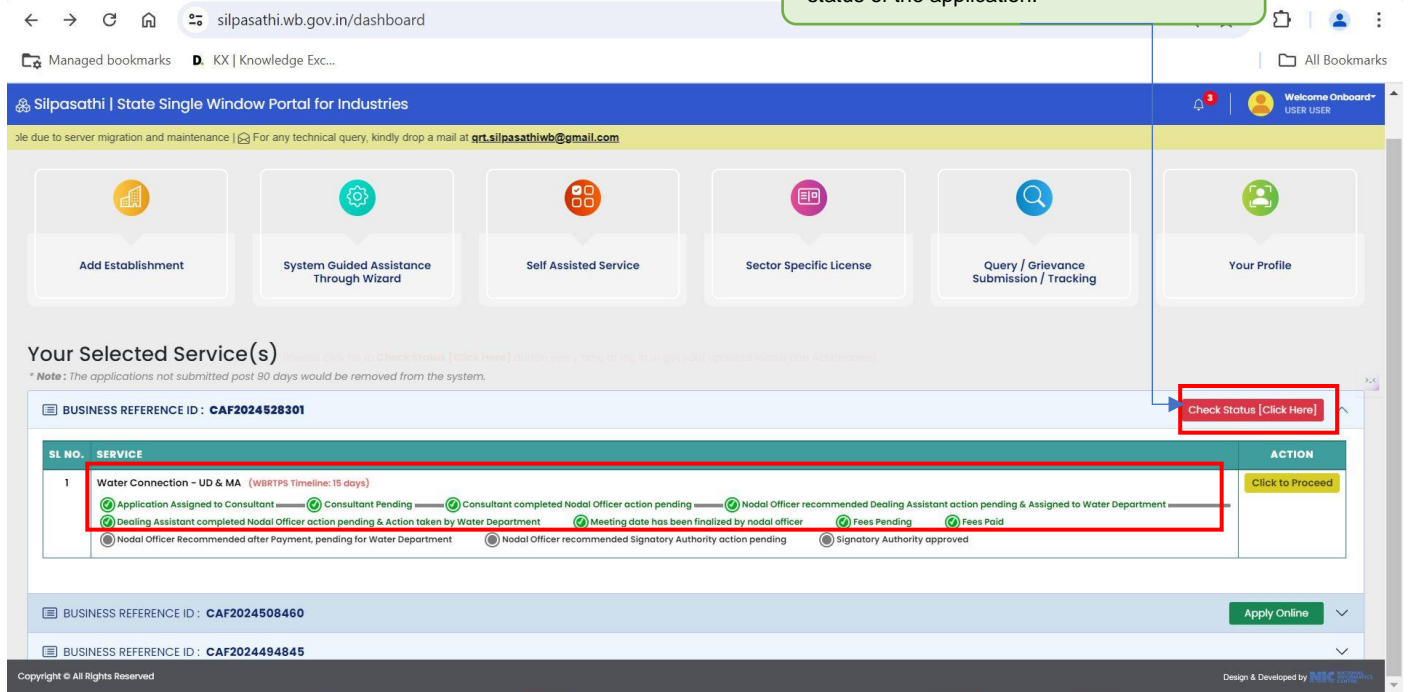
Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### 3. Track Status of Application

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

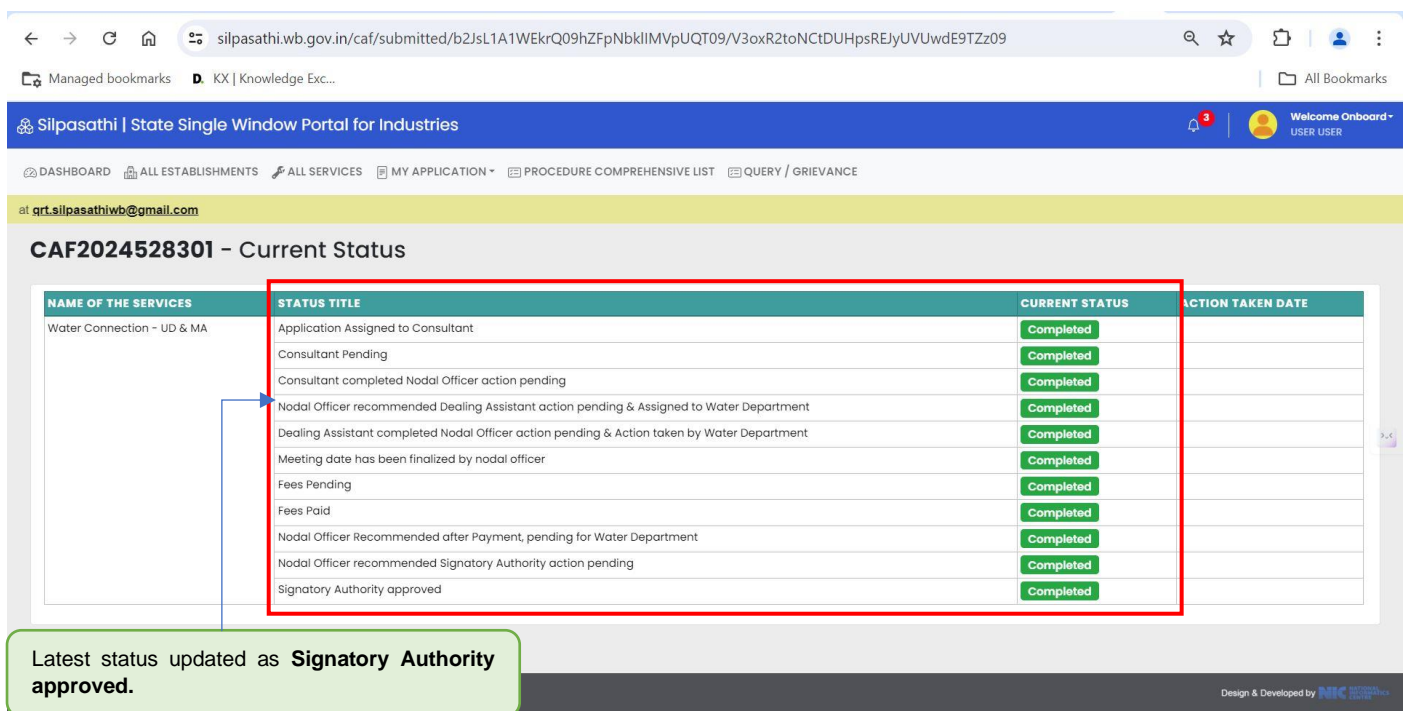
#### Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.



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

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



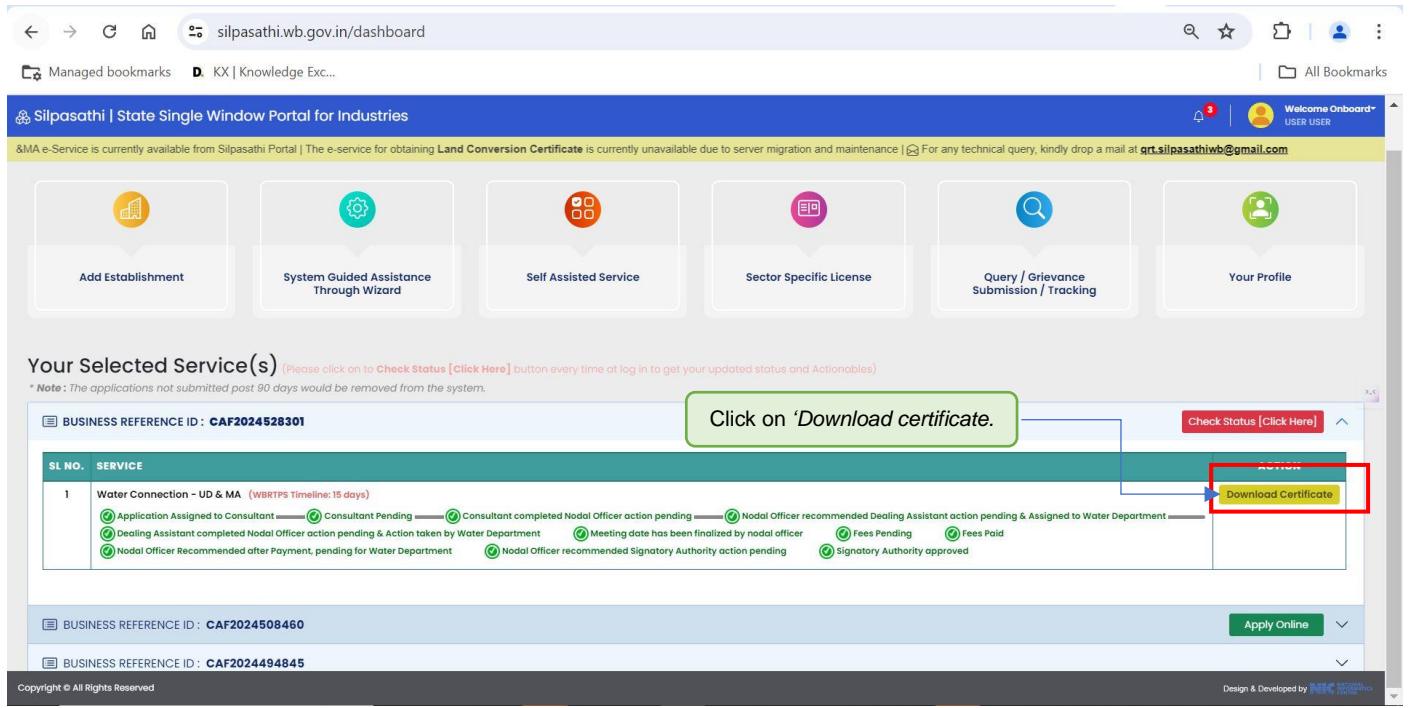
Latest status updated as **Signatory Authority approved.**

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### 4: Online Download of final approval certificate

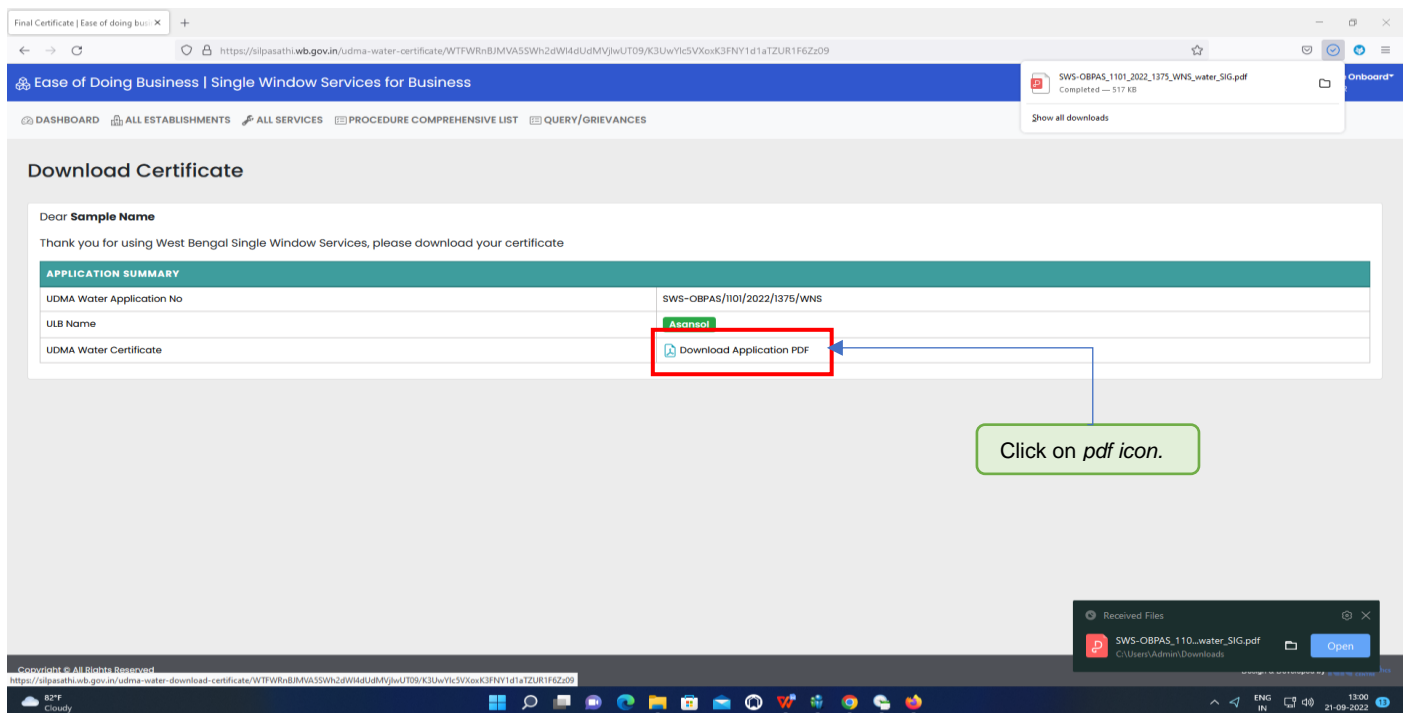
The applicant has to 'Click to Proceed' to view further.

#### Applicant's Dashboard



#### Note: Latest status can be seen any time through Applicant's Dashboard

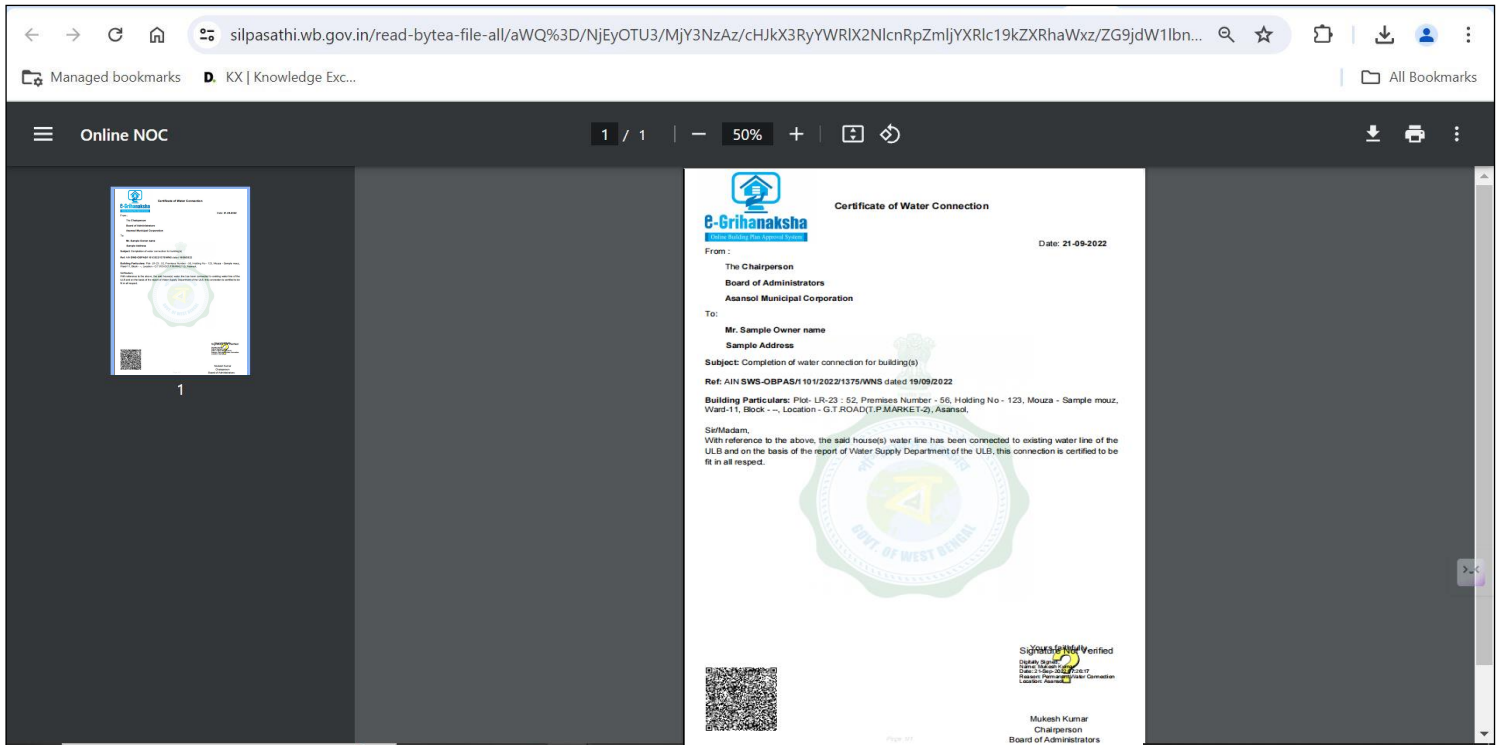
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'PDF' icon to download the Final Approval Certificate issued.



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**The certificate as downloaded has been illustrated in the screenshot below:**

**The Final Certificate gets downloaded (Screenshot)**



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**One Approval certificate document has been illustrated below:**

**E-Grihanaksha**  
Online Building Plan Approval System

**Certificate of Water Connection**

Date: 21-09-2022

From :  
The Chairperson  
Board of Administrators  
Asansol Municipal Corporation

To:  
Mr. Sample Owner name  
Sample Address

Subject: Completion of water connection for building(s)

Ref: AIN SWS-OBPAS/1101/2022/1375/WNS dated 19/09/2022

**Building Particulars:** Plot- LR-23 : 52, Premises Number - 56, Holding No - 123, Mouza - Sample mouz, Ward-11, Block --, Location - G.T.ROAD(T.P.MARKET-2), Asansol.

Sir/Madam,  
With reference to the above, the said house(s) water line has been connected to existing water line of the ULB and on the basis of the report of Water Supply Department of the ULB, this connection is certified to be fit in all respect.

Yours faithfully Verified  
Digitally Signed:  
Name: Mukesh Kumar  
Date: 21-Sep-2022 17:28:17  
Reason: Permanent Water Connection  
Location: Asansol

Mukesh Kumar  
Chairperson  
Board of Administrators

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## **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, without

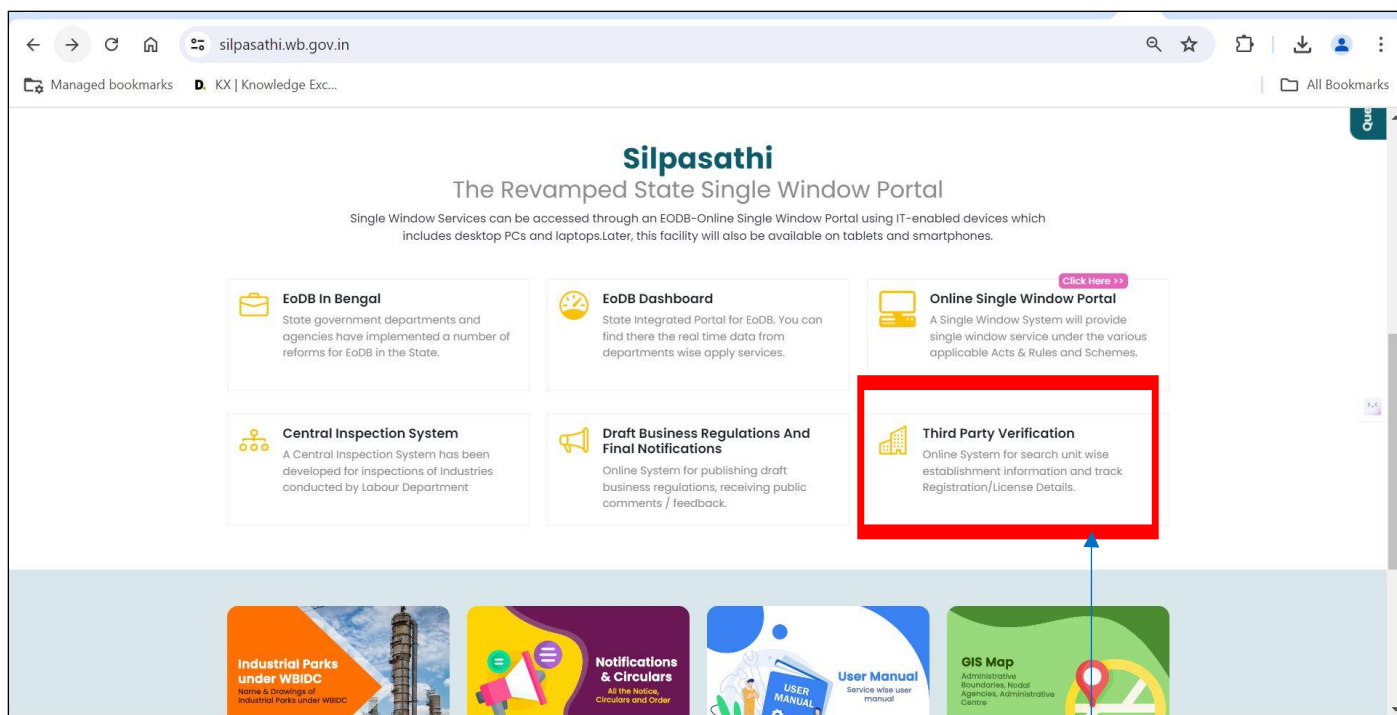
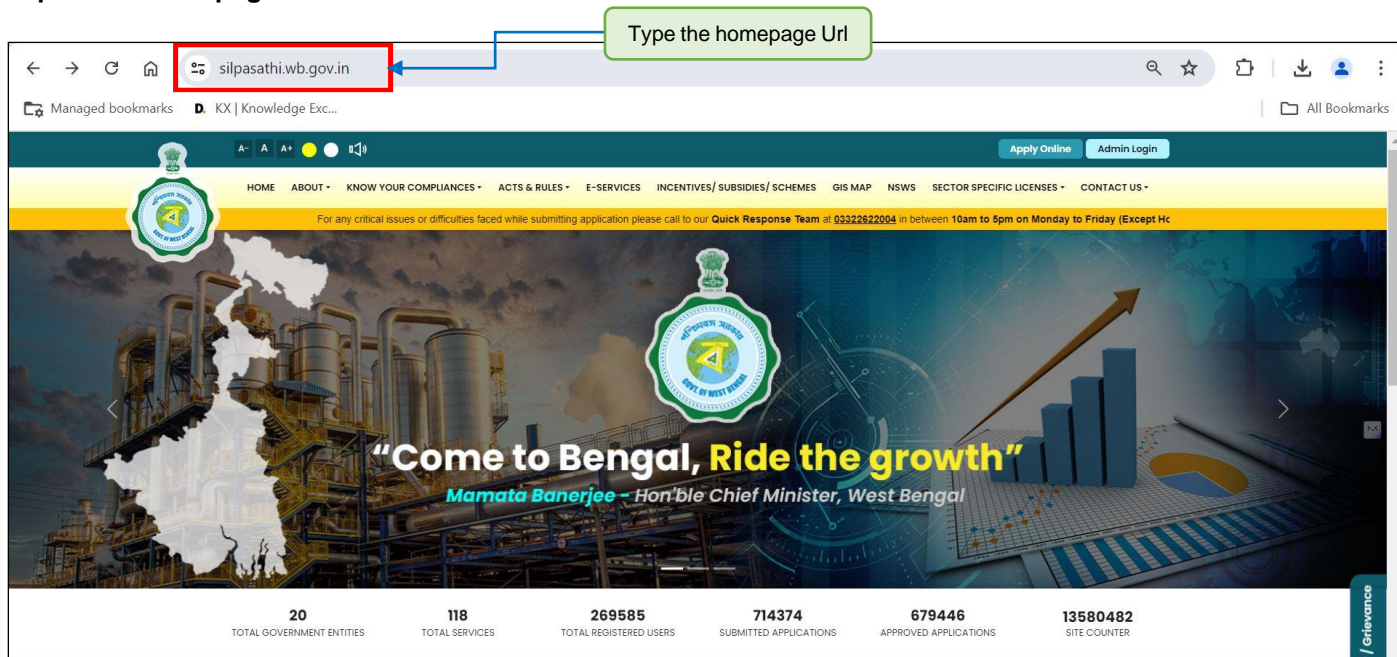
### **Third part verification process**

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.

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB) (Screenshots below):

## SilpaSathi Homepage



Select 'Third Party Verification'

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.

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

Apply Online Admin Login

HOME ABOUT KNOW YOUR COMPLIANCES ACTS & RULES E-SERVICES INCENTIVES/ SUBSIDIES/ SCHEMES GIS MAP NSWs SECTOR SPECIFIC LICENSES CONTACT US

For any critical issues or difficulties faced while submitting application please call to c

### Silpasathi

The Revamped State Single Window Portal

### Third Party Verification

Track Registration/License details through **Silpasathi Portal**

Select Services \* Allotment of land in Industrial Area (WBIDC) - (Industry, C

Registration Number / License Number / Others \* Search

SI No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Query / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Detail

silpasathi.wb.gov.in/third-party-verification

Apply through Online Single Window Portal

HOME ABOUT KNOW YOUR COMPLIANCES ACTS & RULES INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES FAQ GIS MAP GALLERY QUERY CONTACT US

### Ease of Doing Business

Single Window Services for Business

### Track Registration/License Details

Select Services \* Water Connection - ( UD & MA )

Registration Number / License Number / Others \* SWS-OBPAS/1101/2022/1375/WNS Search

SI No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

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

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The third party can view the details as illustrated below:

**Track Registration/License Details**

Select Services \*      Registration Number / License Number / Others \*

Water Connection - ( UD & MA )      SWS-OBPAS/1101/2022/1375/WNS      Search

Parameter	Output
AIN Number	SWS-OBPAS/1101/2022/1375/WNS
Date	21-09-2022
Name of Applicant	Sample Name
Building Particulars	Premises No: 123 Holding No 123 Mouza: Sample mouza Ward Location 0 Sample landmark,Asansol

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88°F Cloudy      15:38 21-09-2022