



West Bengal Pollution Control Board :

*Authorization under Solid
Waste Management
(processing, recycling,
treatment, and disposal of
solid waste) Rules, 2016*

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

User Manual

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016**” by **West Bengal Pollution Control Board, 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

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016 is the permission given by the West Bengal State Pollution Control Board to an agency, urban local authority, or facility operator responsible for solid waste disposal and processing. 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
1.	Copy of CTE granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) grants a Consent to Establish (CTE) to industries, plants, or processes before they are established.
2.	Copy of CTO granted by WBPCB both	The West Bengal Pollution Control Board (WBPCB) grants Consent to Operate (CTO) to industries and operating units after considering their compliance with environmental laws

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#	Documents Required	Detailed Description
3.	Site Clearance of local body	Site clearance is a process that involves removing trees, walls, and previous buildings from a site to prepare it for construction
4.	Copy of Environmental Clearance (EC) for common sanitary landfills (ULBS)	Environmental Clearance
5.	Copy of agreement between operating agencies and local bodies	A copy of agreement

Timeline (WBRTPS)

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016 has an WBRTPS timeline of **30 days** till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Select Establishment	From the dropdown list select the establishment type
2.	Name of Industry	Enter name of the industry
3.	Occupier Email	Mention email id details of the industry owner
4.	Service ID	Enter correct service ID
5.	Occupier Mobile	Add mobile number of the industry owner/occupier
6.	Industry Pin Code	Enter address pin code of the industry location
7.	Industry Telephone No	Enter telephone details of the industry
8.	Industry District	Enter district of the industry location
9.	Industry Address	Enter address details of the industry
10.	First Name	Enter Applicant's first name
11.	Last Name	Enter Applicant's last name
12.	Industry Email	Mention email id details of the industry

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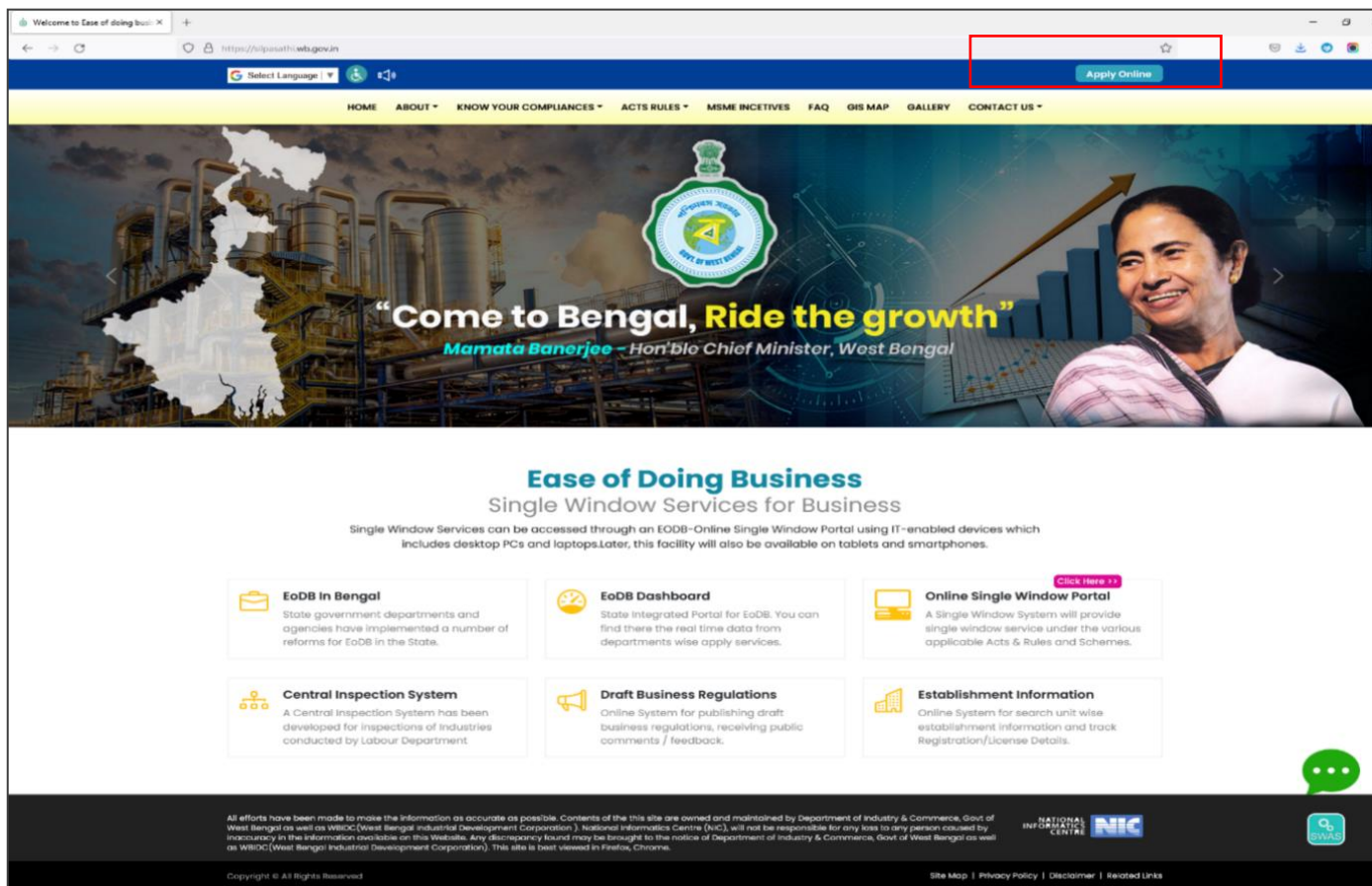
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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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 www.silpasathi.wb.gov.in and click on 'Apply online' button.

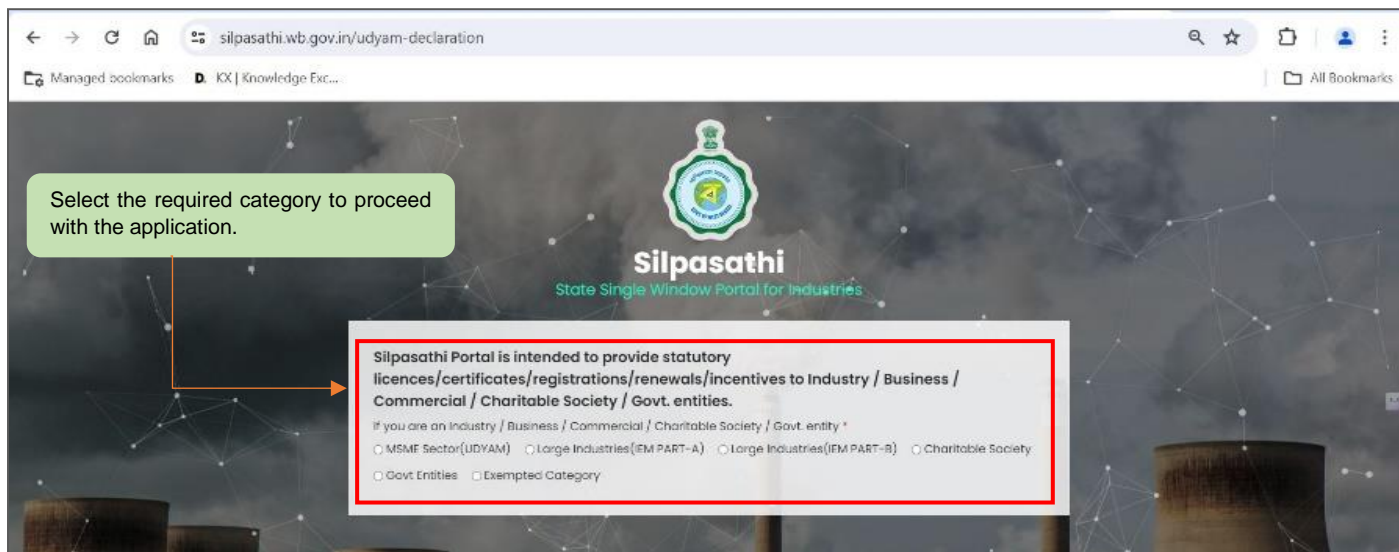


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

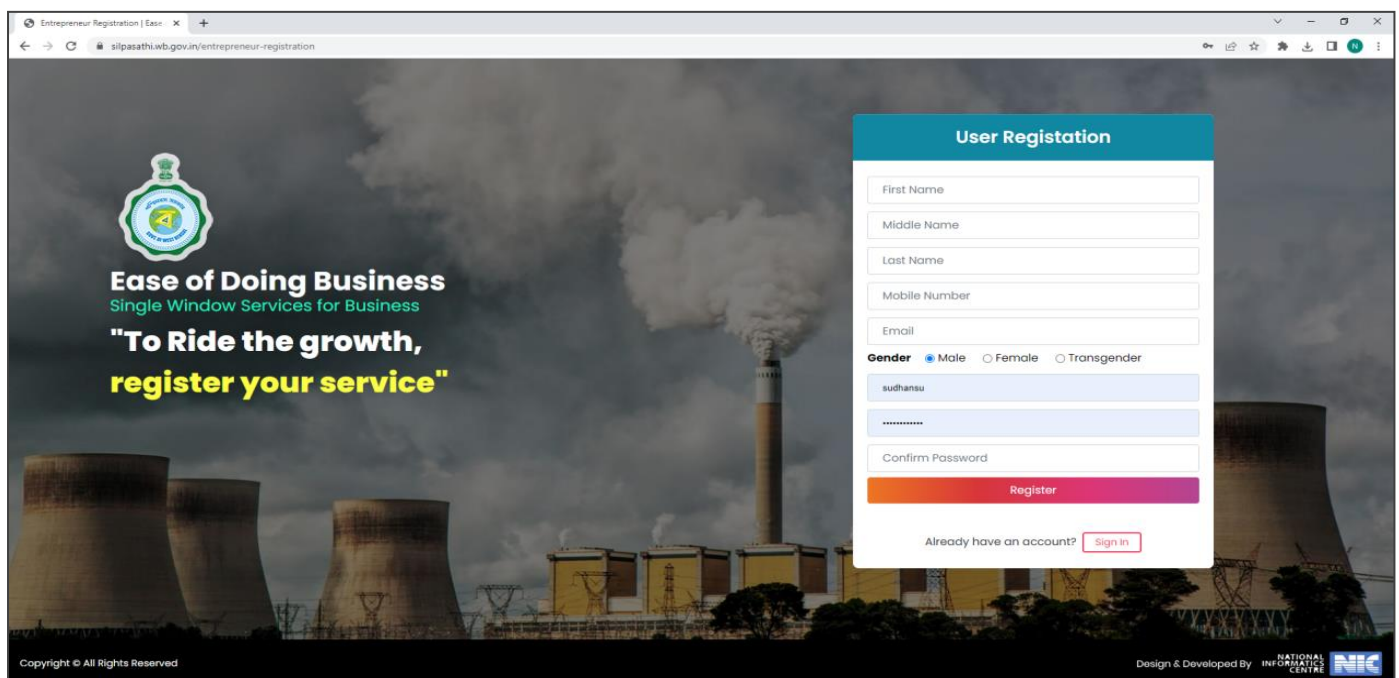
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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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.

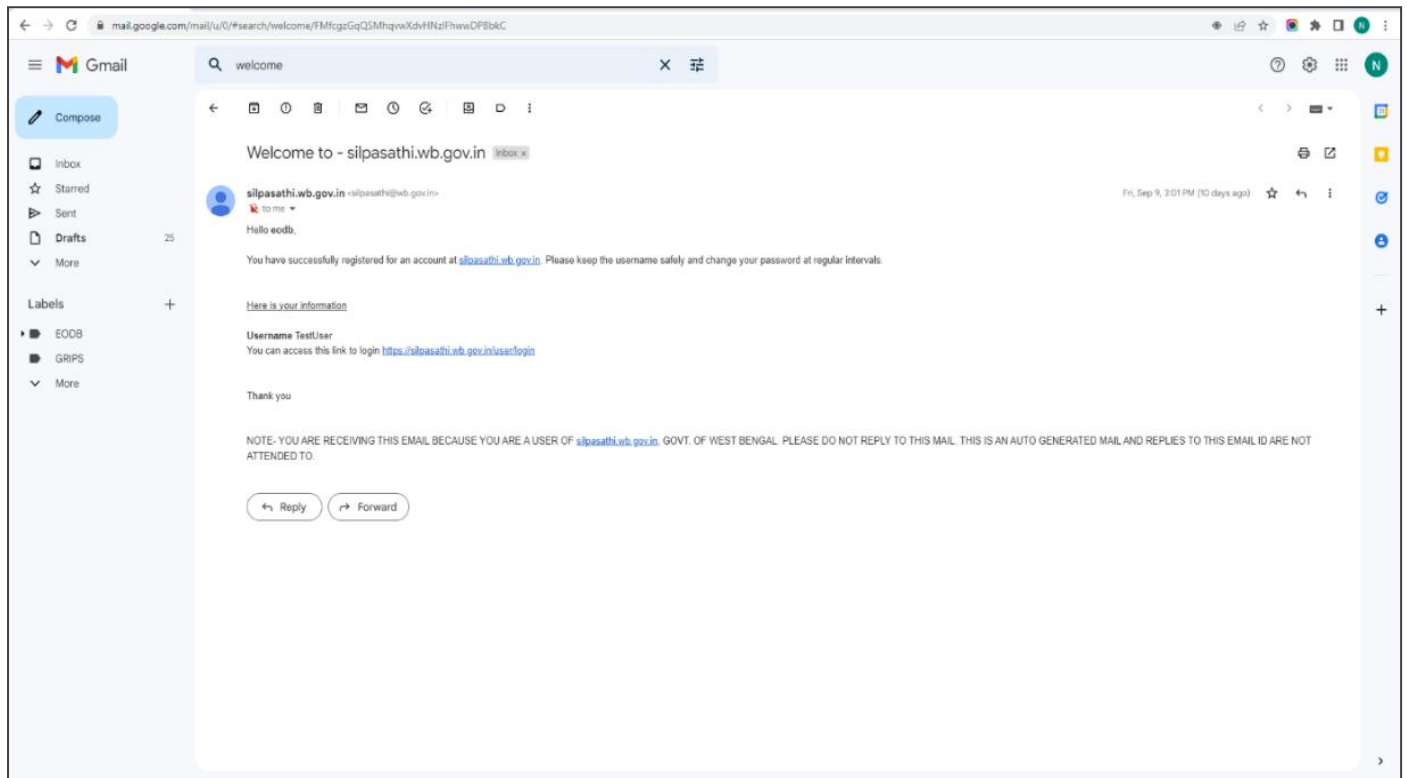


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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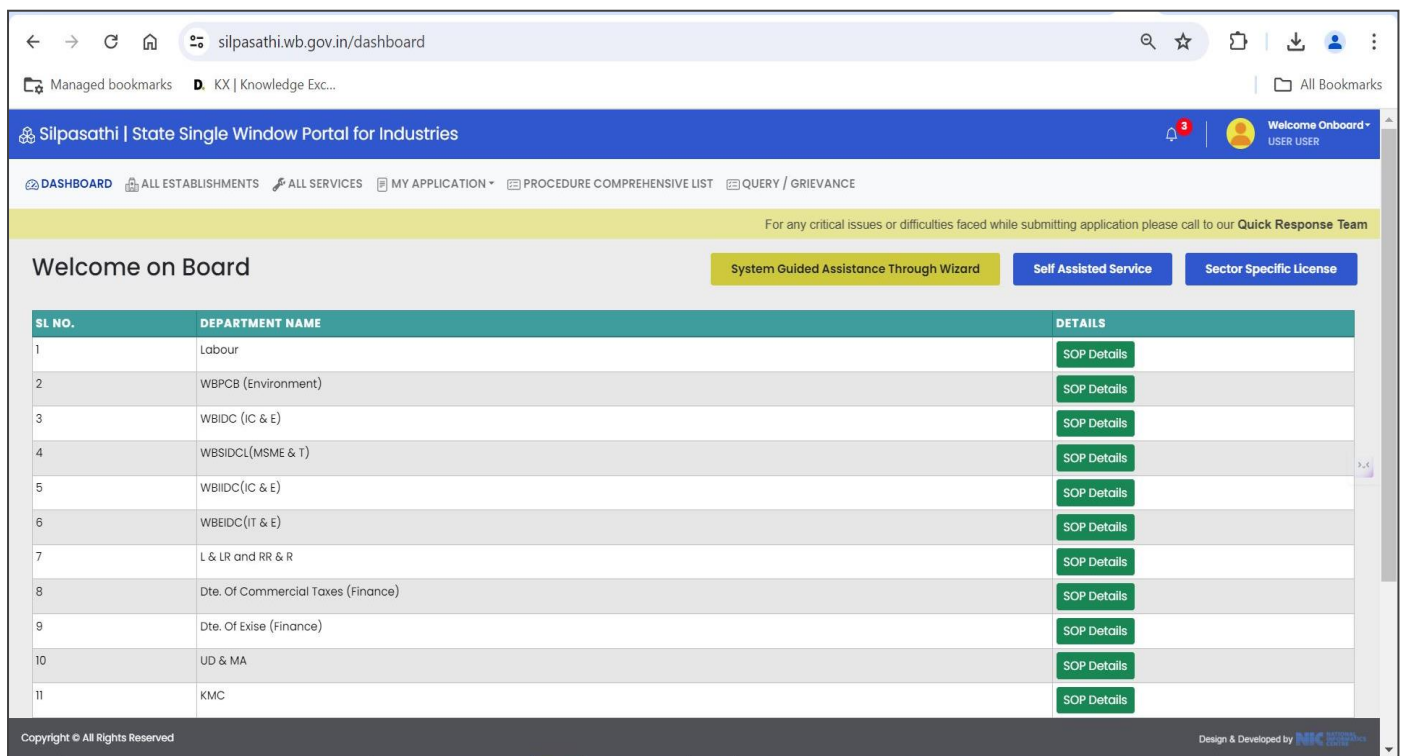
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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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.

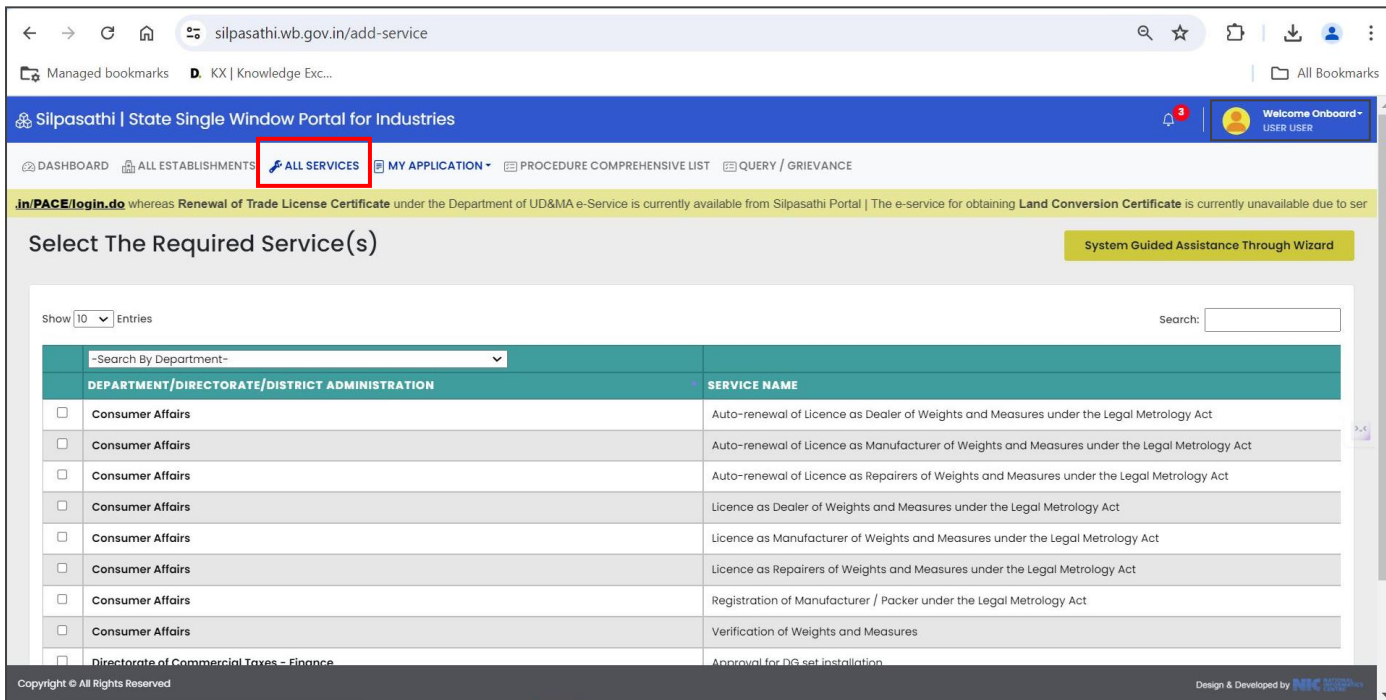


The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.

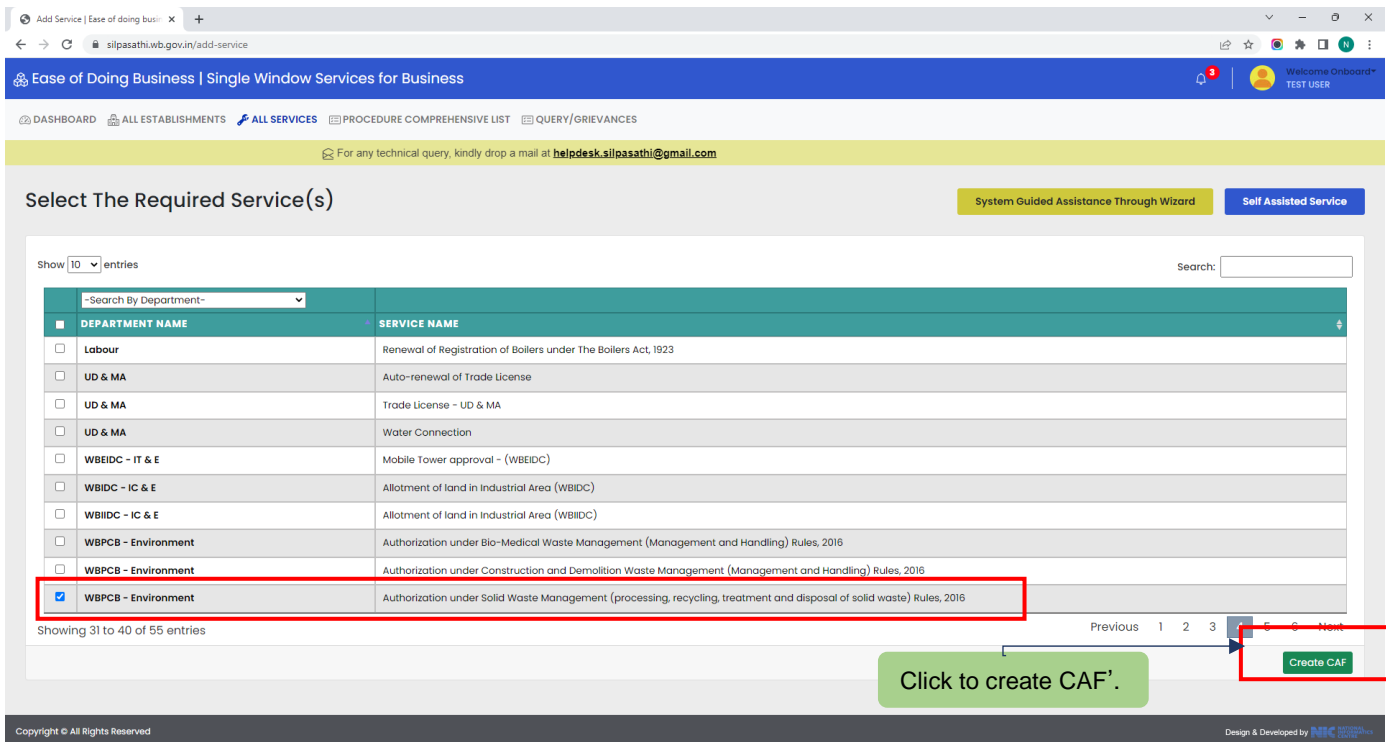
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Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016**'.



After selecting the service '**Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016**', 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.

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Applicant's Dashboard

CAF ID generated.

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000693

Apply Online

SL NO.	SERVICE	ACTION
1	Authorization under Solid Waste Management (processing, recycling, treatment and disposal of solid waste) Rules, 2016 (WBRTPS Timeline: 30 days) ● Basic Details Saved. ● Application Submitted / Forwarded to Inspector ● Inprogress ● Clarification Raised and Clarification Closed by the Industry / Inspection Raised and Inspection Closed ● Application Returned ● Approved / Completed	

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):

Application Form

Common Application Form - CAF2022000693

Process Start 10%

Application Details

Select Establishment *
-Select-

Service Id *
114

Industry Telephone No *

First Name *

Name of Industry *

Occupier Mobile *

Industry District *
- Select -

Last Name *

Occupier Email *

Industry Pin Code *

Industry Address *

Industry Email *

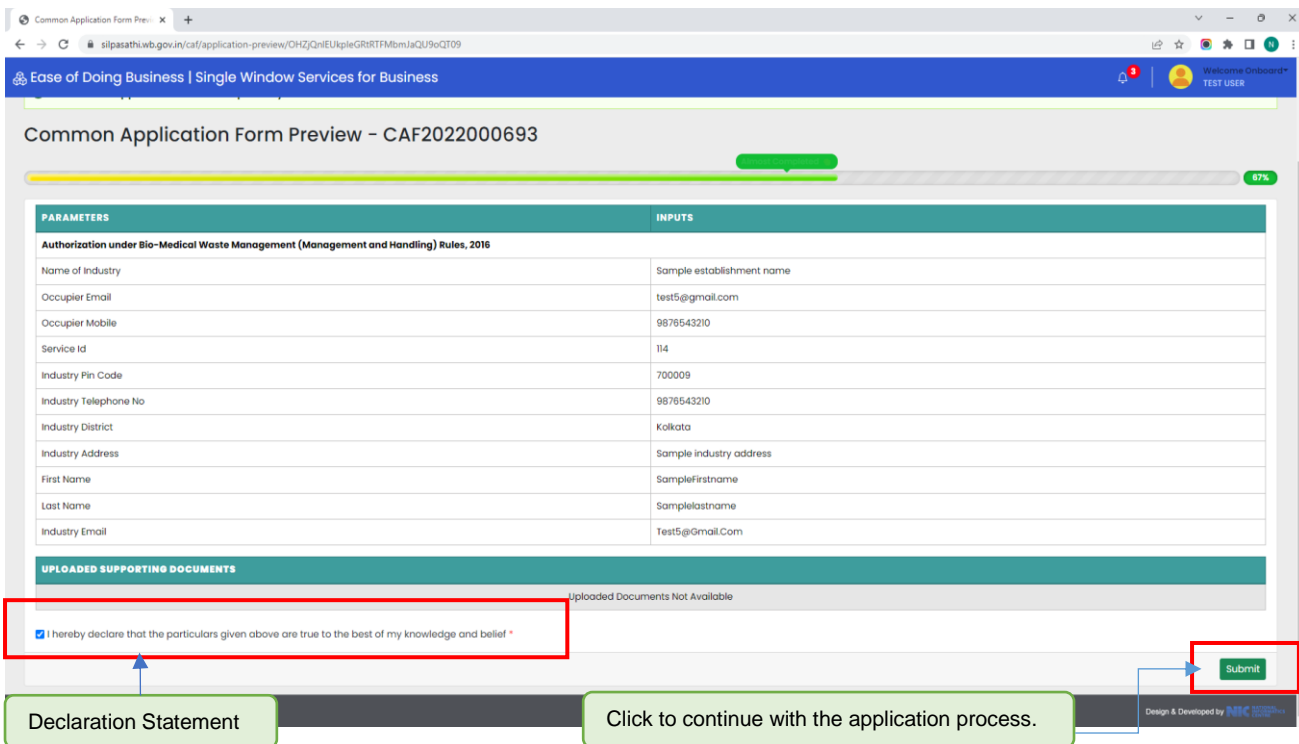
Save & Continue >>

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.

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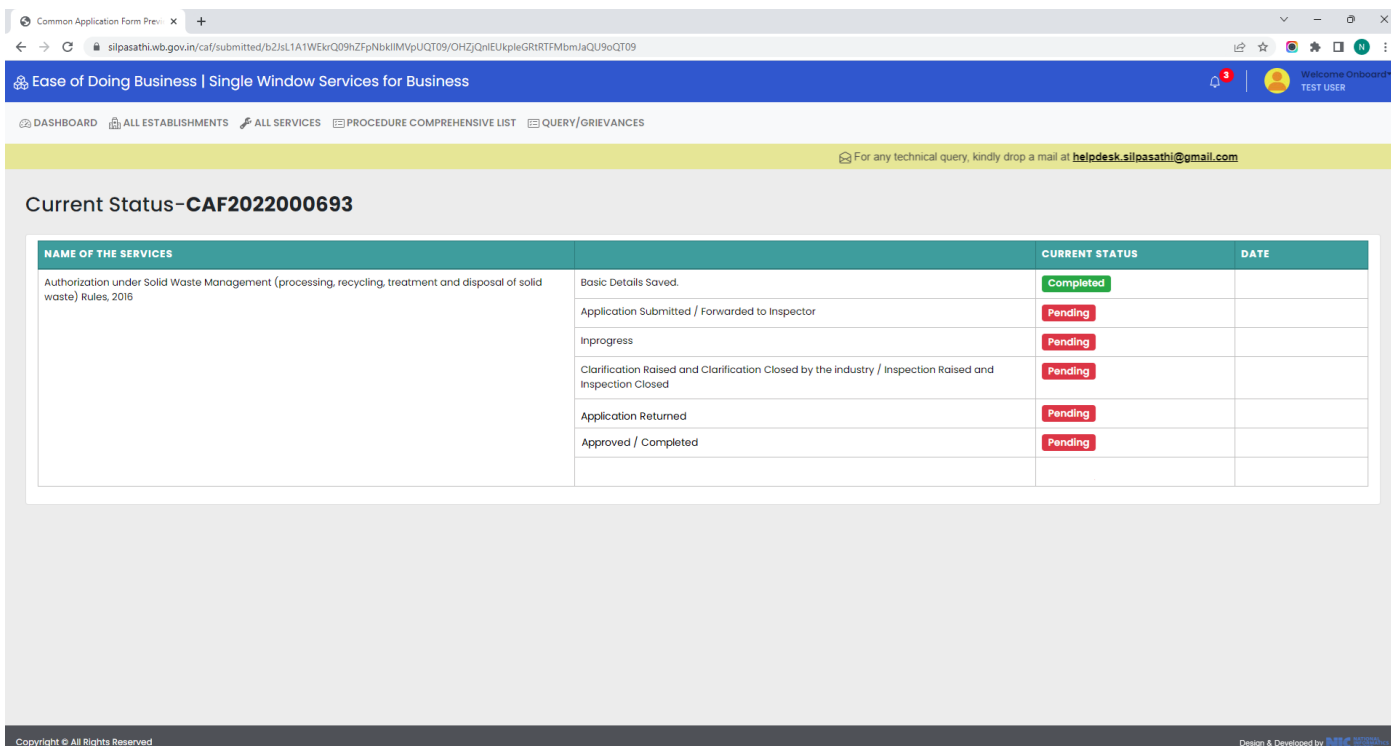
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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Upon completion of the application process the applicant clicks on the **'Submit'** button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

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

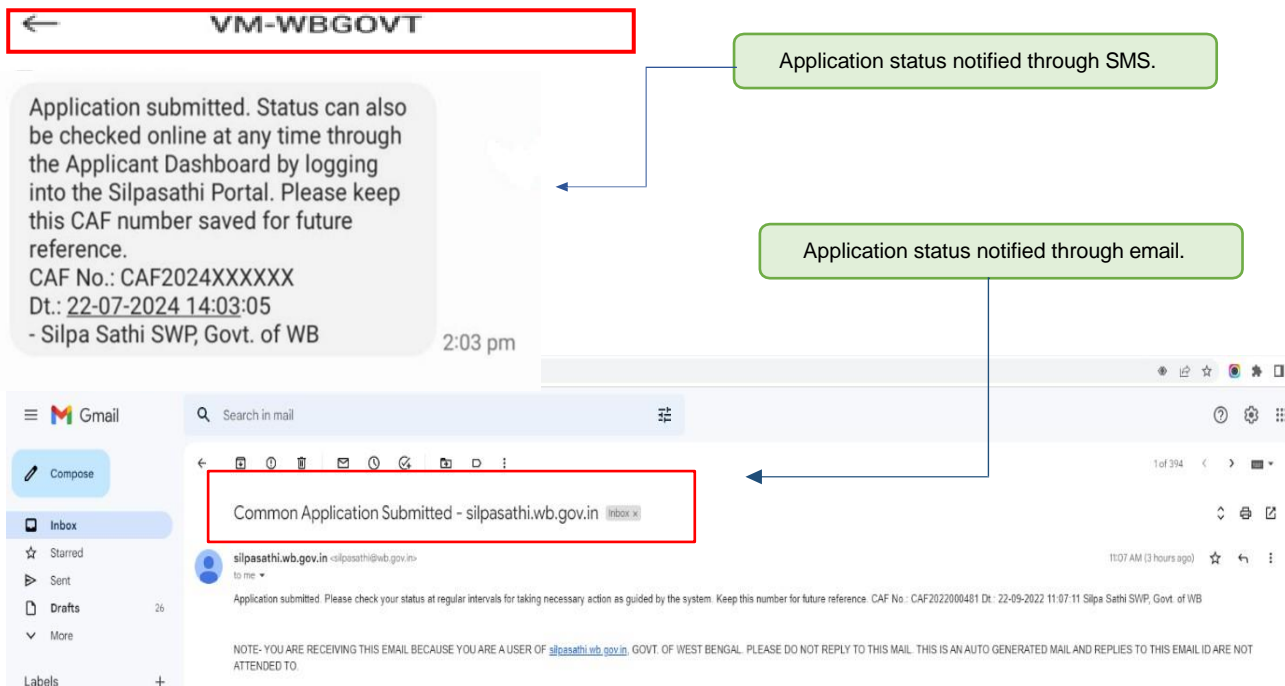


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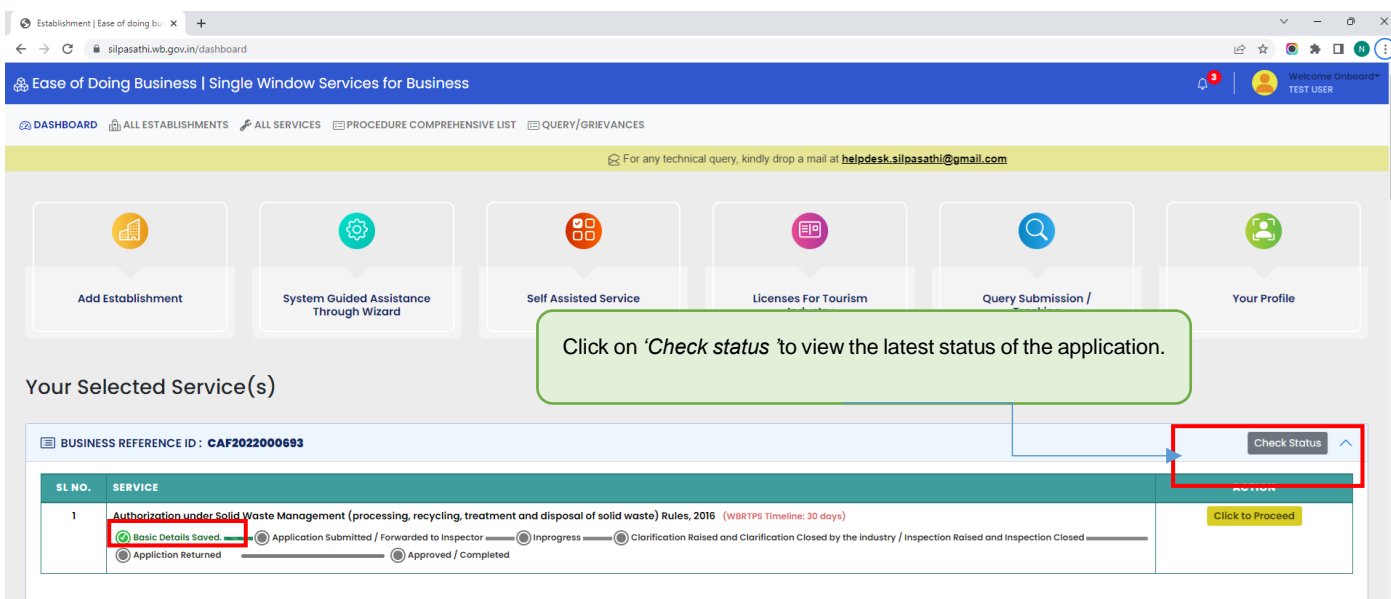
The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



2. Track Status of Application

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

Applicant's Dashboard

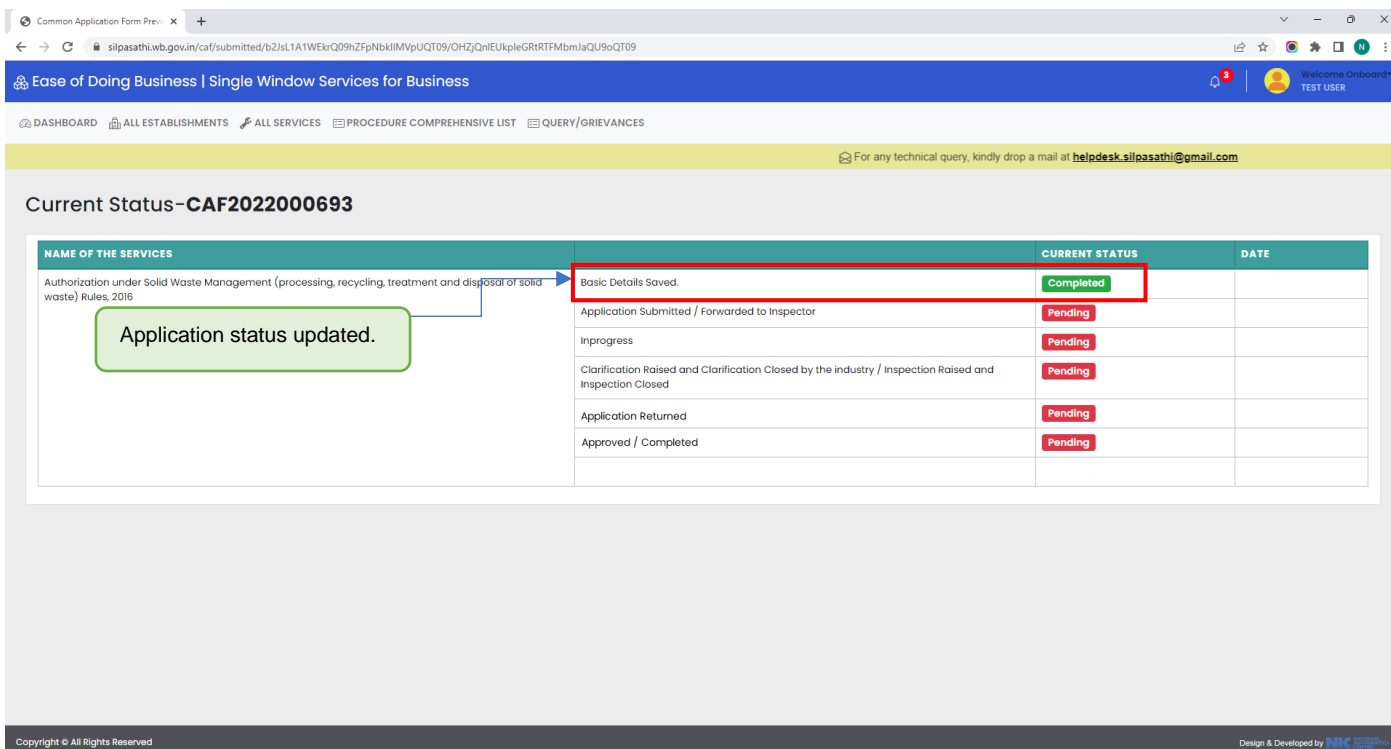


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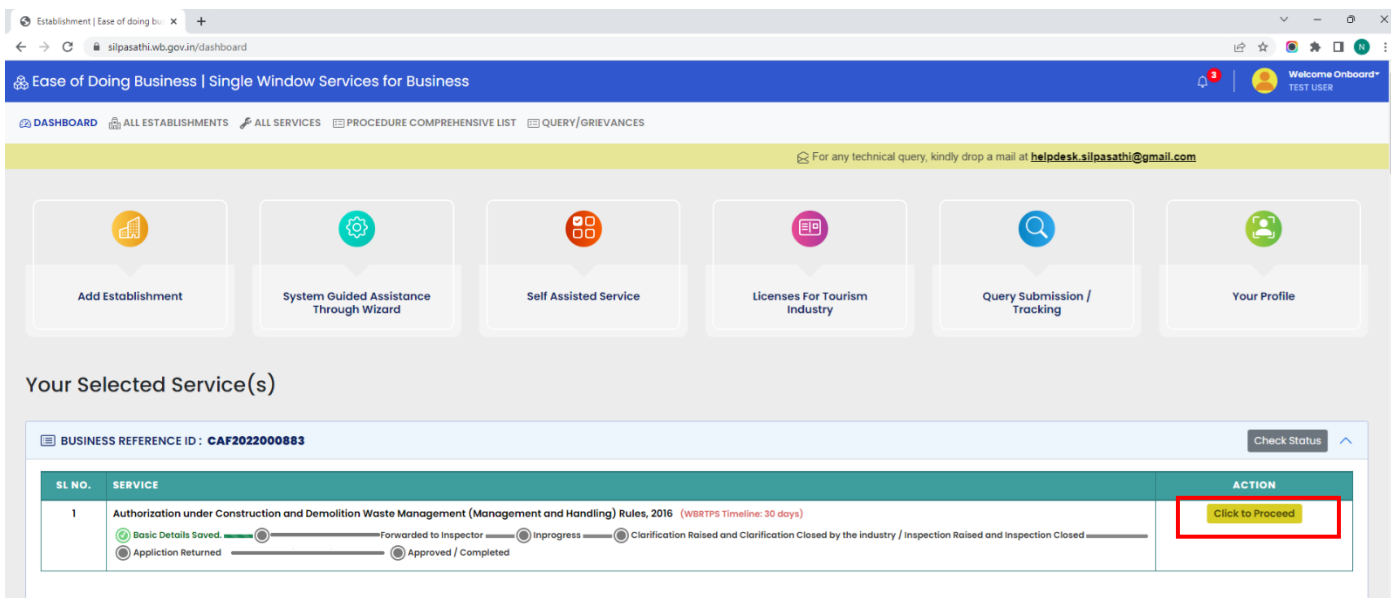
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Status Dashboard



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

The applicant clicks on 'Click to Proceed' button to further processing of the application. The applicant can now view the Departmental Application page and proceed with the application.



Process illustrated in the screenshots below:

The applicant can now view his submitted applications in the **West Bengal Pollution Control Board (WBPCB)** page.

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Once reviewed, the application will be submitted successfully with a **unique application ID** along with the downloadable form, as mentioned in the preceding screenshots below:

The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/redirect-application25/a/Uoxv25MMGRlU7BqWXBxQkh0b2FUT09/CHZgQnIEUkpleGRlRtFMtmJaQU9=QT09. The page header includes "Ease of Doing Business | Single Window Services for Business" and a navigation menu with "DASHBOARD", "ALL ESTABLISHMENTS", "ALL SERVICES", "PROCEDURE COMPREHENSIVE LIST", and "QUERY/GRIEVANCES". A yellow banner at the top right says "For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com".

Common Application Form – CAF2022000693

Authorization under Solid Waste Management (processing, recycling, treatment and disposal of solid waste) Rules, 2016

Application Details		
IndName *	caf_unique_no *	occ_email *
Sample establishment name	49	test5@gmail.com
occ_mobile *	industry_pin_code *	serviceld *
9876543210	700009	114
Industry_telephone_no *	Industry_district_name *	Industry_address *
9876543210	Kolkata	Sample industry address
Industry_address *	Industry_email *	eodb_app_id *
test	Test5@gmail.com	1705
caf_id_no *		
CAF2022000693		

Redirecting to WBPCB Site. Please do not press BACK button in browser or REFRESH the page.

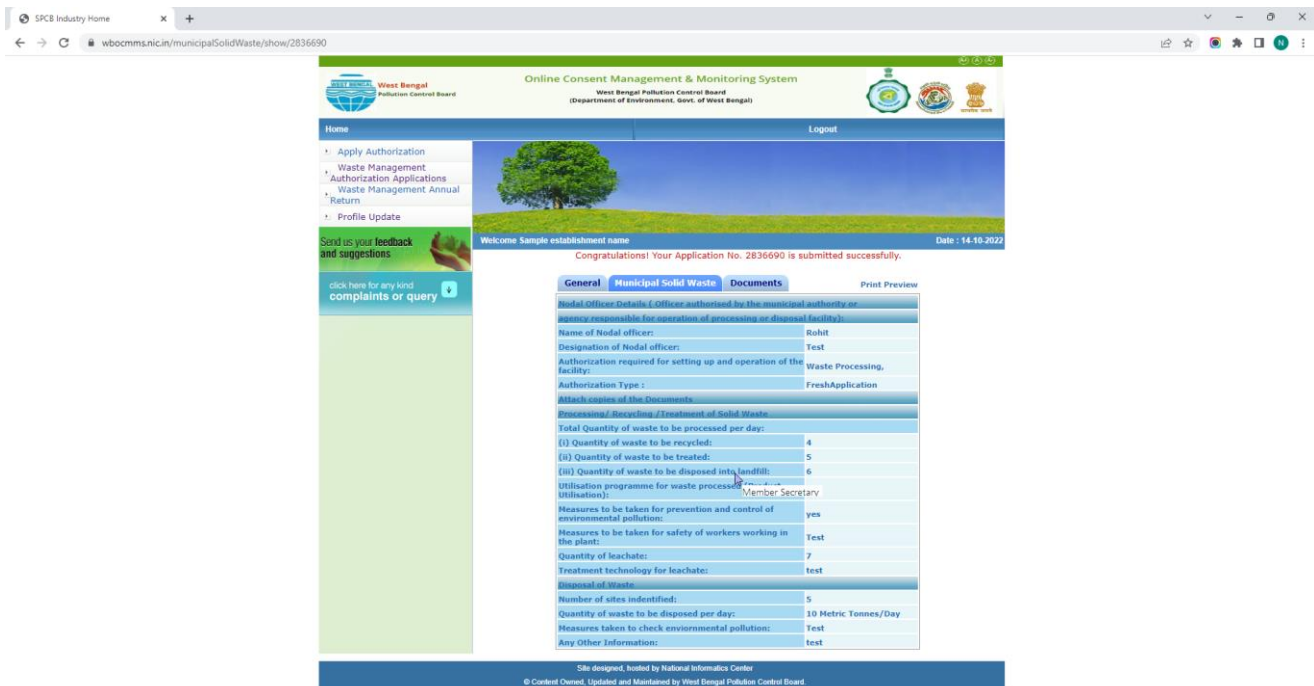
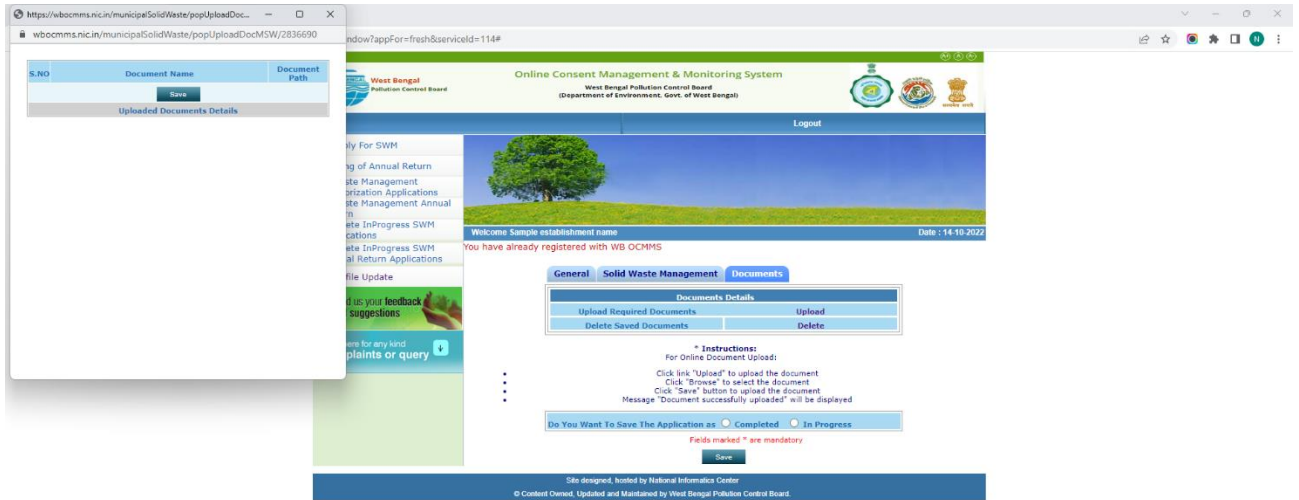
The screenshot shows the "Online Consent Management & Monitoring System" (OCMMS) portal for the West Bengal Pollution Control Board. The page includes a navigation menu on the left with options like "Apply For SWM", "Filing of Annual Return", "Waste Management", "Authorization Applications", "Waste Management Annual Return", "Delete InProgress SWM Applications", "Delete InProgress SWM Annual Return Applications", and "Profile Update". The main content area displays a "Welcome" message and a "Documents" section with the following details:

General	
Nodal Officer Details (Officer authorized by the municipal authority or agency responsible for operation of processing or disposal facility):	
Name of Nodal officer*:	Rohit
Designation of Nodal officer*:	Test
Authorization required for setting up and operation of the facility (Please tick mark)*:	<input checked="" type="checkbox"/> Waste Processing <input type="checkbox"/> Recycling <input type="checkbox"/> Treatment <input type="checkbox"/> Disposal at landfill
Authorization Type*:	<input checked="" type="radio"/> Fresh application <input type="radio"/> Renewal application
Attach copies of the Documents	
Site clearance (From Local Authority):	Choose File No file chosen
Proof of Environmental Clearance:	Choose File No file chosen
Consent for establishment:	Choose File No file chosen
Agreement between municipal authority and operating agency:	Choose File No file chosen
Investment on the project and expected returns:	Choose File No file chosen
Processing / Recycling / Treatment of Solid Waste	
Total Quantity of waste to be processed per day:	
(i) Quantity of waste to be recycled:	4
(ii) Quantity of waste to be treated:	5
(iii) Quantity of waste to be disposed into landfill:	6
Utilisation programme for waste processed (Product Utilisation):	Yes Member Secretary
Measures to be taken for prevention and control of	yes

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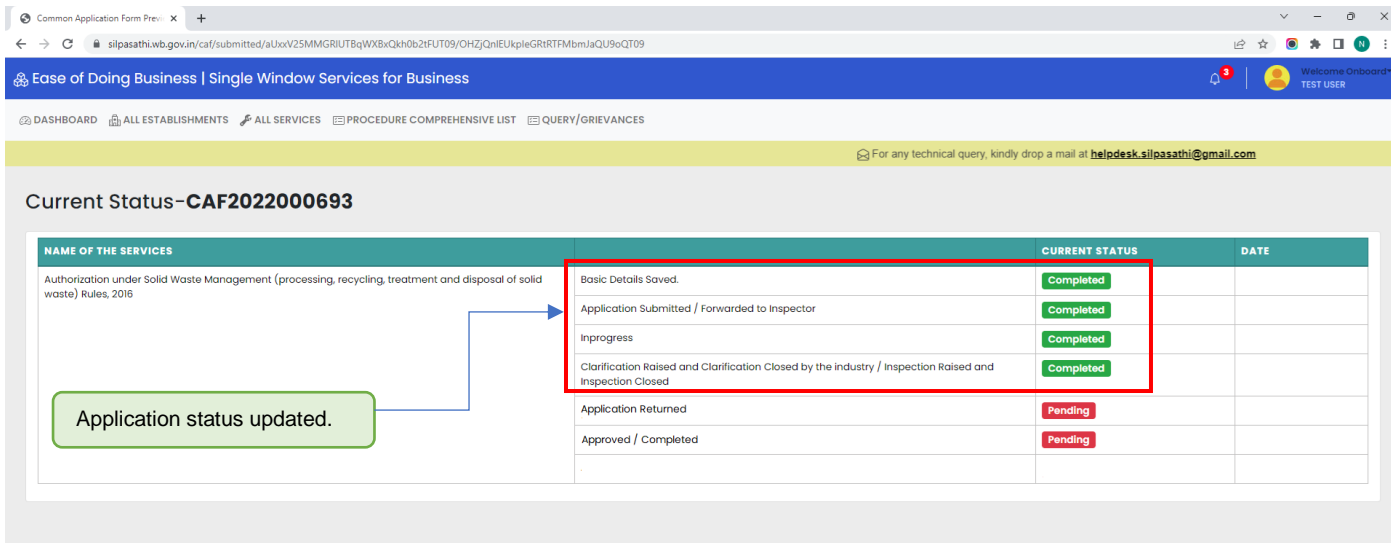
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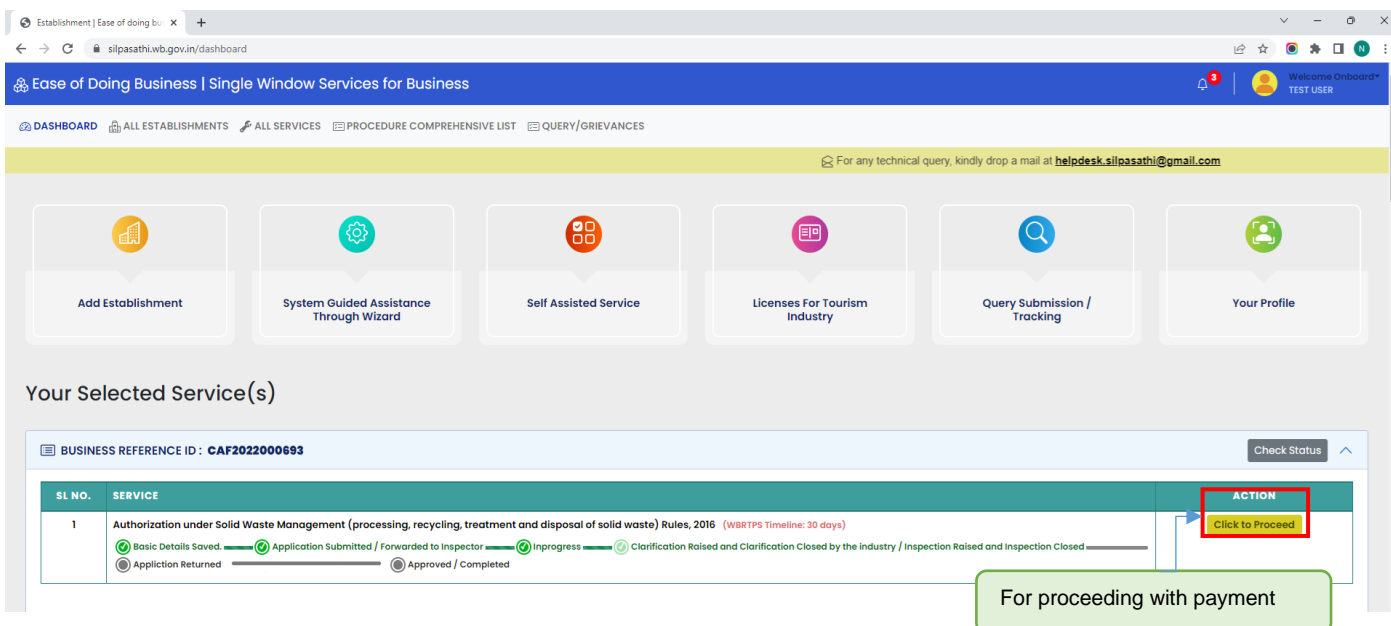


Note: Latest status can be seen any time through Applicant's Dashboard

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 '**Click to Proceed**' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard



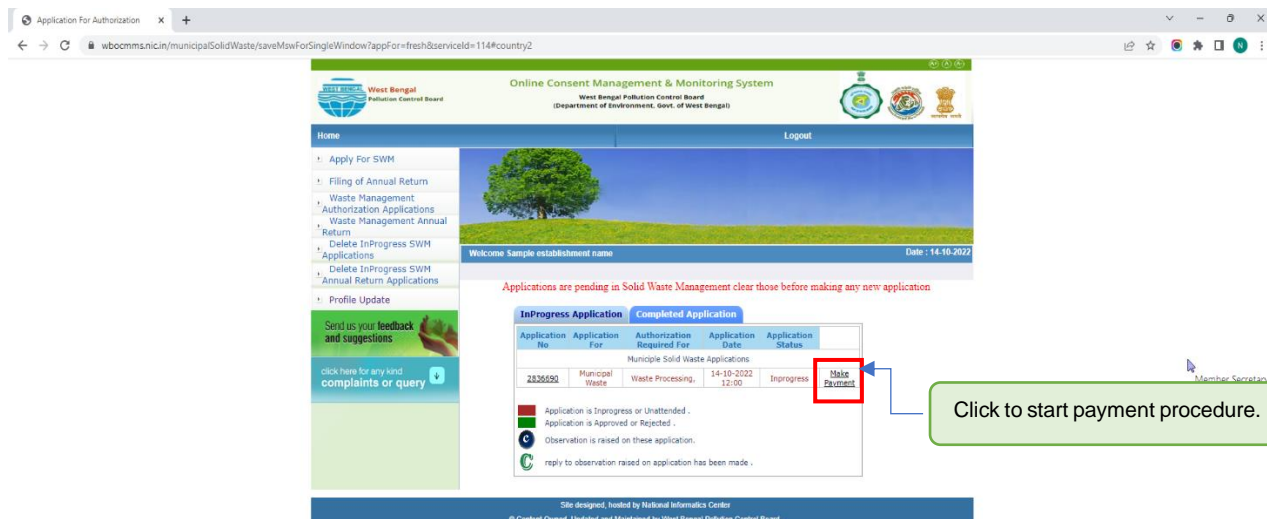
The applicant can now view the Departmental Page which is the official website of **West Bengal Pollution Control Board** and complete the payment process. The payment procedure has been illustrated as per the following screenshots.

The applicant can click on '**Make Payment**' option as illustrated in the screenshot.

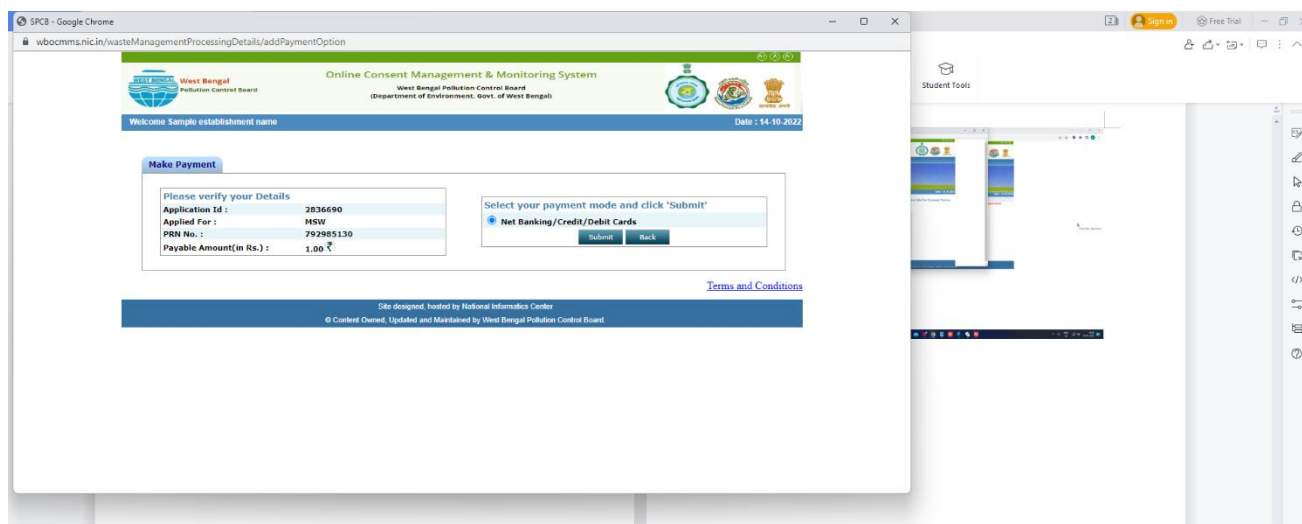
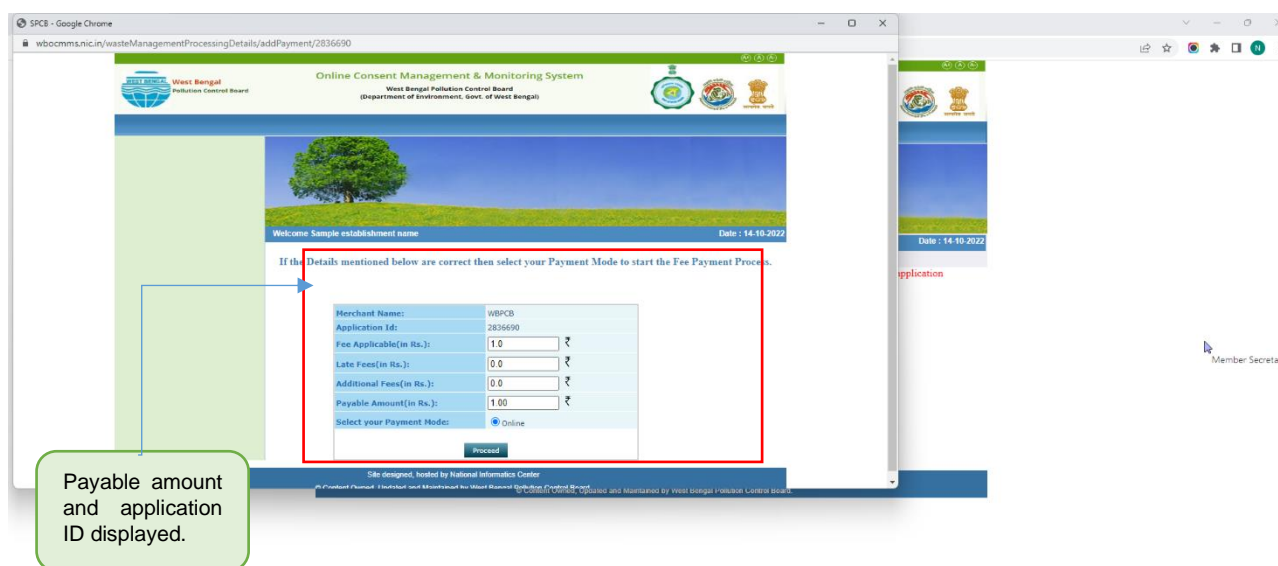
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The fees details and other necessary application details as displayed.

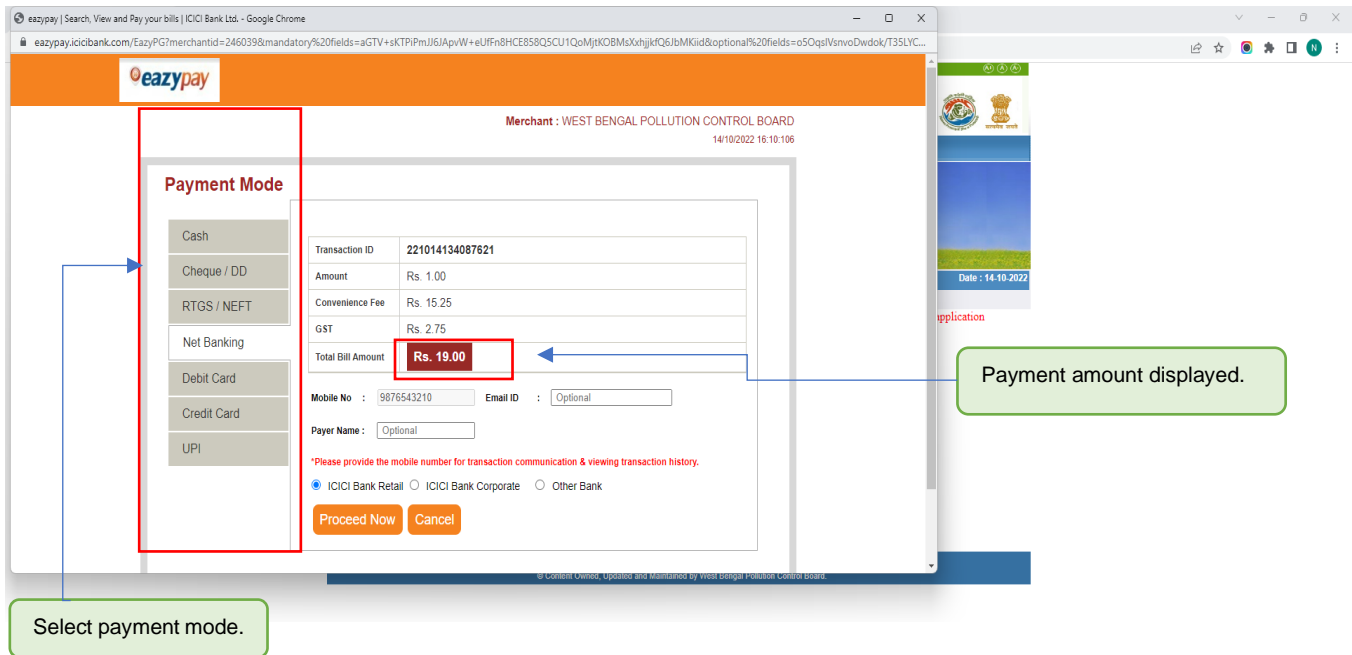


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The applicant has to enter the correct details for payment transaction and proceed with the payment process.



Merchant : WEST BENGAL POLLUTION CONTROL BOARD
14/10/2022 16:10:106

Payment Mode

- Cash
- Cheque / DD
- RTGS / NEFT
- Net Banking
- Debit Card
- Credit Card
- UPI

Transaction ID	221014134087621
Amount	Rs. 1.00
Convenience Fee	Rs. 15.25
GST	Rs. 2.75
Total Bill Amount	Rs. 19.00

Mobile No : 9876543210 Email ID : Optional

Payer Name : Optional

*Please provide the mobile number for transaction communication & viewing transaction history.

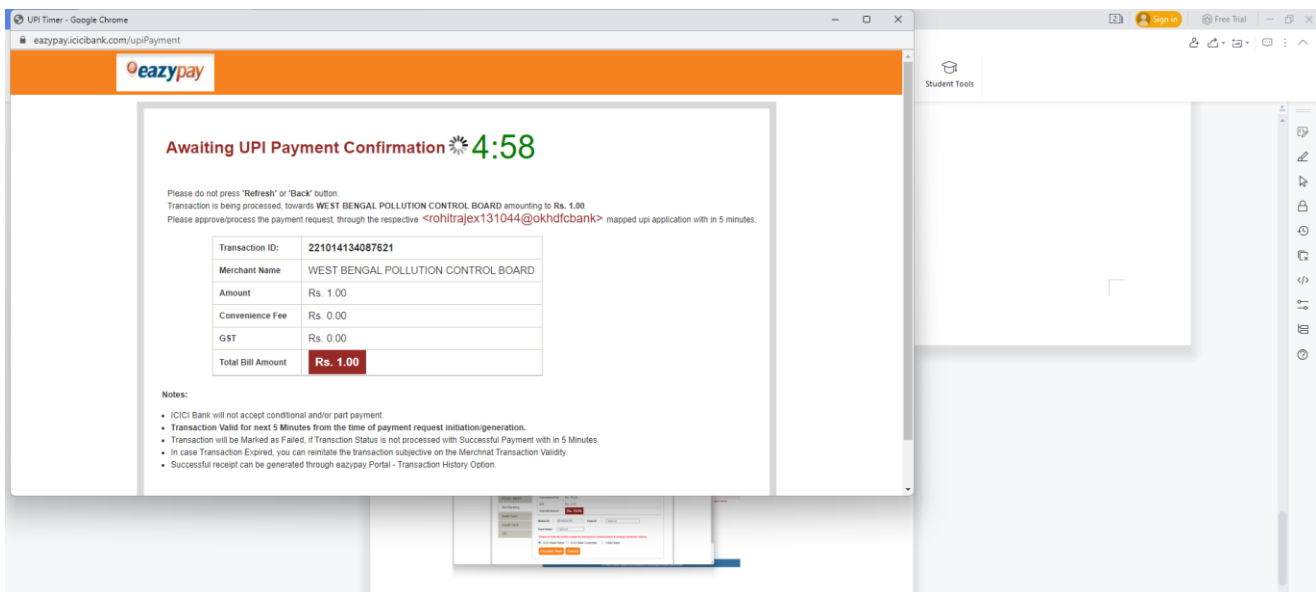
ICICI Bank Retail ICICI Bank Corporate Other Bank

Proceed Now **Cancel**

© Control Owned, Updated and Maintained by West Bengal Pollution Control Board.

Select payment mode.

Payment amount displayed.



Awaiting UPI Payment Confirmation 4:58

Please do not press 'Refresh' or 'Back' button.
Transaction is being processed, towards WEST BENGAL POLLUTION CONTROL BOARD amounting to Rs. 1.00.
Please approve/process the payment request, through the respective <rohitrajex131044@okhdfcbank> mapped upi application with in 5 minutes.

Transaction ID:	221014134087621
Merchant Name	WEST BENGAL POLLUTION CONTROL BOARD
Amount	Rs. 1.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	Rs. 1.00

Notes:

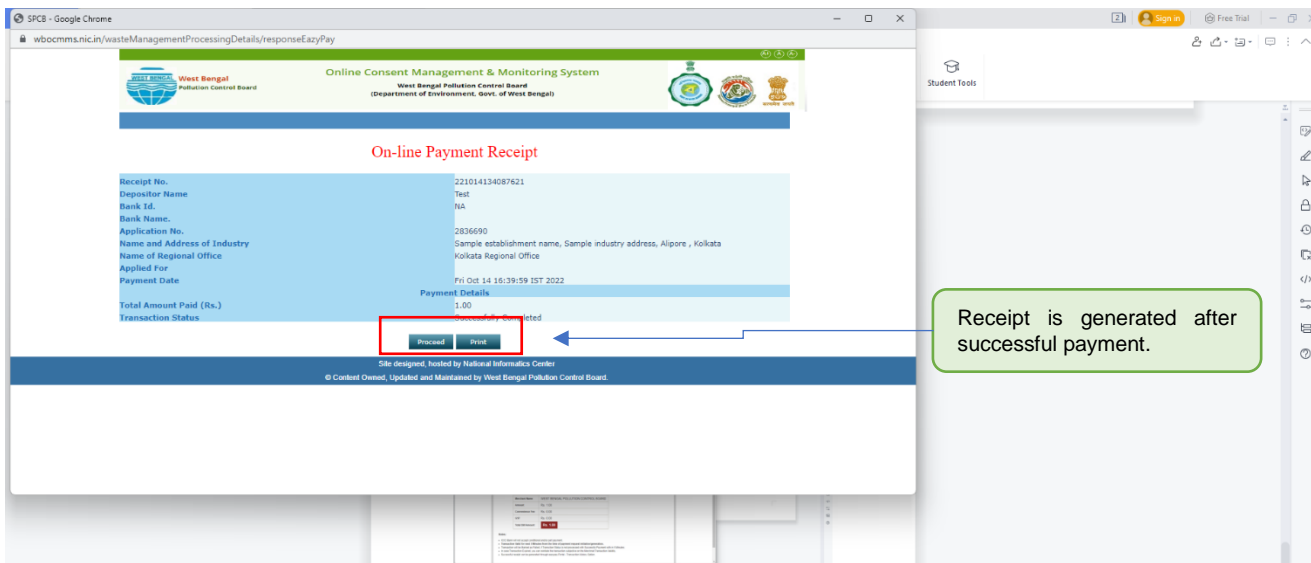
- ICICI Bank will not accept conditional and/or part payment.
- Transaction Valid for next 5 Minutes from the time of payment request initiation/generation.
- Transaction will be Marked as Failed, if Transaction Status is not processed with Successful Payment with in 5 Minutes.
- In case Transaction Expired, you can reinitiate the transaction subjective on the Merchant Transaction Validity.
- Successful receipt can be generated through eazypay Portal - Transaction History Option.

The applicant can view the online receipt as generated. He can also print the same for reference.

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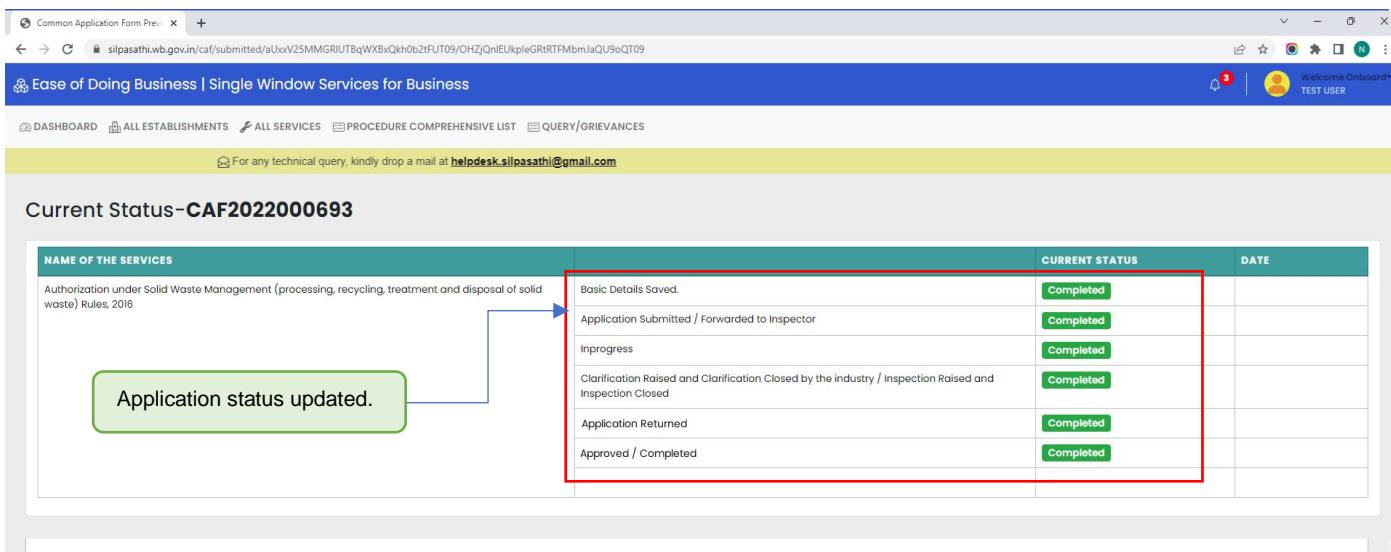
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The applicant shall click on 'Proceed' and view the application as submitted.

The applicant can now view his application status in the SilpaSathi page.

Status Dashboard



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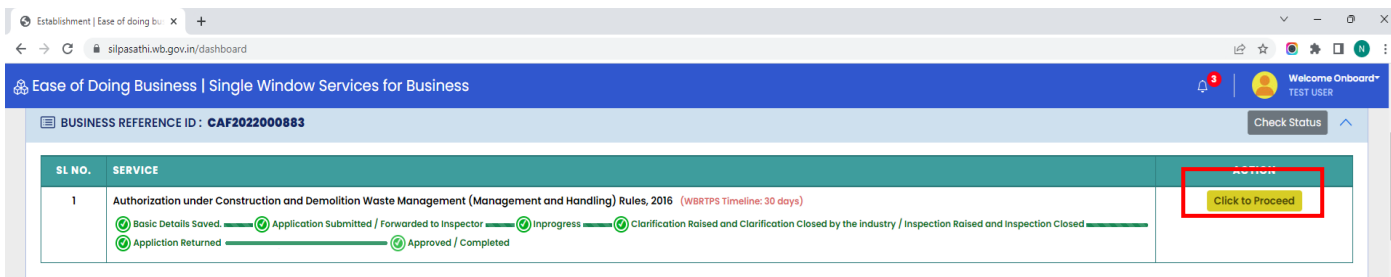
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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4: Online Download of final approval certificate

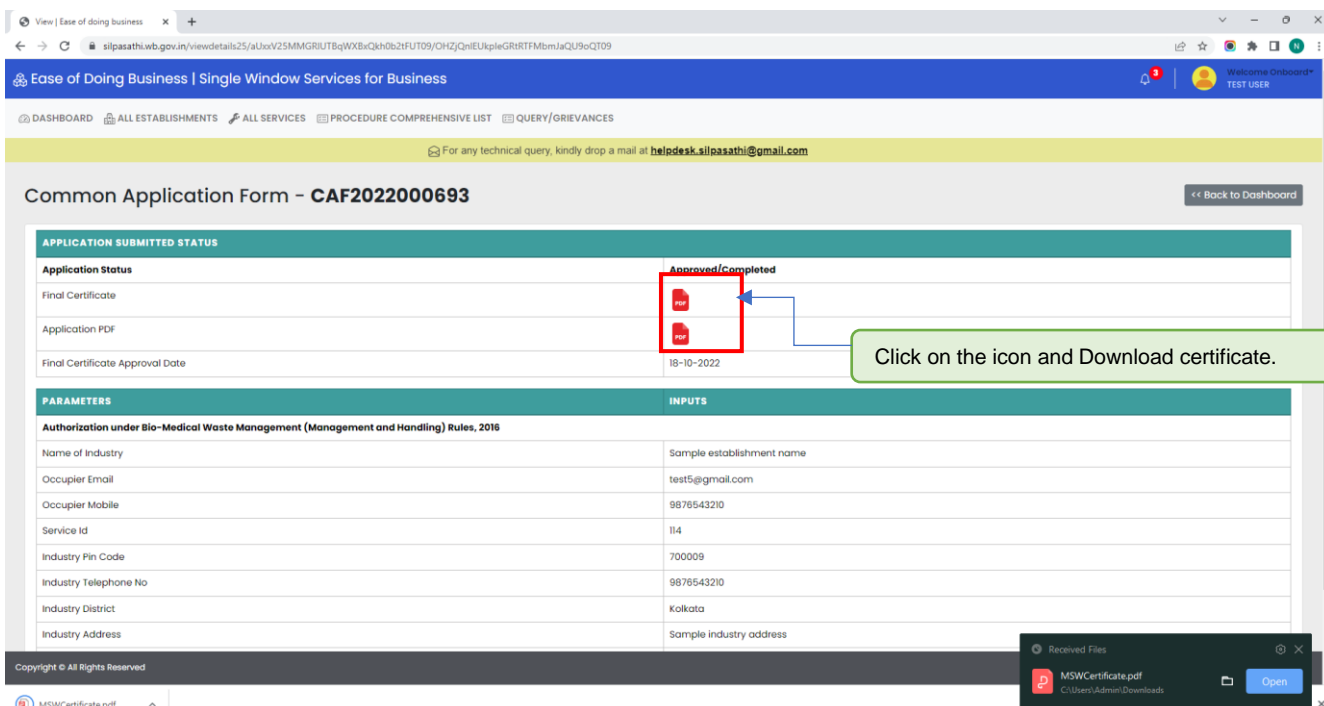
The applicant can now click on 'Click to Proceed' to download the final certificate.

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.

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



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The Final Certificate gets downloaded (Screenshot)

The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRIX2NlcnRpZmJyXRLc19kZXRhWxz/ZG9jdW1lbn.... The browser interface includes a search bar, a star icon, and a download icon. The page content is displayed in a dark-themed viewer with a navigation bar at the top showing 'Online NOC', '1 / 1', and a zoom level of '50%'. The document is a PDF titled 'FORM - II Grant of Authorization under Solid Waste Management Rules, 2016'. The document header includes the logo of the West Bengal Pollution Control Board and its contact details: (Department of Environment, Govt. of West Bengal), Plot/Block shown: Bldg. No. 10 A, Block-LA, Sector-8, Bishnupur, Kolkata - 700 098. Tel: 0991 (633) 2335-6088 / 8861 / 8511 / 8075 / 6731, 2335-6081 / 8212 / 8213 / 7428 / 5875, Fax: 0991 (633) 2335-6720 / 2815. Website: www.wbpcb.gov.in, e-mail: wbpcb@wbpcb.gov.in. The document body contains the following text: 'MEMO No: 2836690/2 S (MSW)-2745/2011', 'Date: 17/10/22', 'To: M/s Sample Establishment Name', 'Sample Industry Address: [REDACTED]', 'Reference: Your application for MSW Authorization vide memo no. 2836690 /2 S (MSW)-2745/2022, dated 17.10.2022'. The main text reads: 'The West Bengal Pollution Control Board, after examining the proposal hereby authorizes M/s Sample Establishment Name having administrative office at Sample Industry Address to set up and operate waste processing/recycling/treatment/disposal facility at Sample Industry Address. The authorization is hereby granted to operate the facility for processing, recycling, treatment and disposal of solid waste shall remain valid upto 30.10.2029. The authorization is subject to the terms and conditions stated below and such conditions as may be otherwise specified in these rules and the standards laid down in Schedule I and II under these rules. The West Bengal Pollution Control Board may, at any time, revoke any of the conditions applicable under the authorization and shall communicate the same in writing. Any violation of the provision of the Solid Waste Management Rules, 2016 will attract the penal provisions of the Environment (Protection) Act, 1986 (29 of 1986)'. The document concludes with a signature line: '[Text] West Bengal Pollution Control Board Please see the overleaf for Terms & Conditions'. At the bottom, it states: 'Conditions for Authorisation issued to M/s Sample Establishment Name for operating solid waste processing/recycling/treatment/disposal facility at Sample Industry Address'.

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One Approval certificate document has been illustrated below:

WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Govt. of West Bengal)
Paribesh Bhawan
Bldg. No. 10 A, Block-LA, Sector-III, Bidhannagar
Kolkata – 700 098
Tel : 0091 (033) 2335-9088 / 8861 / 8211 / 8073 / 6731
2335-0261 / 8212 / 8213 / 7428 / 5975
Fax : 0091 (033) 2335 6730 / 2813
Website : www.wbpcb.gov.in, e-mail : [wbpbnet@wbpcb.gov.in](mailto:wbpbnnet@wbpcb.gov.in)

FORM - II
Grant of Authorization under Solid Waste Management Rules, 2016

Memo No: 2836690 /2 S (MSW)-2745/2011
Date: 17/10/22

To
M/s Sample Establishment Name
Sample Industry Address

Reference: Your application for MSW Authorization vide memo no. 2836690 /2 S (MSW)-2745/2022 dated 17.10.2022

The West Bengal Pollution Control Board, after examining the proposal hereby authorizes M/s Sample Establishment Name having administrative office at Sample Industry Address to set up and operate waste processing/recycling/treatment/disposal facility at Sample Industry Address. The authorization is hereby granted to operate the facility for processing, recycling, treatment and disposal of solid waste shall remain valid upto 30.10.2029.

The authorization is subject to the terms and conditions stated below and such conditions as may be otherwise specified in these rules and the standards laid down in **Schedule I** and **II** under these rules.

The West Bengal Pollution Control Board may, at any time, revoke any of the conditions applicable under the authorization and shall communicate the same in writing.

Any violation of the provision of the Solid Waste Management Rules, 2016 will attract the penal provisions of the Environment (Protection) Act, 1986 (29 of 1986).

[Test]
West Bengal Pollution Control Board
Please see the overleaf for Terms & Conditions

Conditions for Authorisation issued to M/s Sample Establishment Name for operating solid

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.

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.

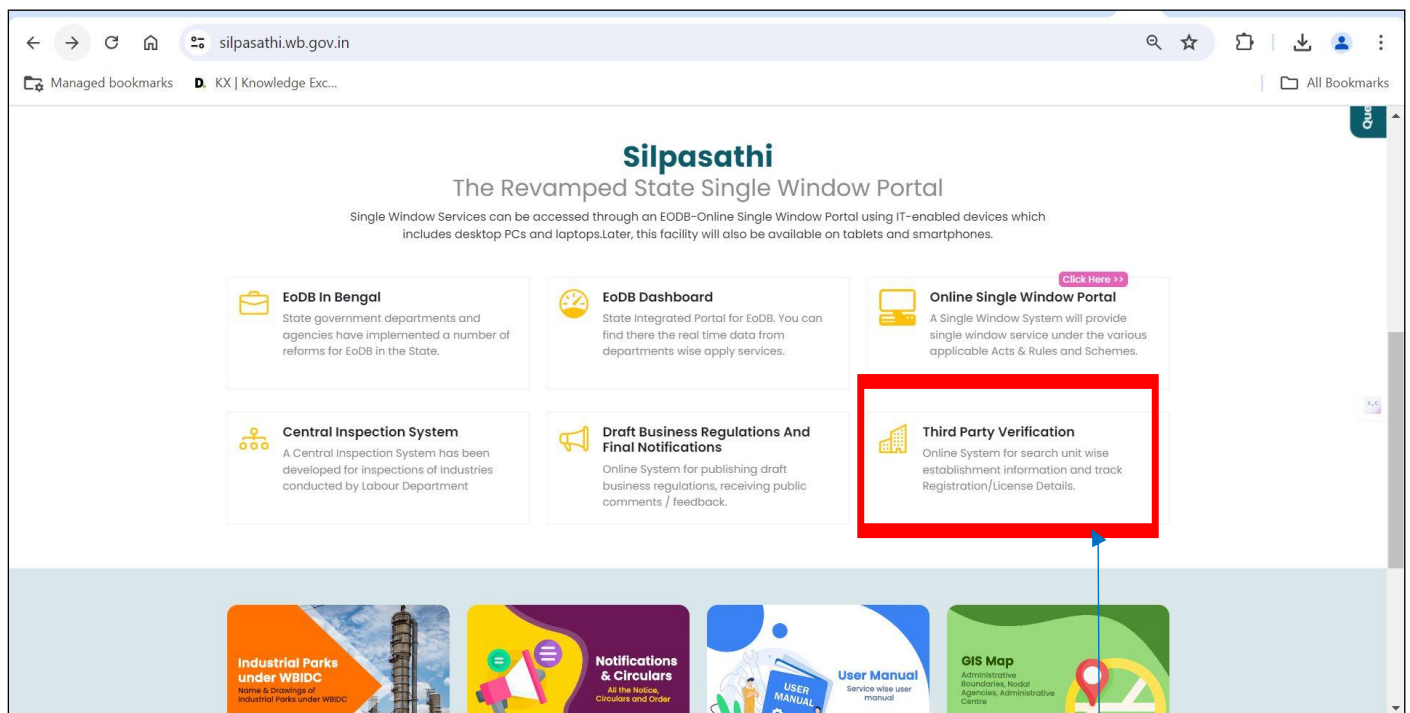
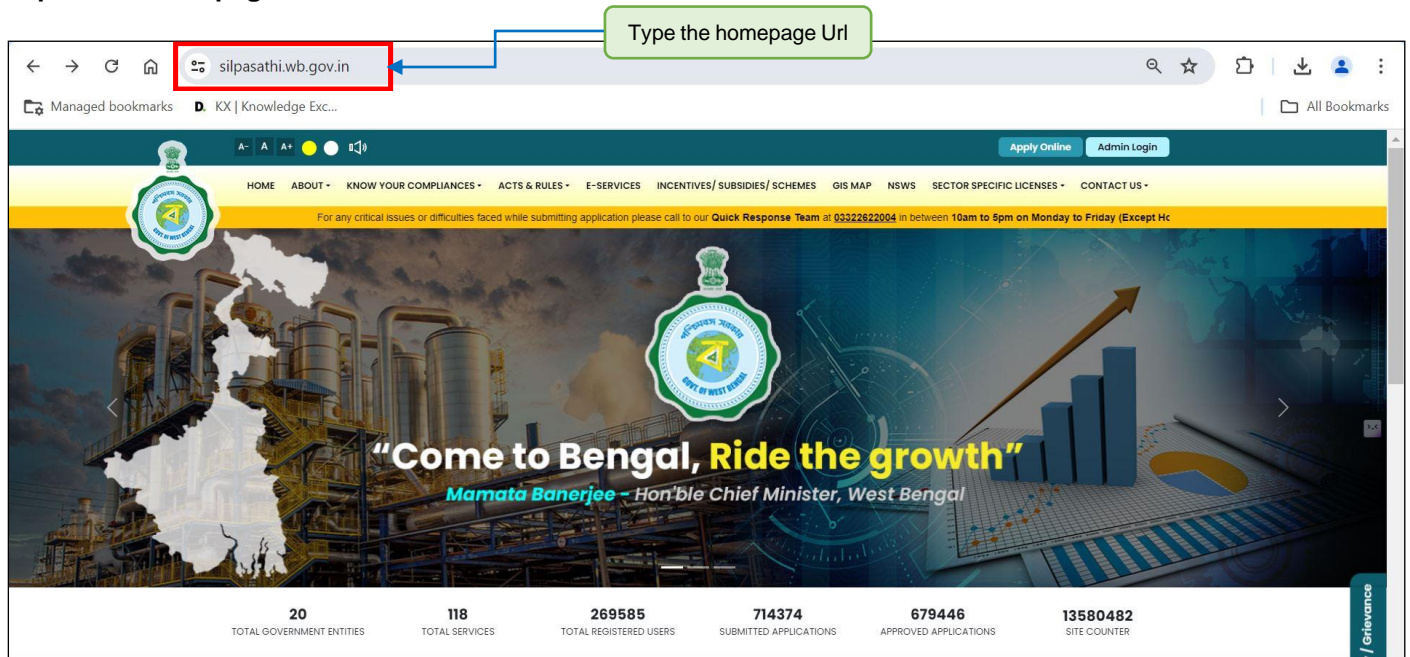
(Screenshots below):

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

SilpaSathi Homepage



User Manual

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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.

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

Sl 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.

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

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 technical query, kindly drop a mail at qat.silpasathiwb@gmail.com | Silpa Sathi Single Window Cell - Helpline no. (Toll free) 1800-345-5562

Silpasathi

The Revamped State Single Window Portal

Third Party Verification

Track Registration/License details through Silpasathi Portal

Select Services * Authorization under Solid Waste Management (processin

Registration Number / License Number / Others * 2836690/2S(MSW)-2745/2011

Search

Sl 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

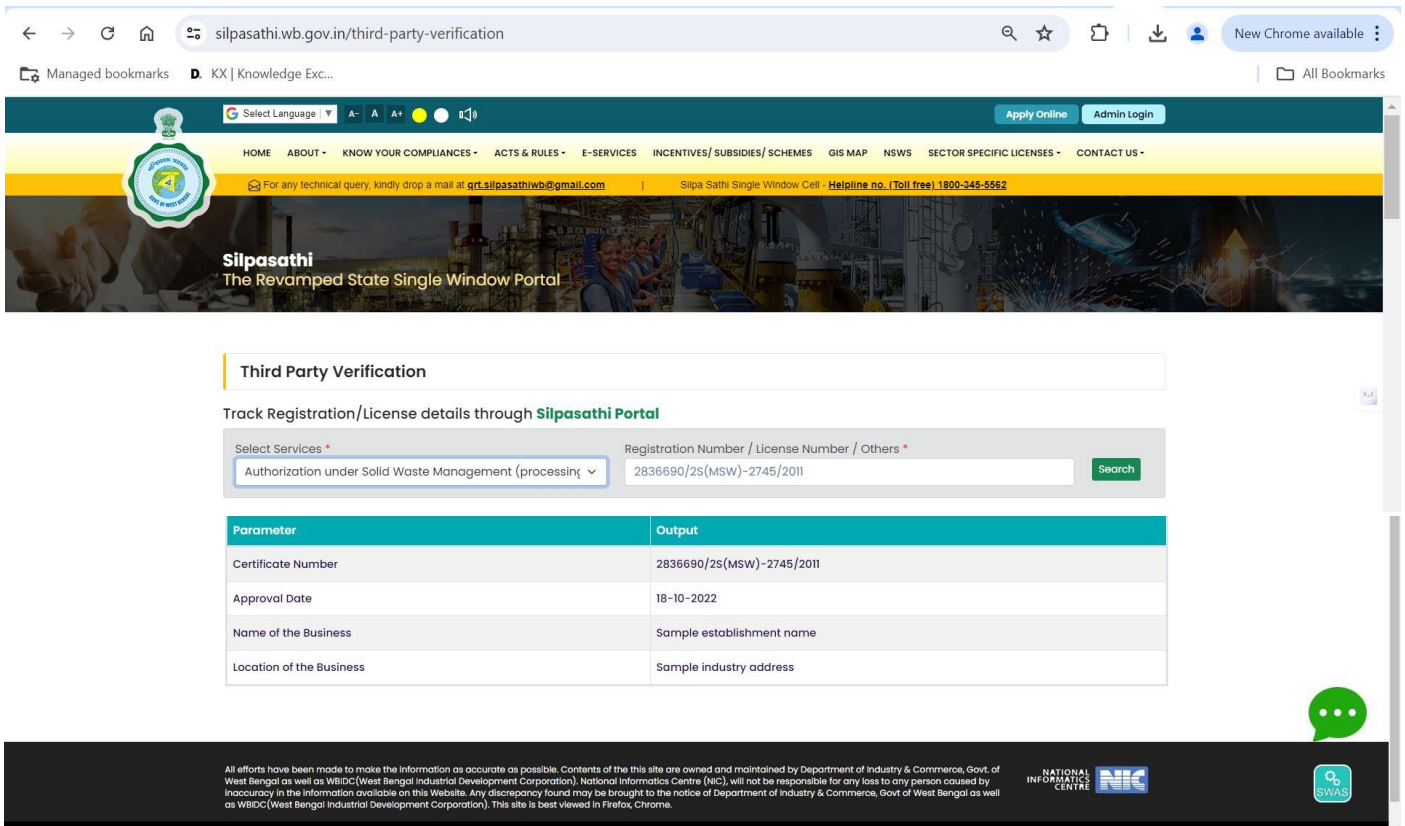
License details can be viewed after entering correct license number and clicking on Search.

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The third party can view the details as illustrated below:



The screenshot shows the SilpaSathi portal interface. The browser address bar displays `silpasathi.wb.gov.in/third-party-verification`. The page header includes navigation links such as HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS & RULES, E-SERVICES, INCENTIVES/SUBSIDIES/SCHEMES, GIS MAP, NSWS, SECTOR SPECIFIC LICENSES, and CONTACT US. A search bar is present with the text "For any technical query, kindly drop a mail at qrt.silpasathiwb@gmail.com | Silpa Sathi Single Window Cell - Helpline no. (Toll free) 1800-345-5562".

The main content area is titled "Third Party Verification" and contains the following information:

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

Select Services * Registration Number / License Number / Others *

Parameter	Output
Certificate Number	2836690/2S(MSW)-2745/2011
Approval Date	18-10-2022
Name of the Business	Sample establishment name
Location of the Business	Sample industry address

At the bottom of the page, there is a disclaimer: "All efforts have been made to make the information as accurate as possible. Contents of the site are owned and maintained by Department of Industry & Commerce, Govt. of West Bengal as well as WBIDC (West Bengal Industrial Development Corporation), National Informatics Centre (NIC), will not be responsible for any loss to any person caused by inaccuracy in the information available on this Website. Any discrepancy found may be brought to the notice of Department of Industry & Commerce, Govt. of West Bengal as well as WBIDC (West Bengal Industrial Development Corporation). This site is best viewed in Firefox, Chrome." Logos for NATIONAL INFORMATICS CENTRE (NIC) and SWAS are also visible.