



Dte of Excise (Finance): Excise Verification Certificate

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

User Manual

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Excise Verification Certificate**” by **Dte of Excise (Finance), 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

“**Excise Verification Certificate**” by **Dte of Excise (Finance), Govt. of West Bengal** is required for providing Excise Verification Certificate is a mandatory document issued by the excise authorities in India to verify the genuineness of a vehicle, excise-paid goods, or other taxable items.. 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 in order to apply for the service:

#	Documents Required	Detailed Description
NA		

Timeline (WBRTPS)

Timeline has not been issued yet by the Authorities.

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Instructions related to the application form

Sl. No.	Field Name	Instructions
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter Trader's Name
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street
5.	Post Office	Enter Post Office
6.	Pin	Enter Pin
7.	Mobile Number	Enter Mobile Number
8.	Email	Enter Email
9.	District	Enter District
10.	Police Station	Enter Police Station
11.	ILM Unit	Enter ILM Unit
12.	Types of Weights	Enter Types of Weights

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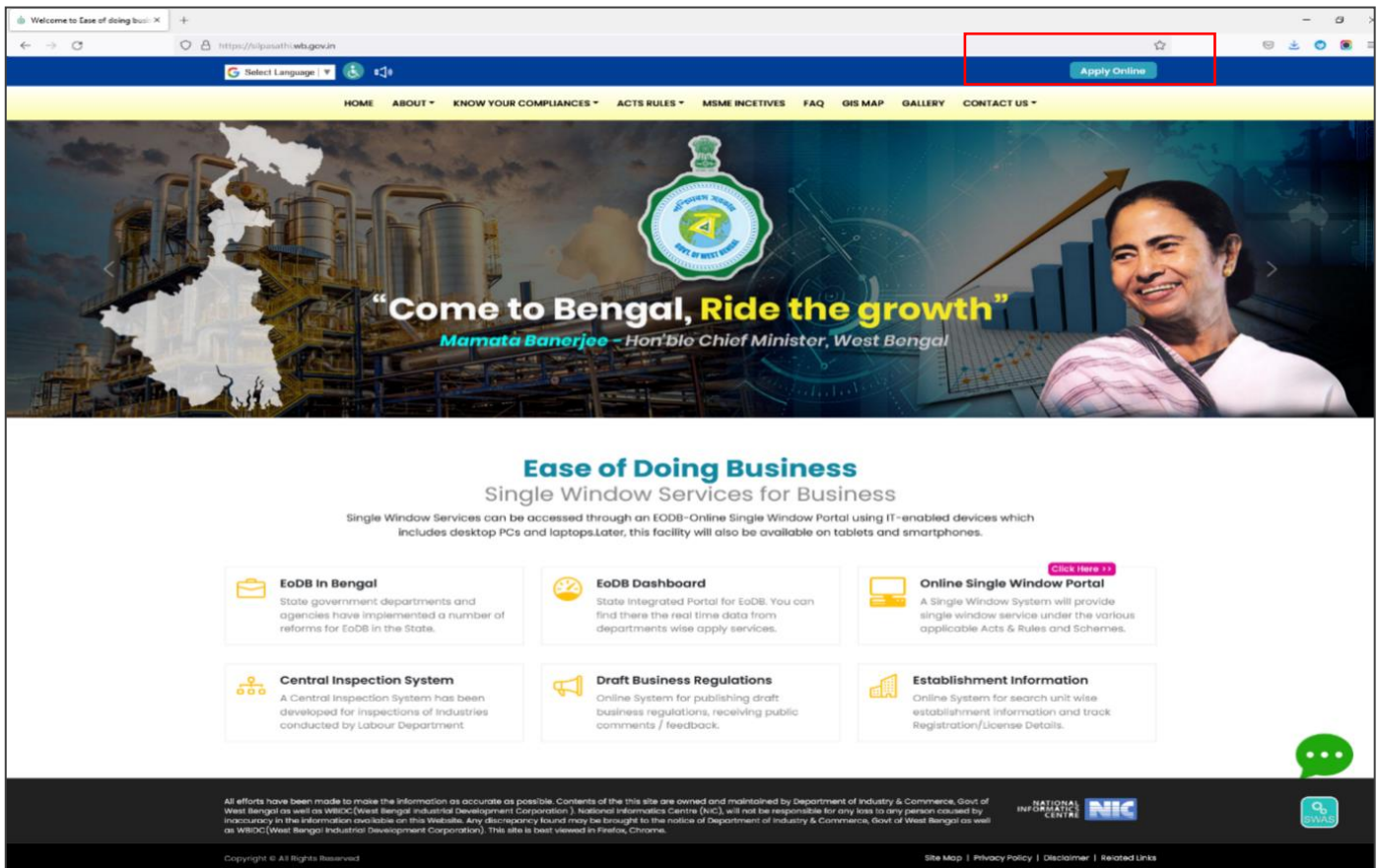
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Application Process through SilpaSathi

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.

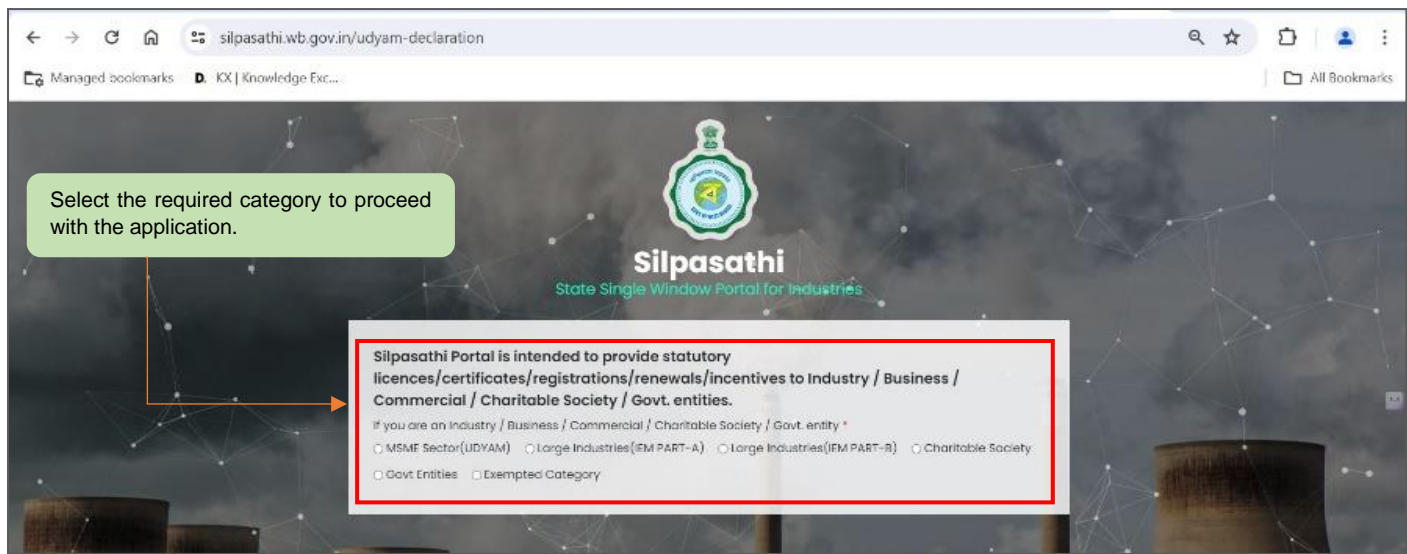


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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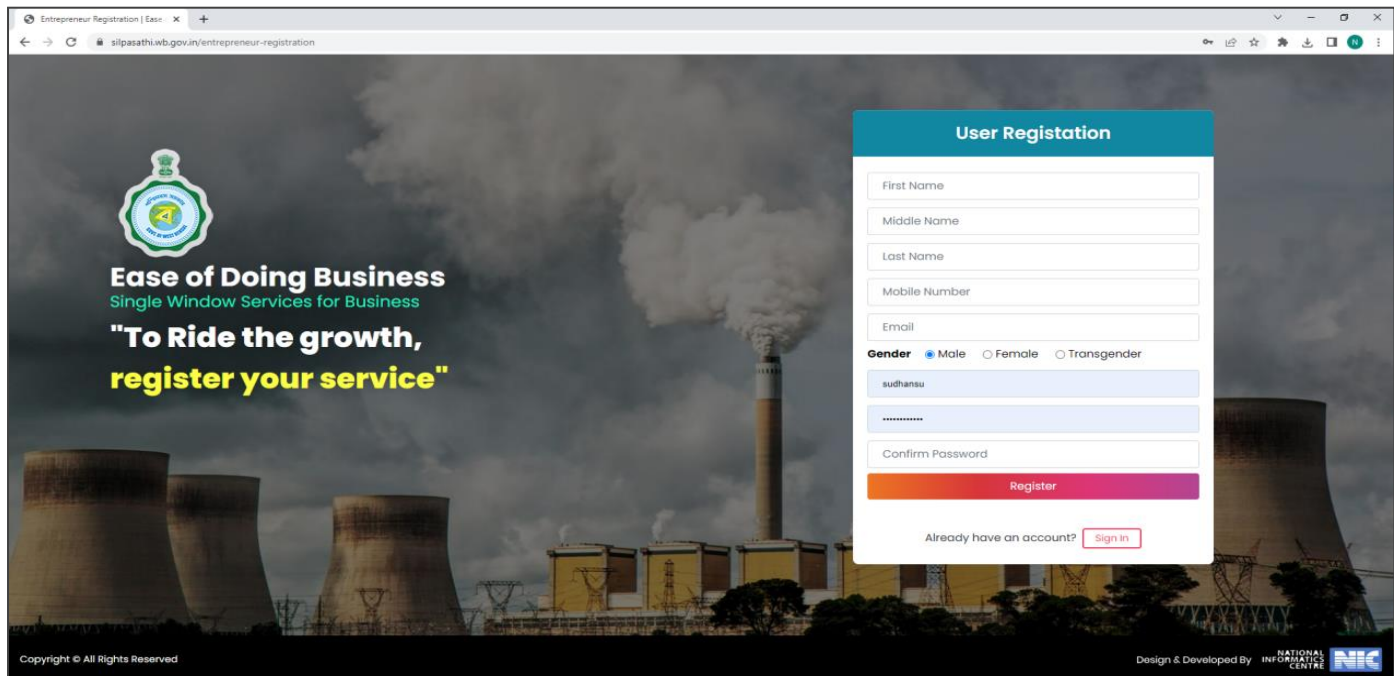
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

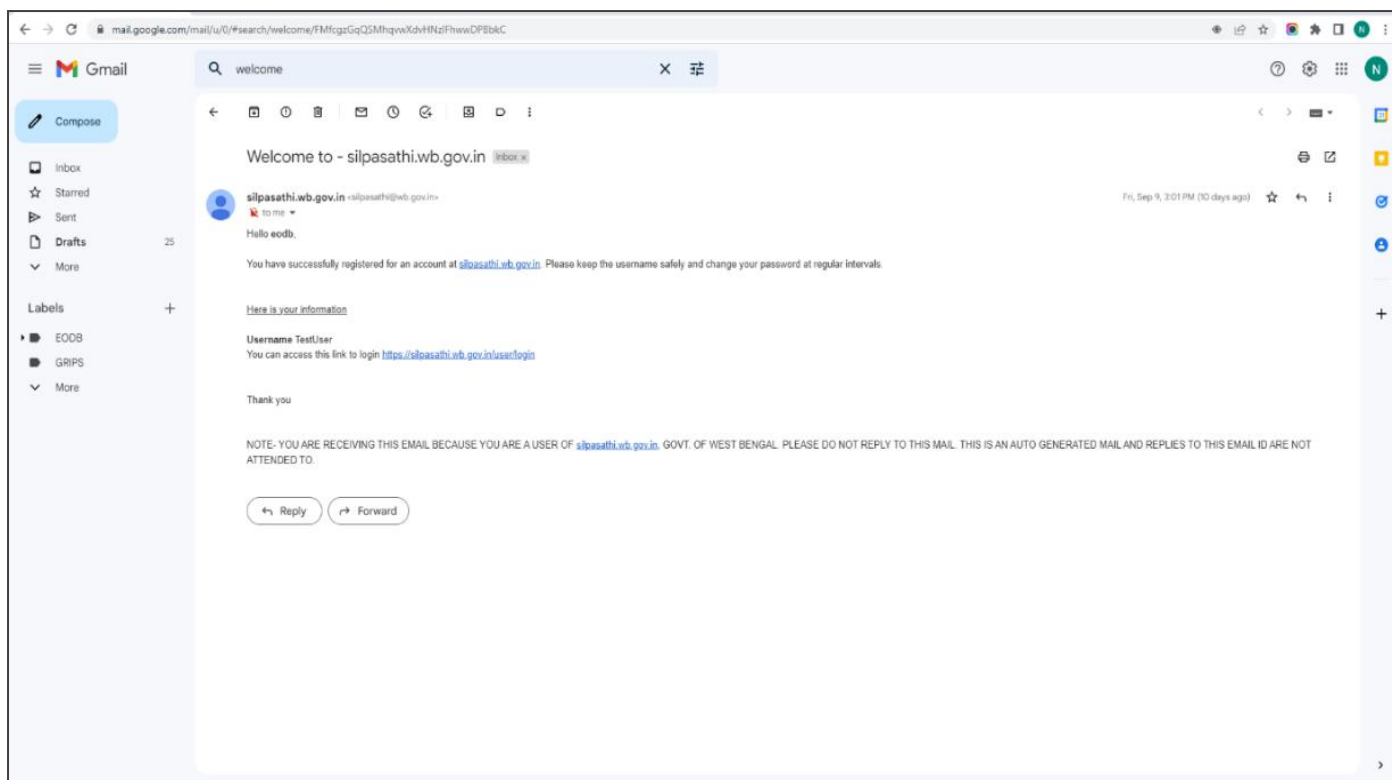


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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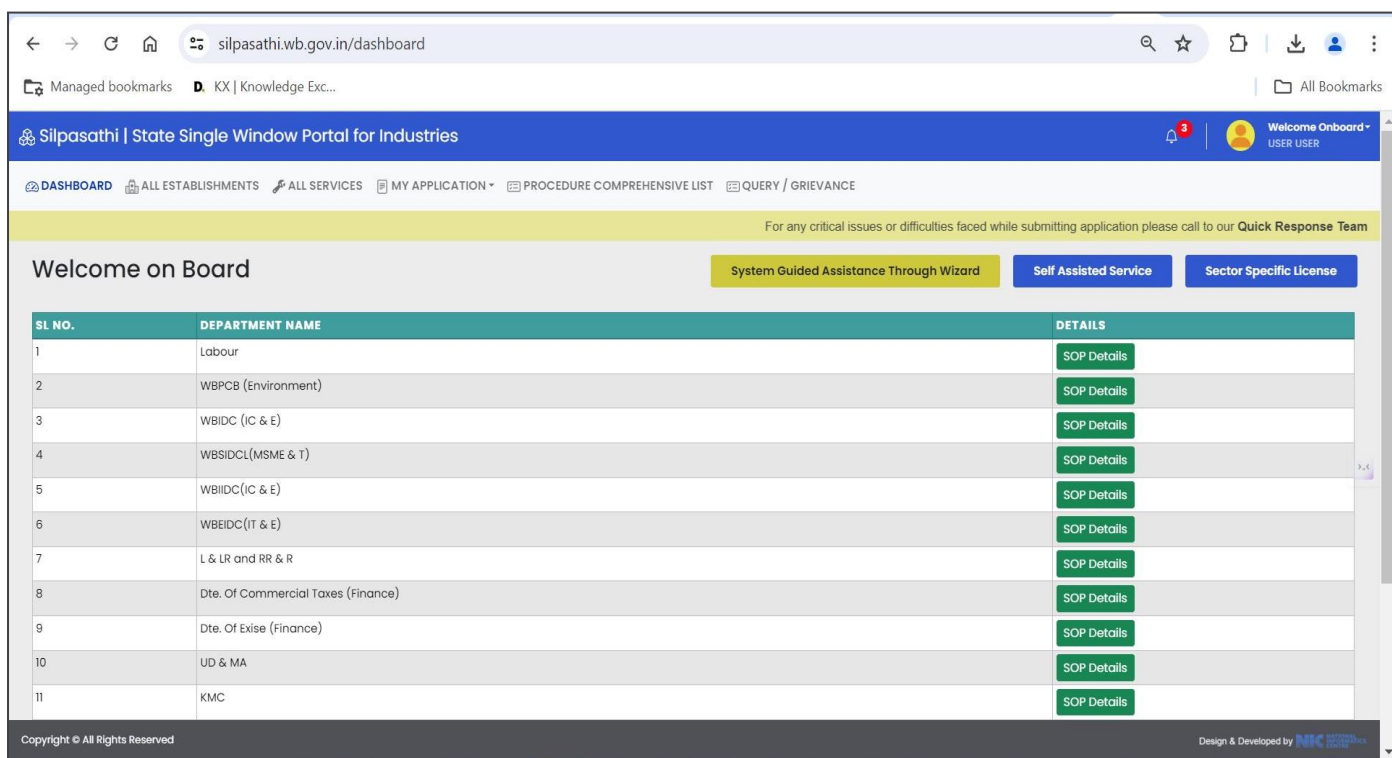
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Online Application submission

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

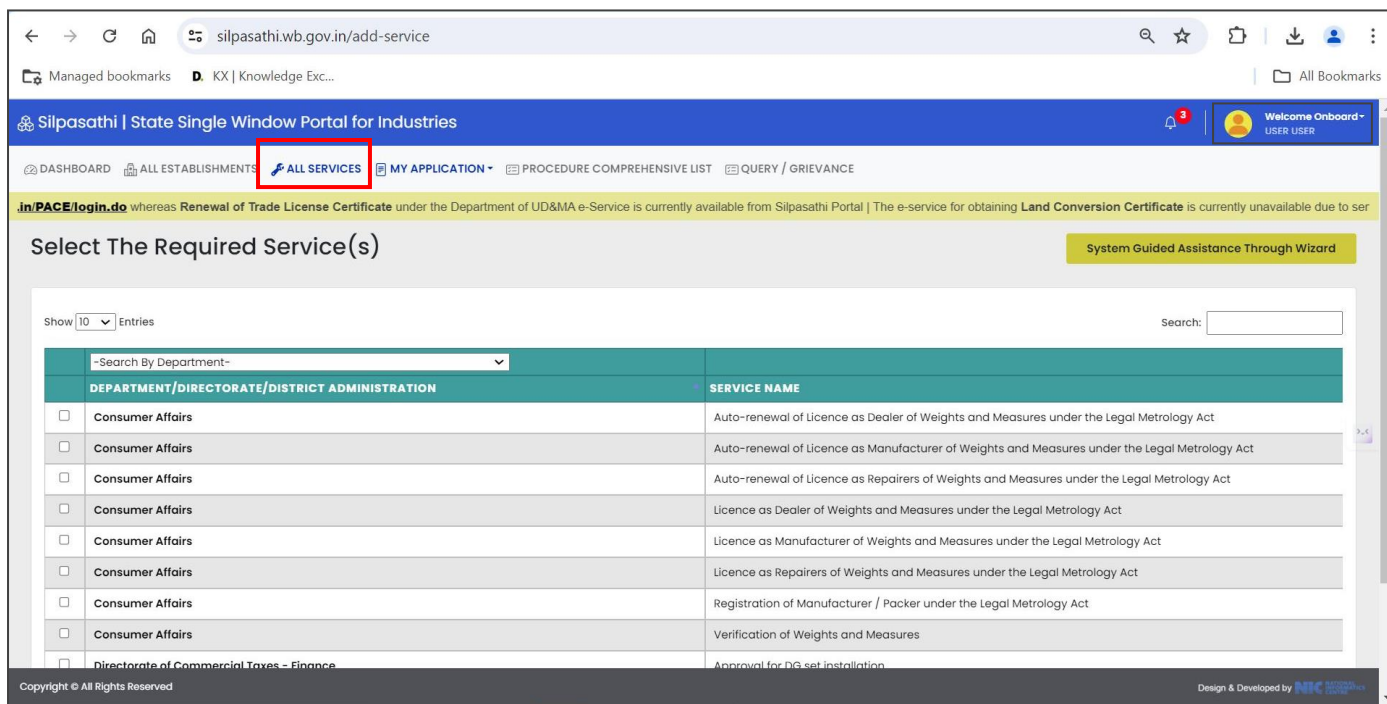


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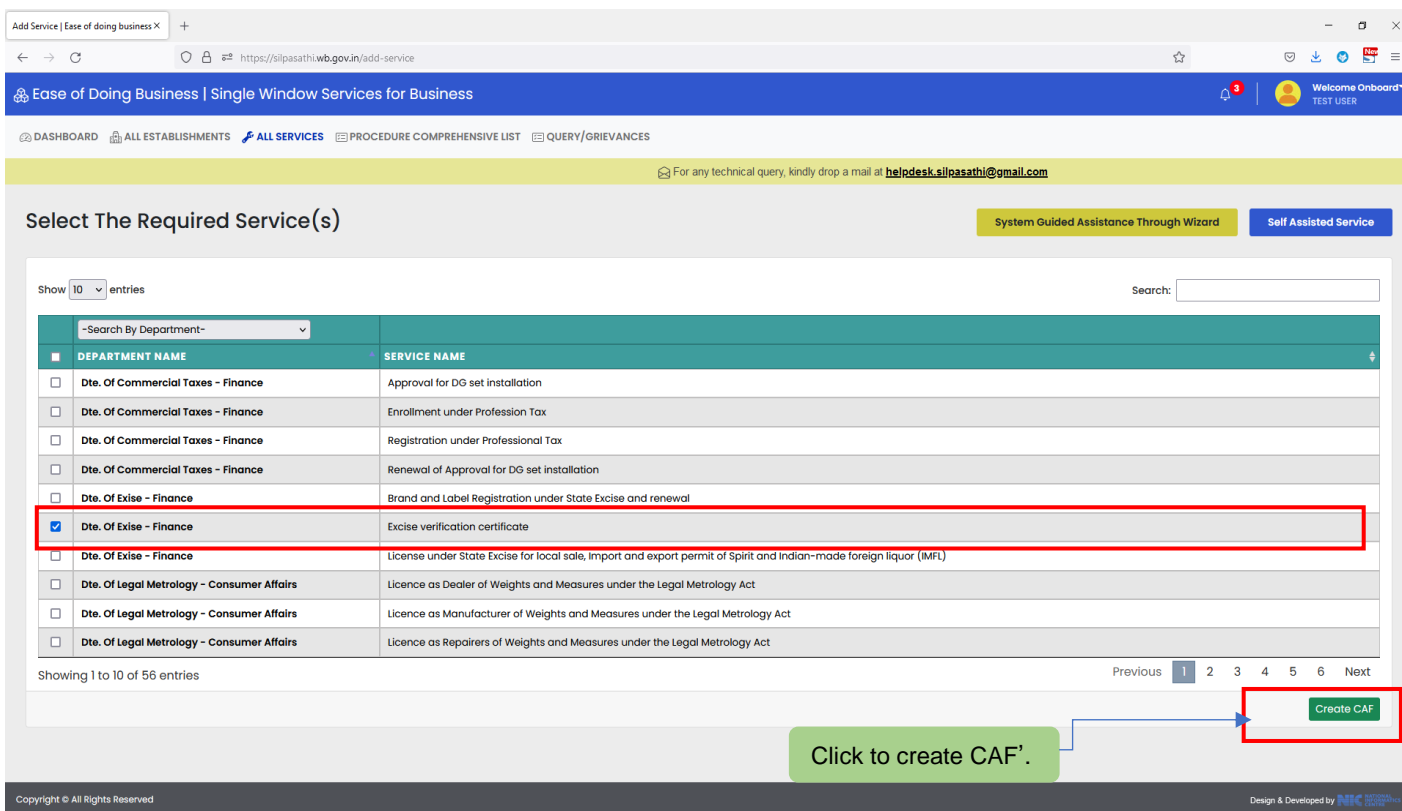
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **“Excise Verification Certificate” by Dte of Excise (Finance)**



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After selecting the service "**Excise Verification Certificate**" by Dte of Excise (Finance), 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

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top says 'Service Added Successfully'. Below it are several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Under 'Your Selected Service(s)', a table lists the selected service: 'Excise verification certificate (WBRTPS Timeline: Not issued)'. The 'ACTION' column for this service has an 'Apply Online' button. A callout box on the left says 'CAF ID generated.' and another on the right says 'Click on 'Apply Online' to proceed with the application.'

SL NO.	SERVICE	ACTION
1	Excise verification certificate (WBRTPS Timeline: Not issued) Licensee Id Saved <input type="checkbox"/> Download Certificate <input type="checkbox"/>	Apply Online

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):

The screenshot shows the 'Common Application Form - CAF2022000704' page. The 'Licensee Id' field is highlighted with a red box and contains the value '30/2006/0174'. There are 'Back' and 'Save & Continue' buttons at the bottom of the form.

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

Application Form

Common Application Form Preview - CAF2022000704

Almost Completed 67%

PARAMETERS	INPUTS
Application Details	
Licensee ID No	30/2006/0174

UPLOADED SUPPORTING DOCUMENTS

Uploaded Documents Not Available

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.

Current Status - CAF2022000704

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Excise verification certificate	Licensee Id Saved	Completed	
	Download Certificate	Pending	

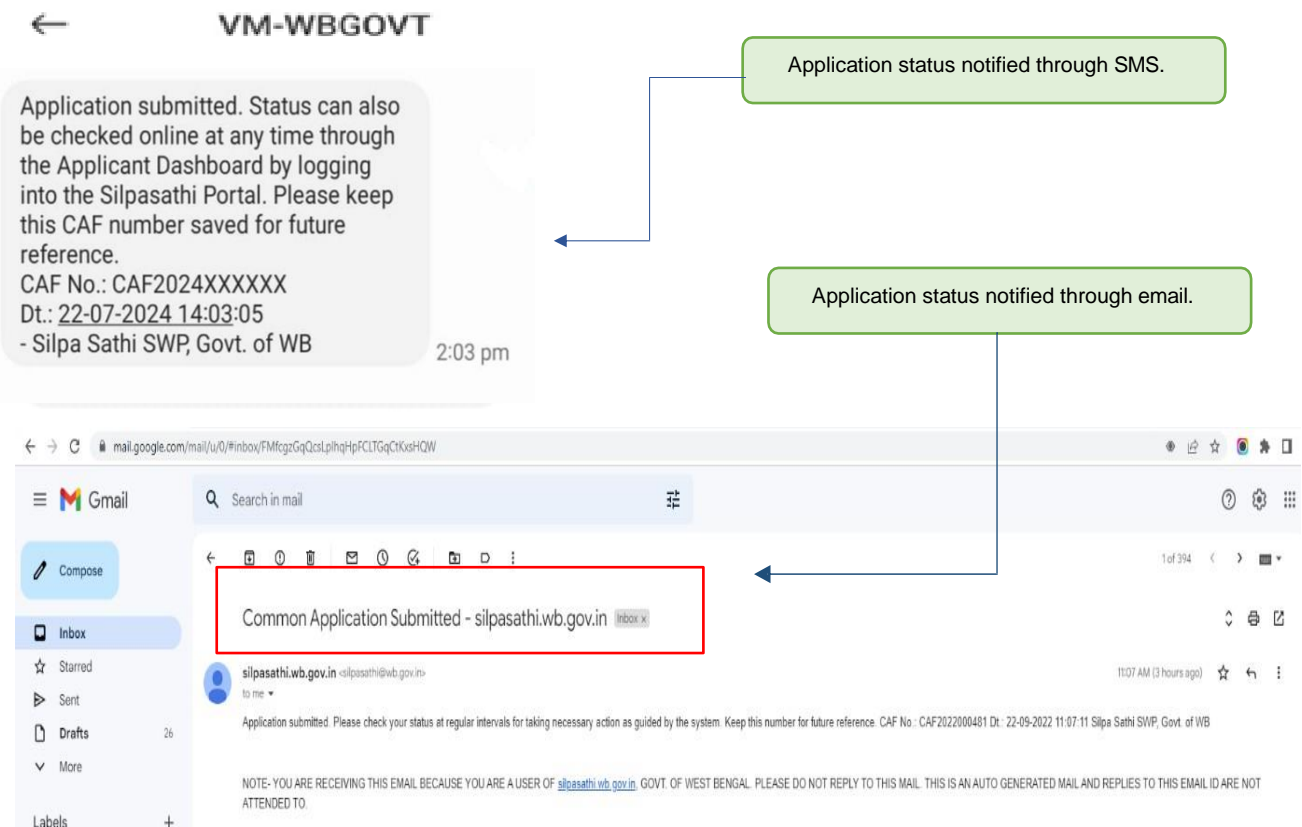
Application status updated.

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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.



2. Online Payment of fees

No payment of fees is required.

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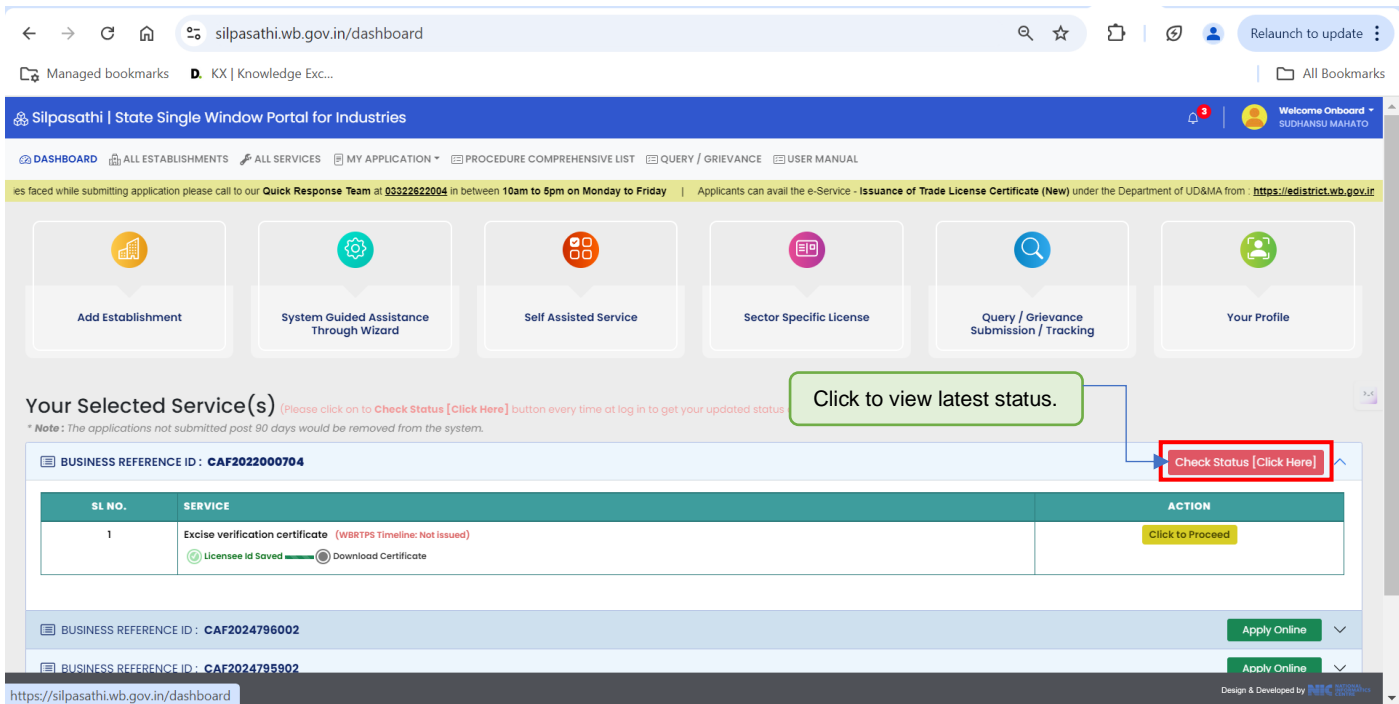
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3. Track Status of Application

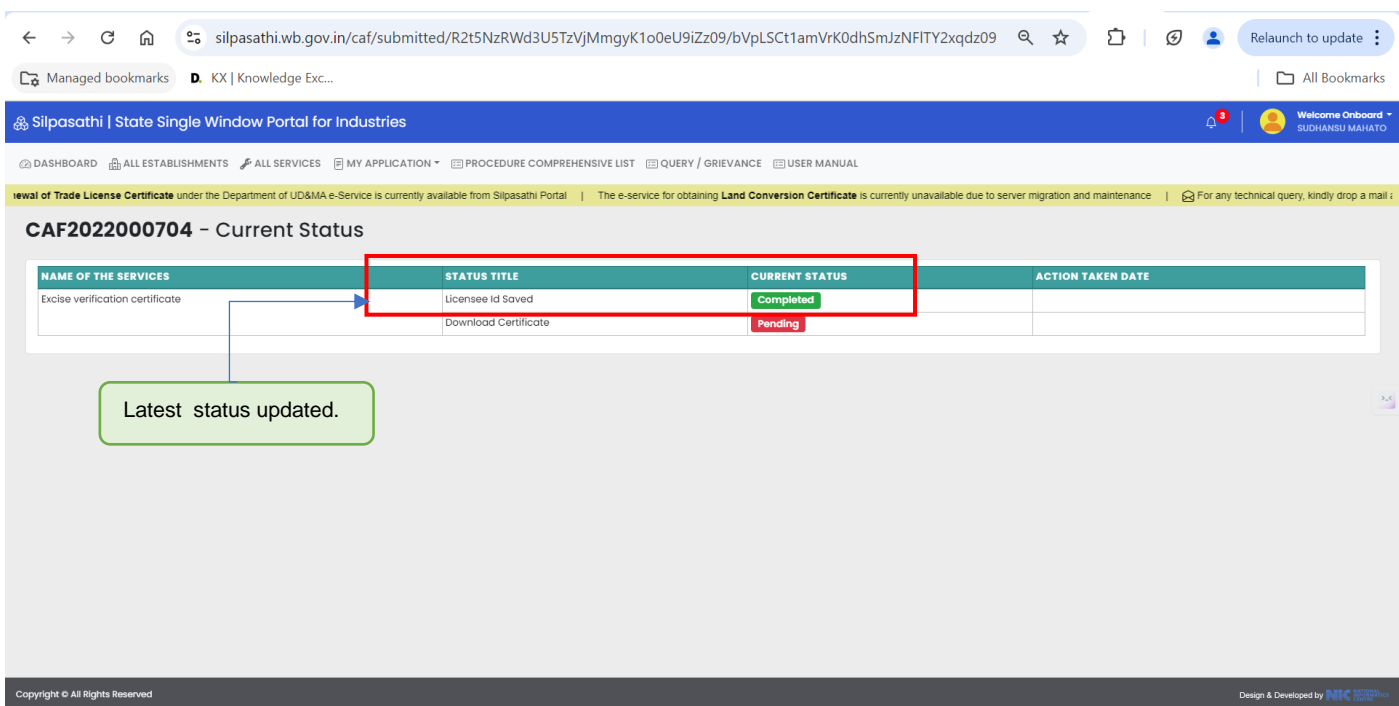
The applicant has to click on 'Check Status' to view the latest status of the application.

Applicant's Dashboard



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

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



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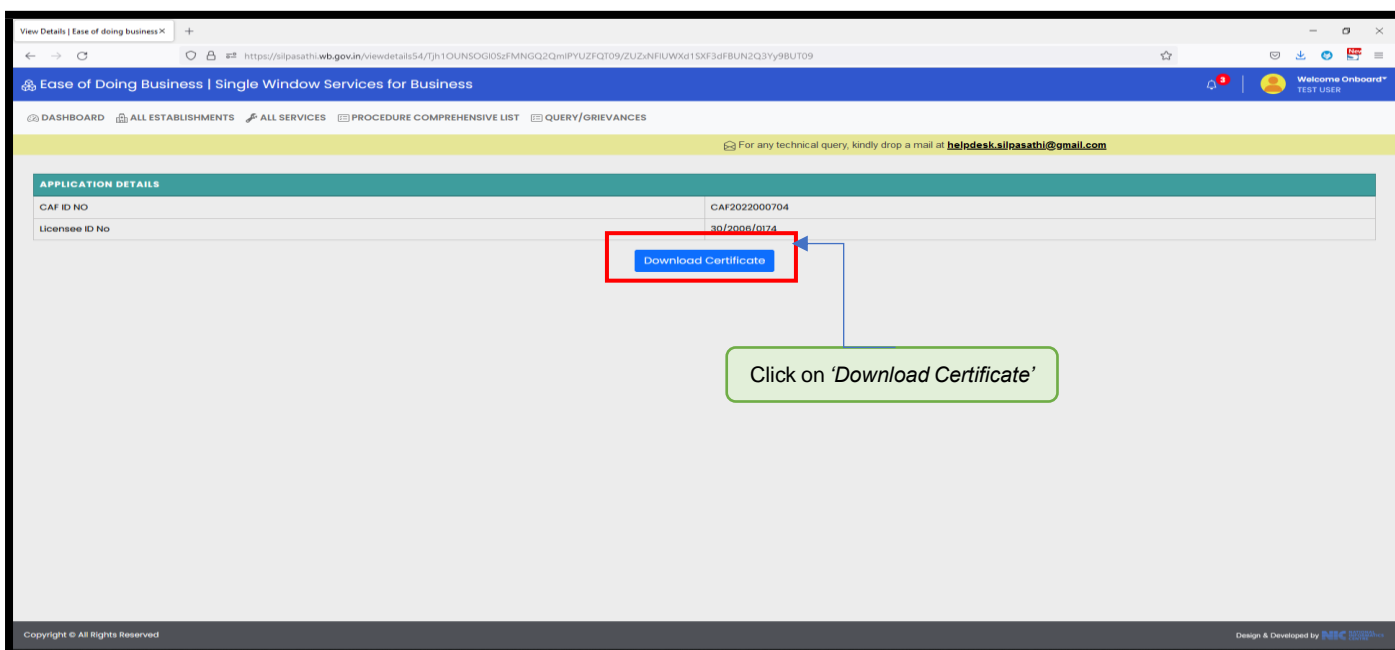
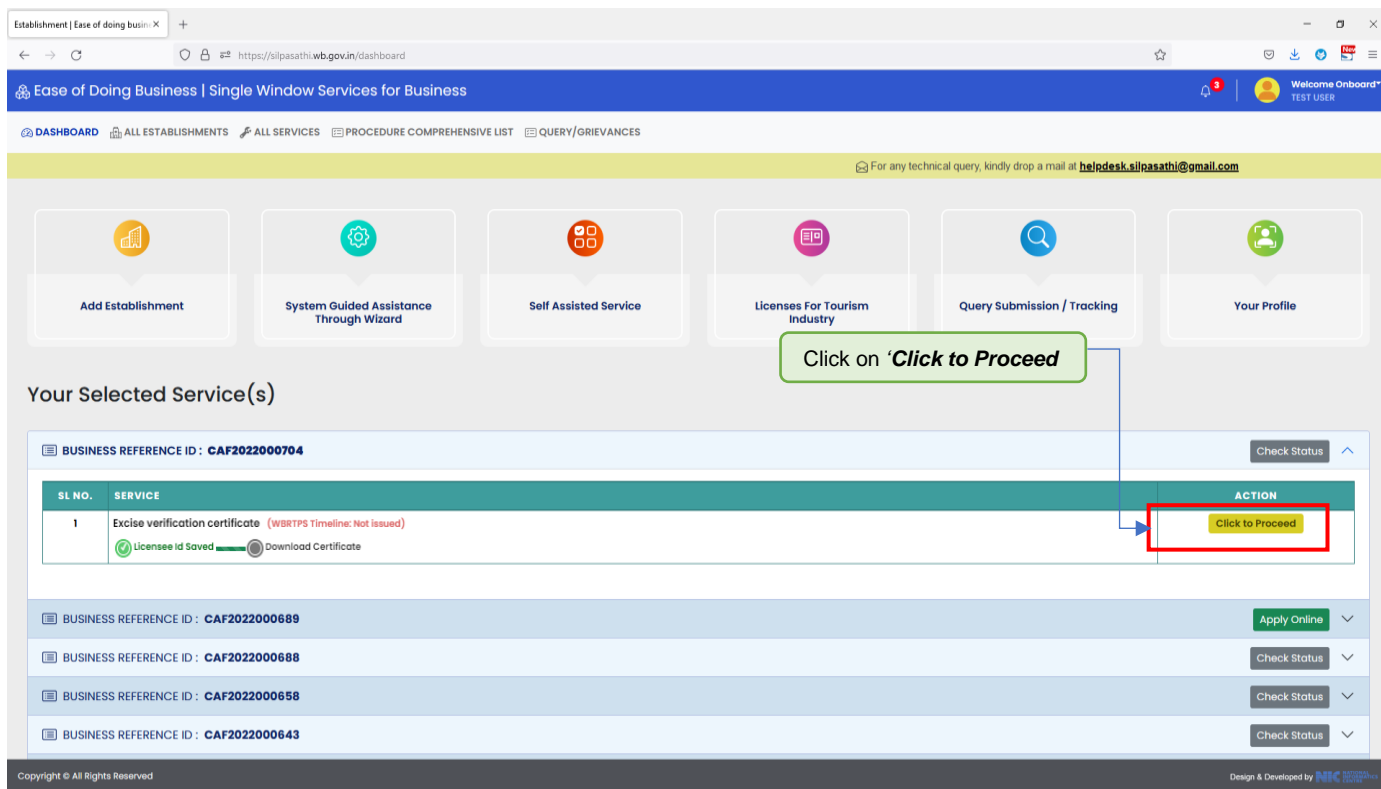
Excise Verification Certificate

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4. Online Download of final approval certificate

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

Applicant's Dashboard

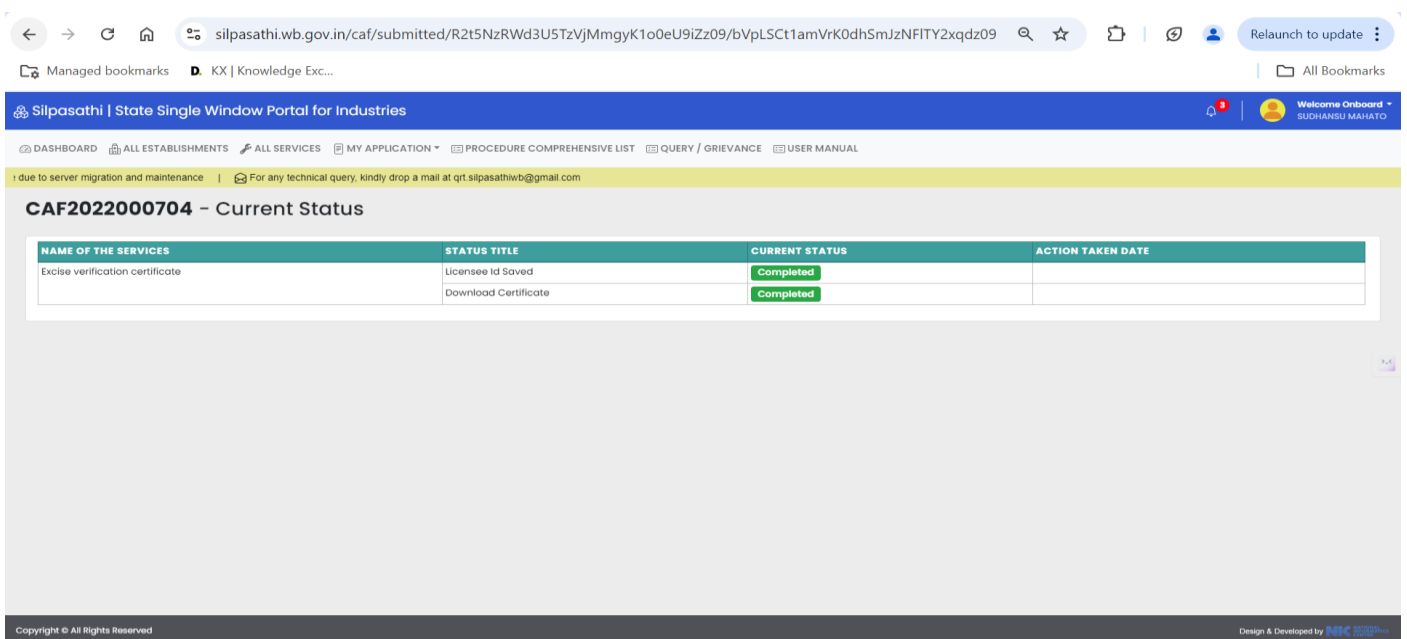
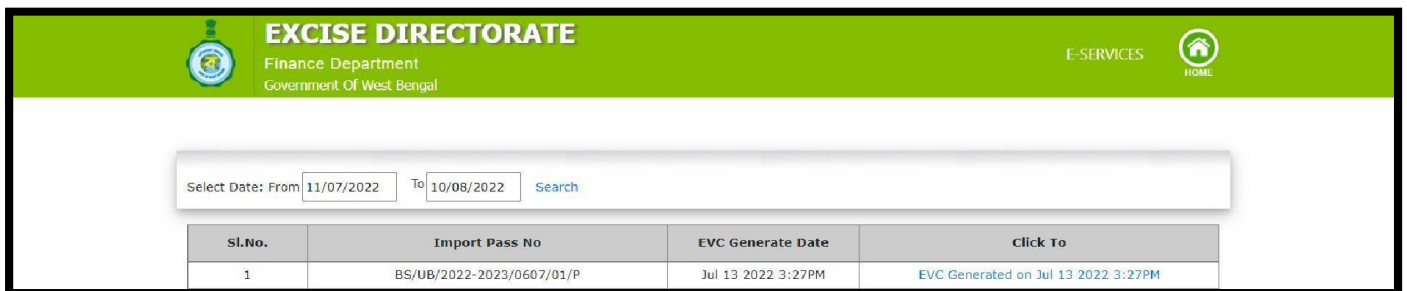
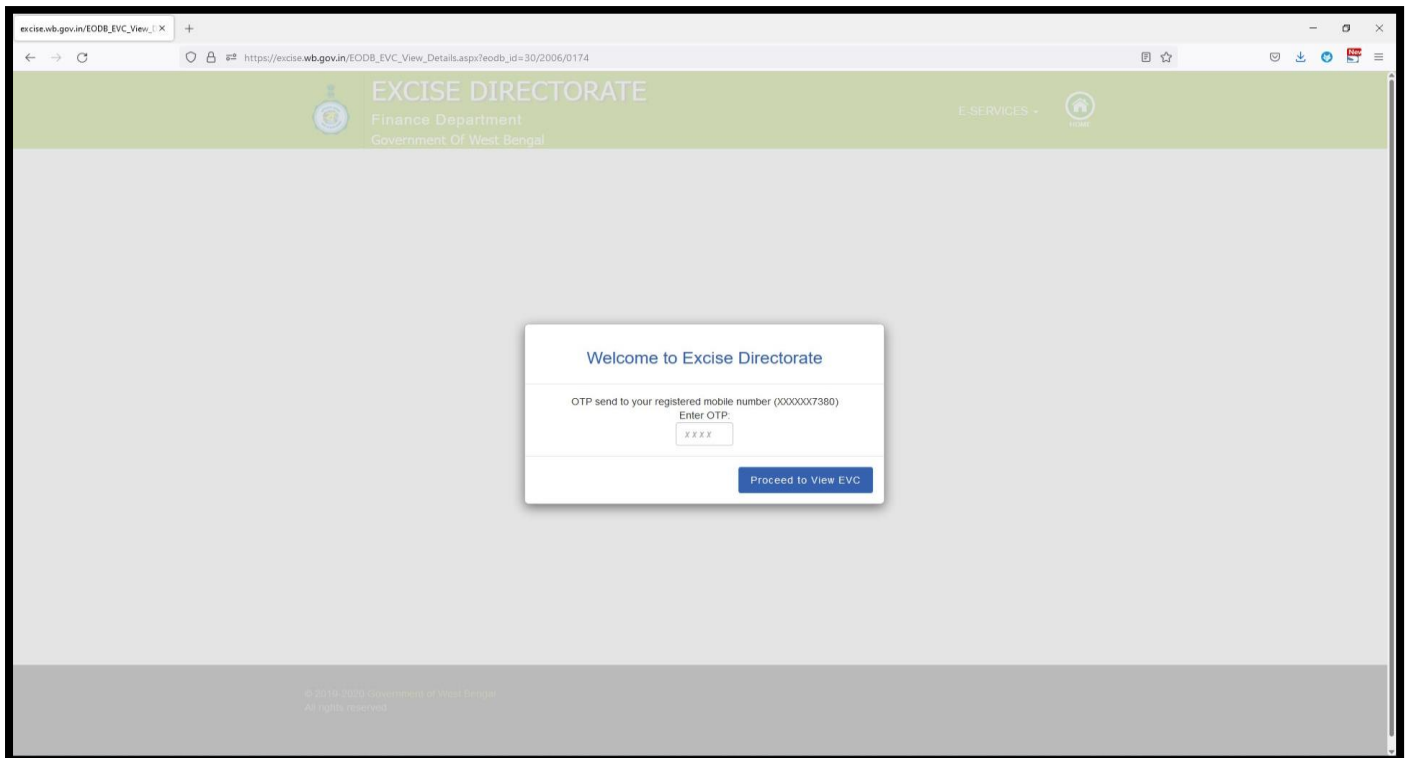


Applicant is redirected to Excise Directorate Portal for further process.

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

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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 logging into the SilpaSathi Portal.

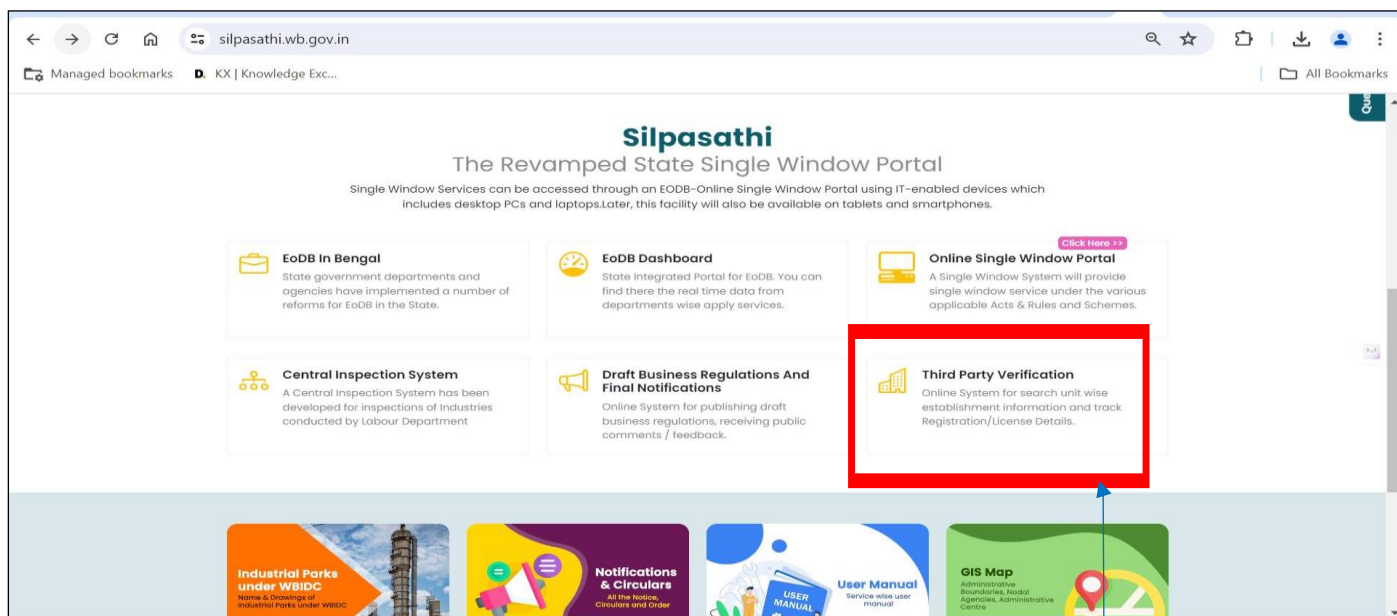
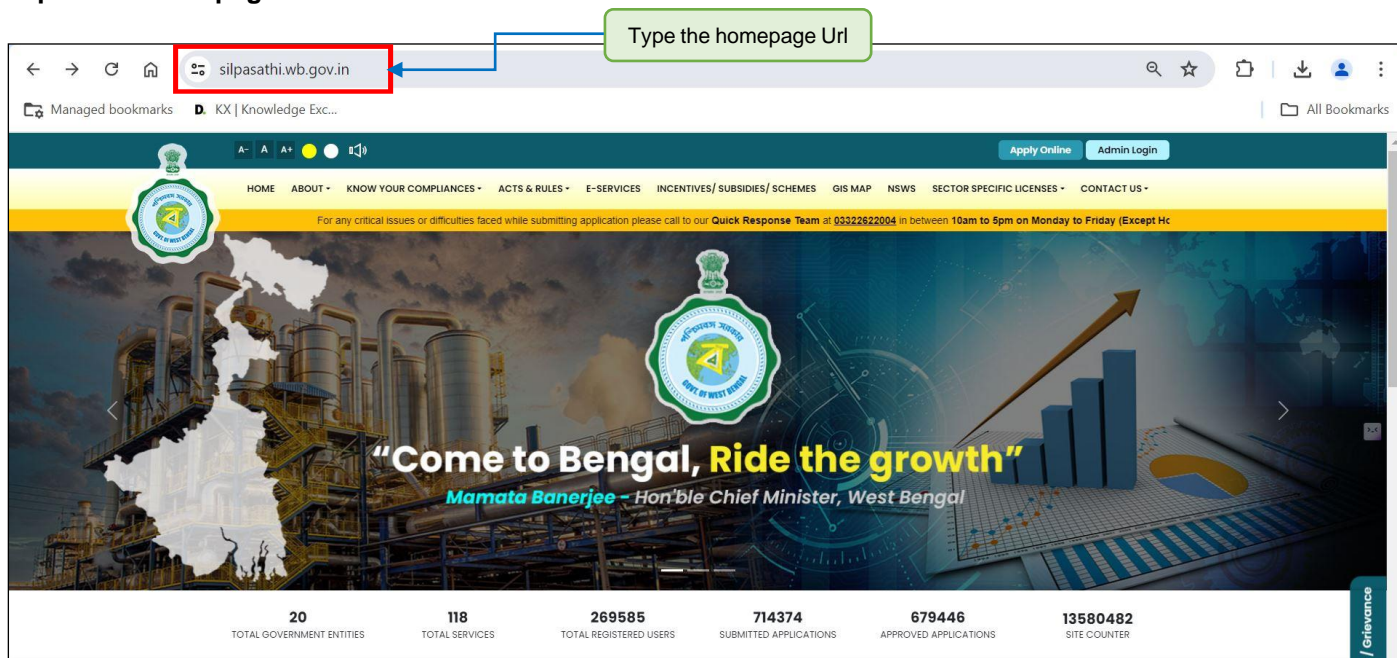
Third part verification process

The applicant or any user has to log in to 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.

(Screenshots below):

SilpaSathi Homepage

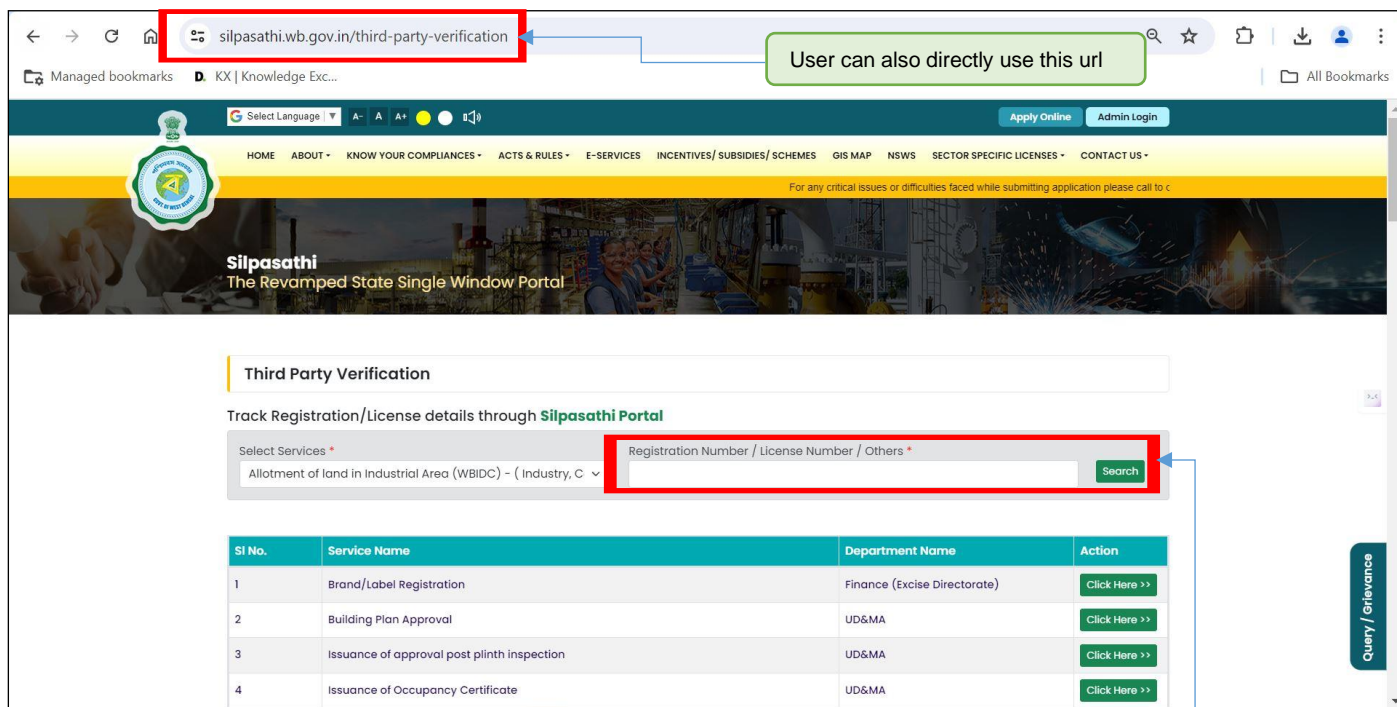


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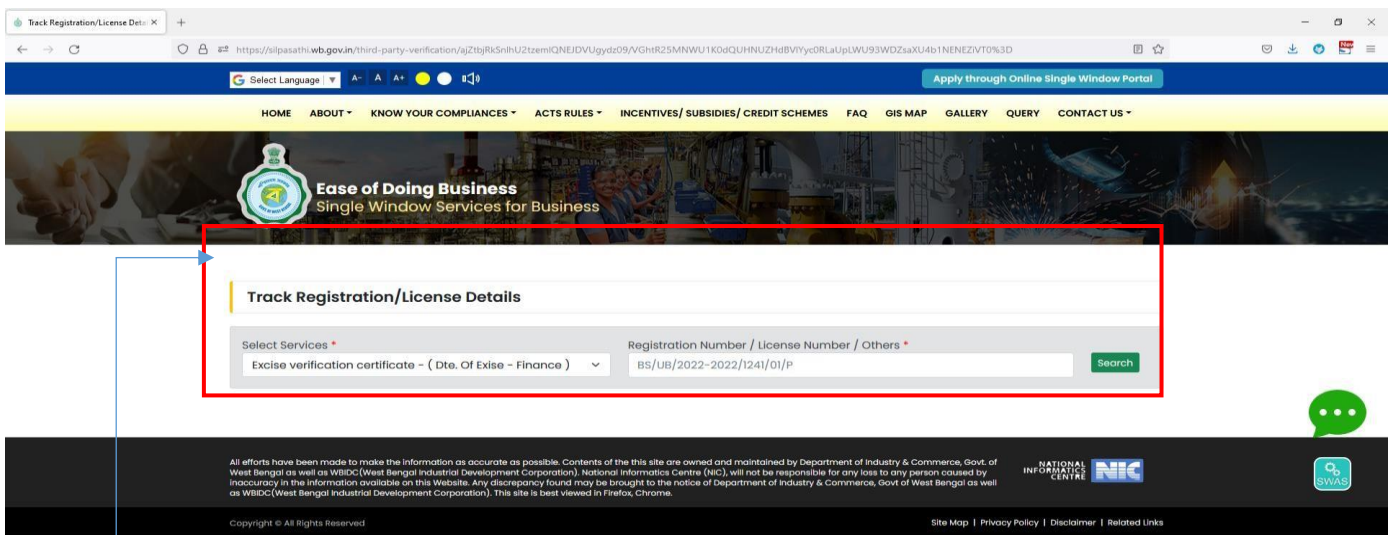
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Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



Enter Registration number/ License number to view details.



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

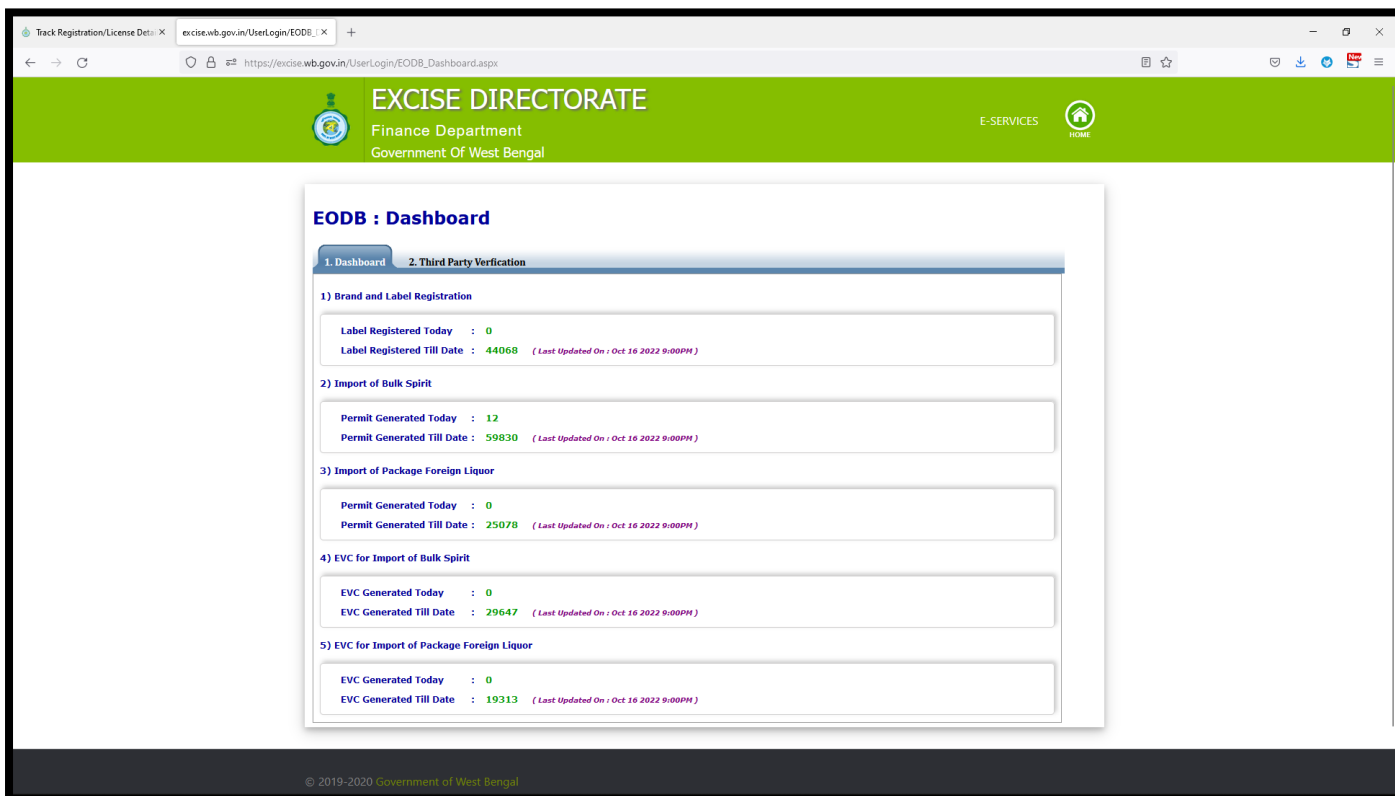
The third party can view the details as illustrated below:

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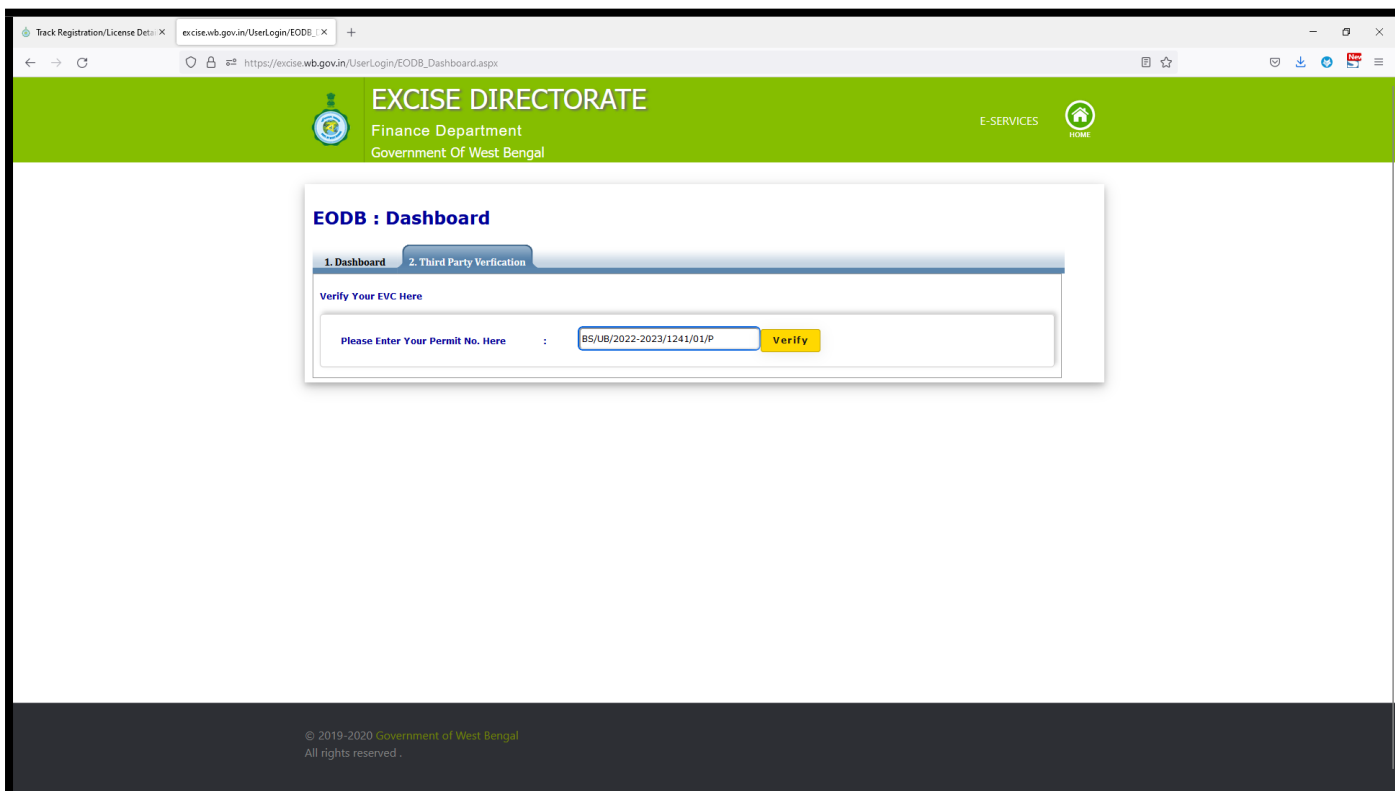
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Anonymous user will land to "EODB : Dashbaord" page in Excise portal.



Anonymous user has to click on the "2 . Third Party Verification" tab and enter the "Permit No" and click on "Verify" button.



On clicking the "Verify" button anonymous user can view the details of the certificate.

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The screenshot shows a web browser window displaying the 'EODB : Dashboard' page. The browser's address bar shows the URL 'https://excise.wb.gov.in/UserLogin/EODB_Dashboard.aspx'. The page header is green and contains the 'EXCISE DIRECTORATE' logo and name, 'Finance Department', 'Government Of West Bengal', and 'E-SERVICES' with a home icon. The main content area features a 'Verify Your EVC Here' section with a form. The form has a label 'Please Enter Your Permit No. Here' followed by a text input field containing 'BS/UB/2022-2023/1241/01/P' and a yellow 'Verify' button. Below the form, a green dashed box contains the message 'Excise Verification Certificate Generated Successfully on 06/10/2022'. The footer of the page is dark grey and contains the text '© 2019-2020 Government of West Bengal All rights reserved.'