



West Bengal Pollution Control Board :

*Authorization under the
Hazardous and Other Wastes
(Management and
Transboundary Movement)
Rules, 2016*

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

User Manual

User Manual

Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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

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Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016**” by **West Bengal Pollution Control Board** 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 the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 is required for authorization from the State Pollution Control Board (SPCB) for the collection, treatment, storage, and disposal of hazardous waste. It involves the sanction of the authority of the Board for the discharge of the effluent (sewage or trade effluent into a stream or well or sewer or on land) or emission of air pollutant into the atmosphere. 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.	Copy of CTE granted by WBPCB	A Consent to Establish (CTE) is a primary clearance issued by the West Bengal Pollution Control Board (WBPCB) for establishing a plant, industry, or process

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#	Documents Required	Detailed Description
2.	Copy of CTO granted by WBPCB	A Consent to Operate (CTO) is a document issued by the West Bengal Pollution Control Board (WBPCB) that allows an industrial unit to begin operations
3.	Hazardous Waste storage and handling system/storage with photographs	Hazardous Waste Storage and Handling Systems play a crucial role in ensuring the safe and responsible management of hazardous materials
4.	Copy of Agreement of Membership of common HW Treatment Storage Disposal Facility (CHWTSDF) in case the unit generates incinerable and disposable wastes	The Agreement of Membership of the Common HW Treatment, Storage, and Disposal Facility (CHWTSDF) outlines the terms and conditions for a unit to join and participate in the facility.
5.	Photographs of one English and one Bengali updated Environmental Inflammation on display boards (English and Bengali formats) of size 6' x 4' installed outside the main gate (available in www.wbpcb.gov.in)	Photographs of one English and one Bengali updated Environmental Inflammation on display boards

Timeline (WBRTPS)

Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 is provided within a) 15 working days (for Green Category industries), b) 30 working days (for orange category industries), and c) 60 working days (for Red Category Industries) from the date of submission of application.

Instructions related to the application form

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

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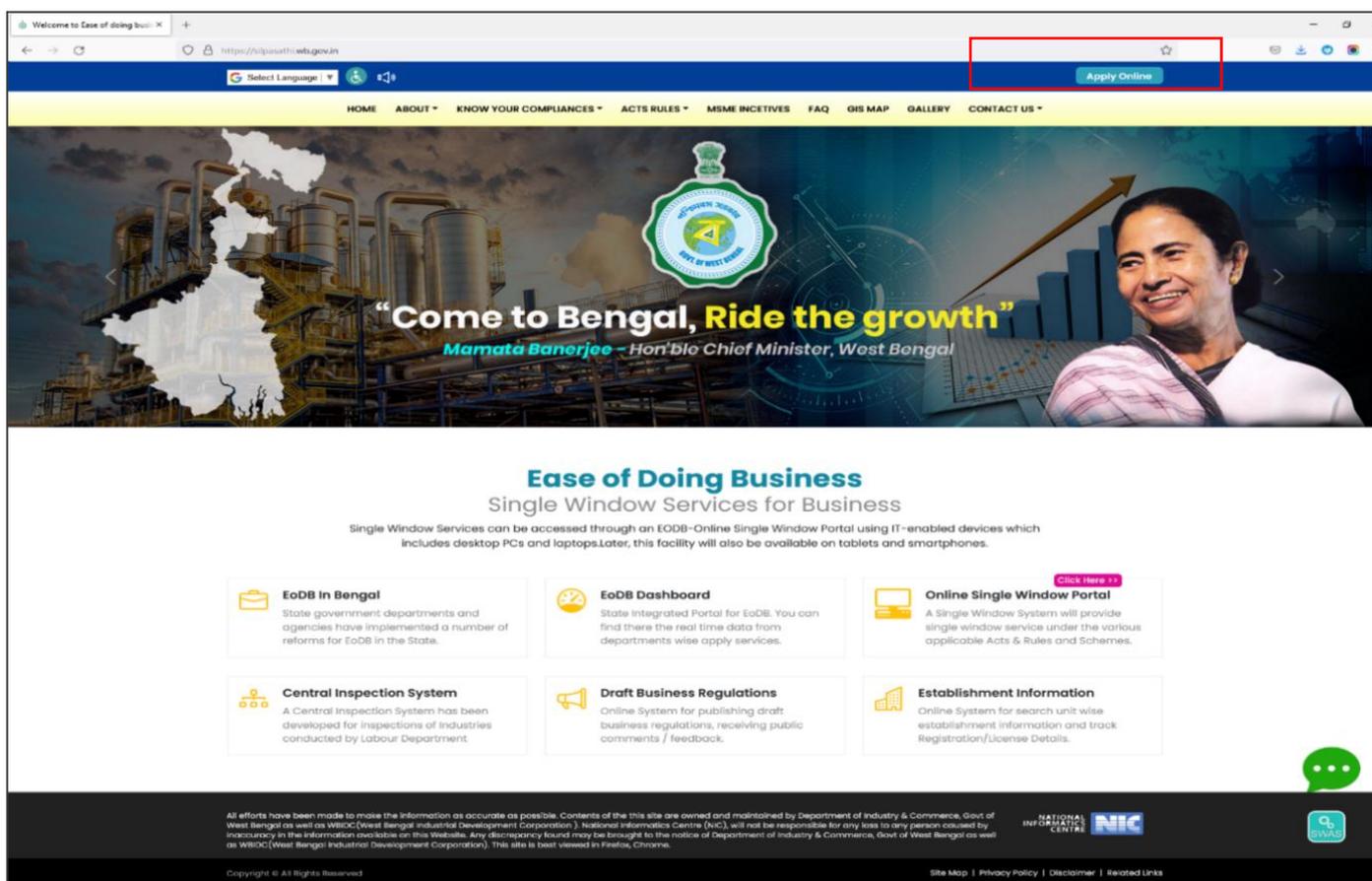
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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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.

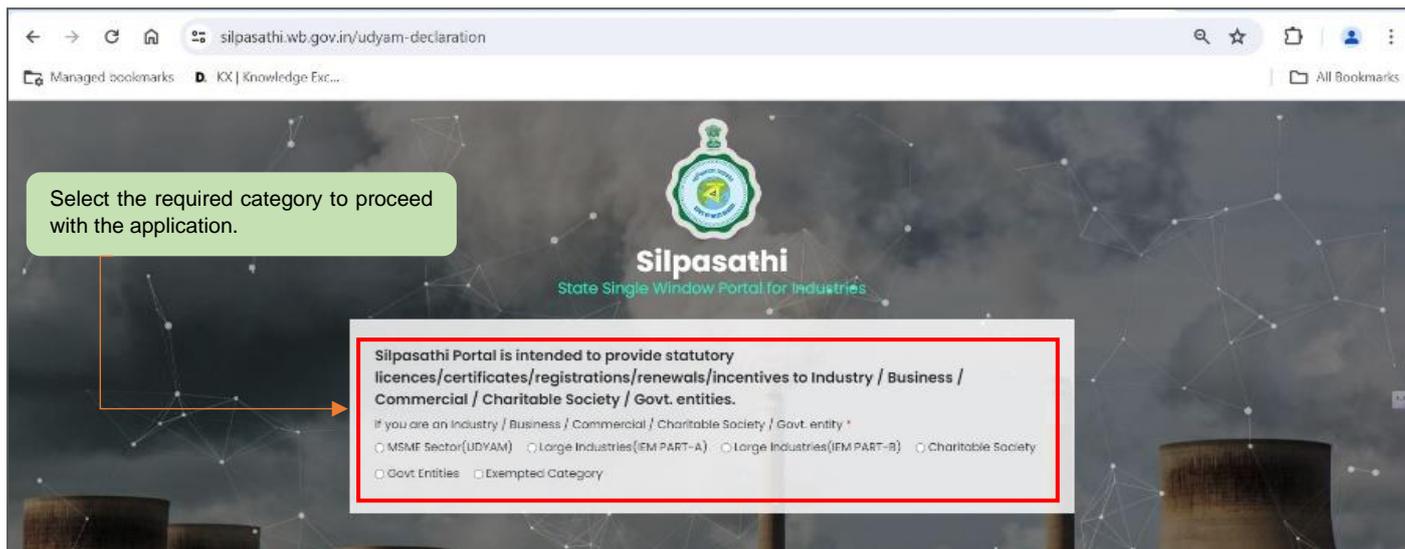


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

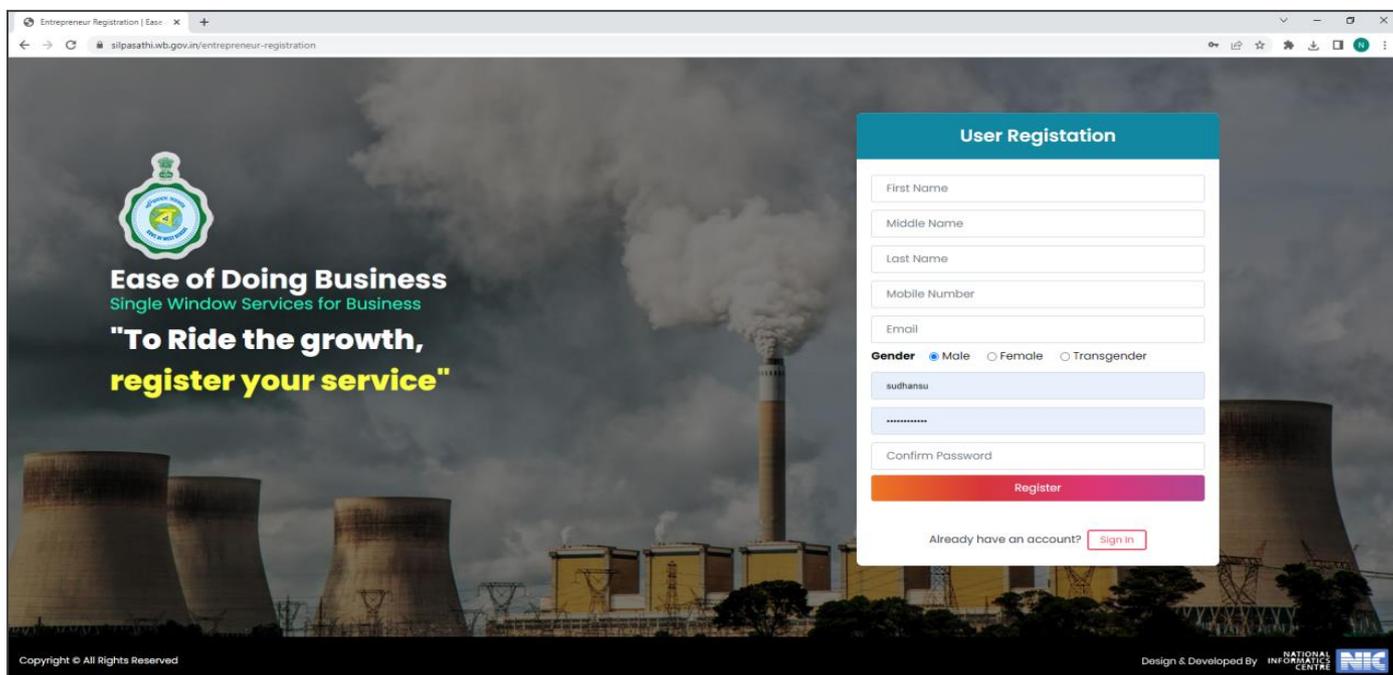
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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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.

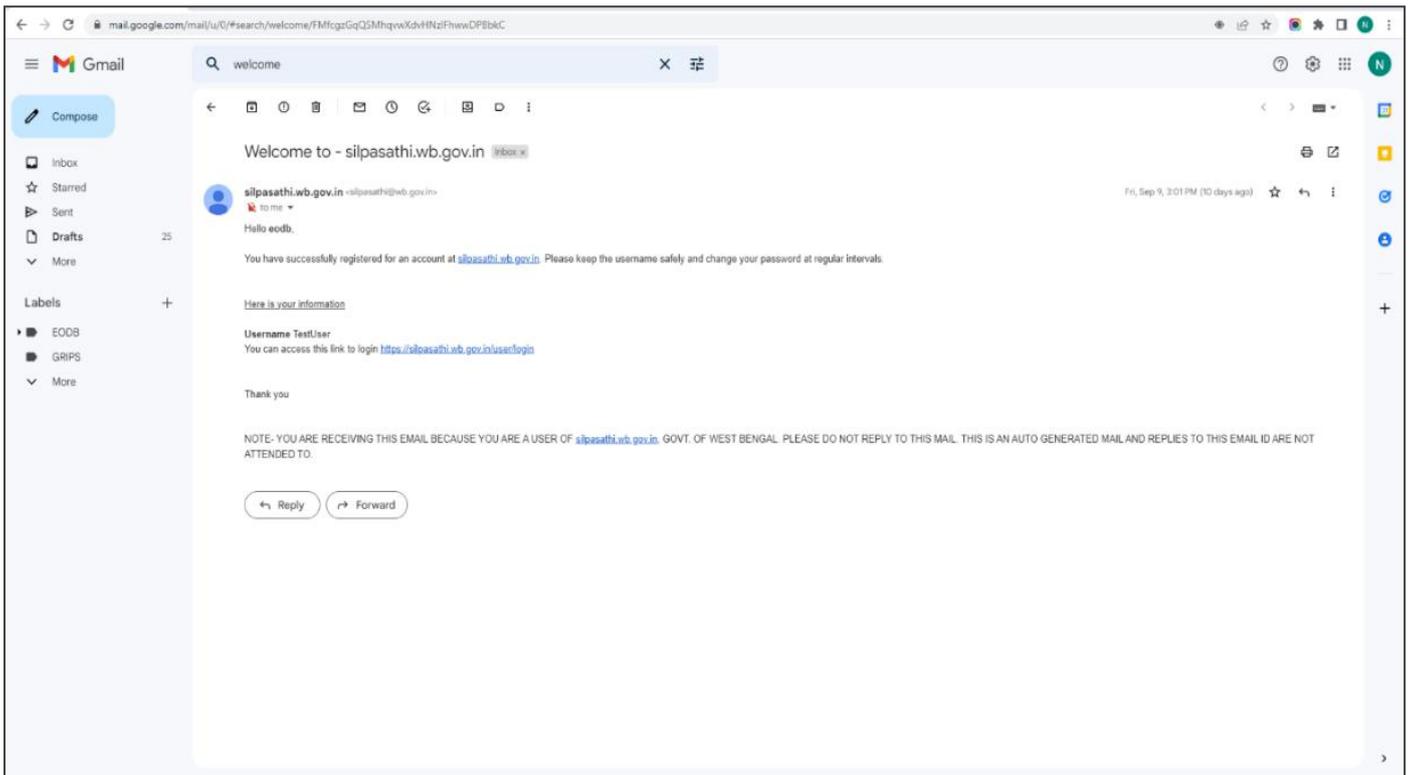


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

User Manual

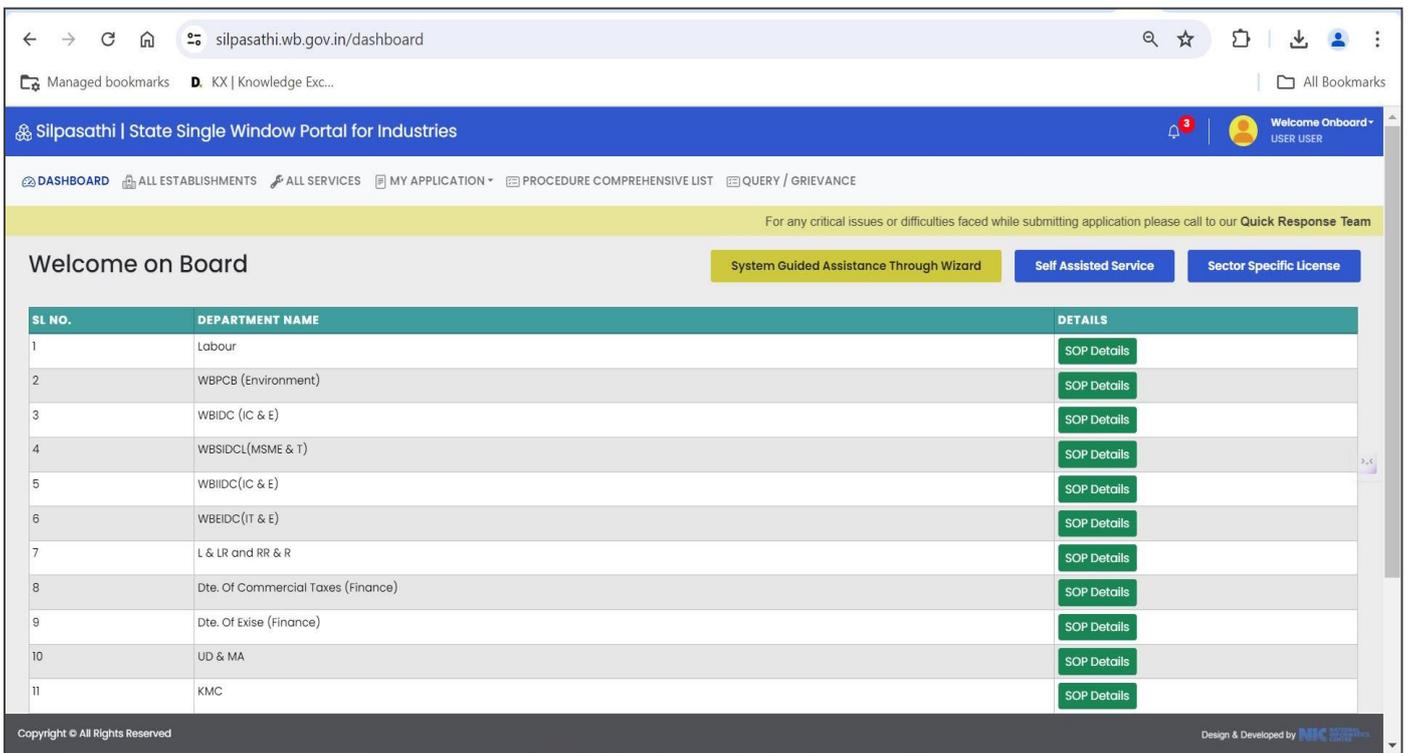
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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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.

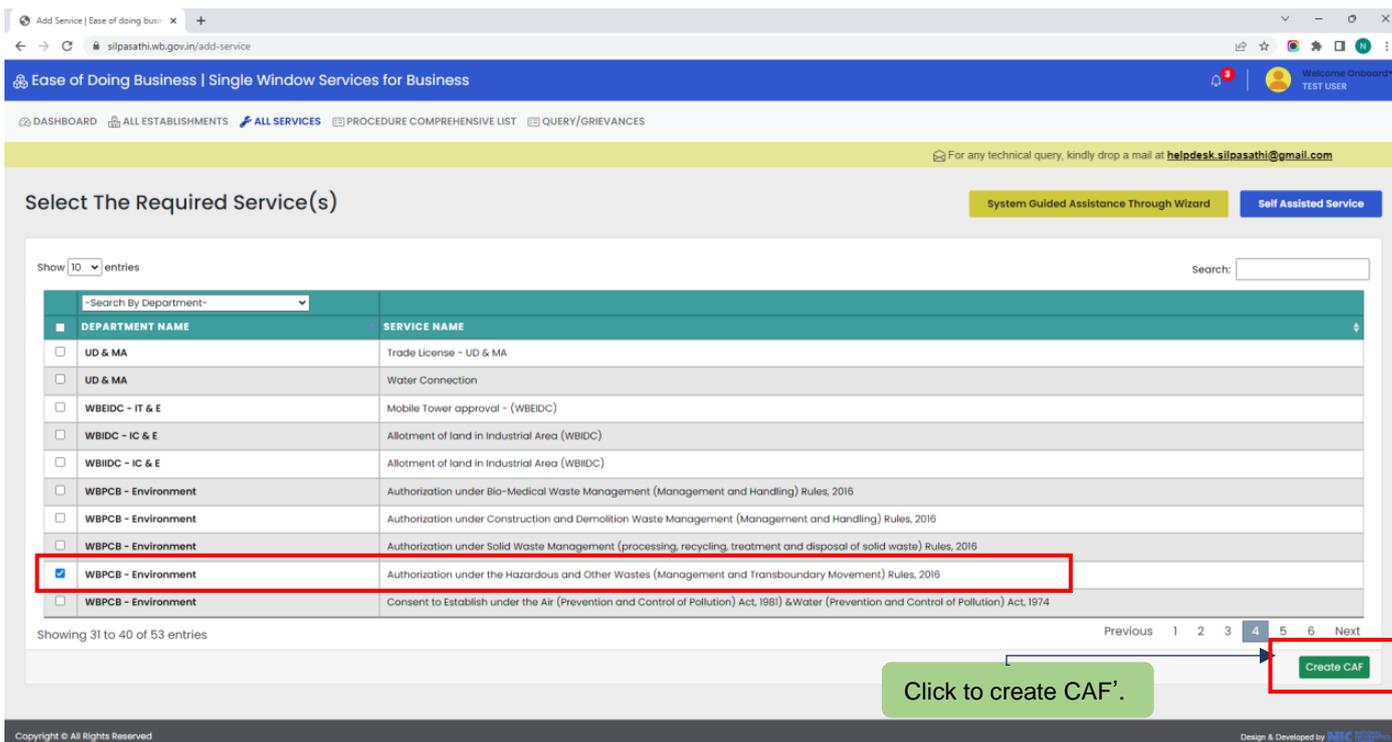
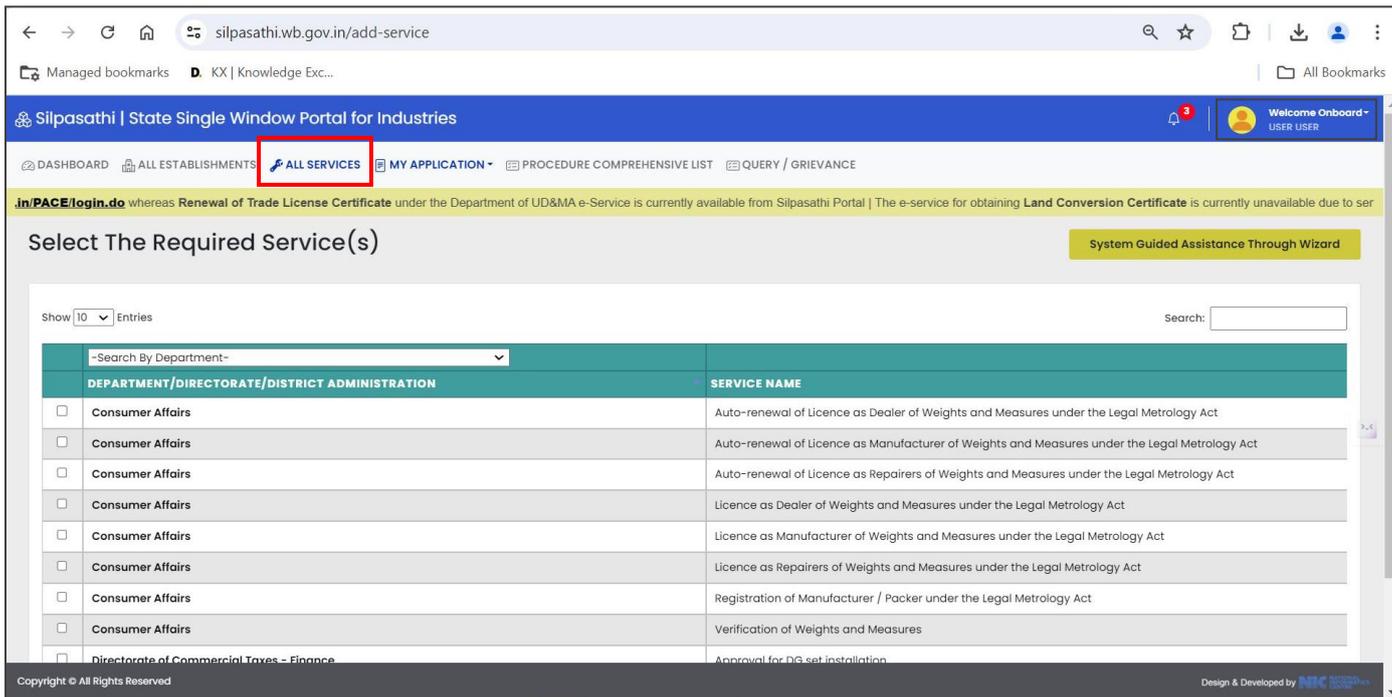


The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.

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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 the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016**'

After selecting the service '**Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) 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.

Service Added Successfully

Your Selected Service(s)

BUSINESS REFERENCE ID: CAF2022000660

Apply Online

SL NO.	SERVICE	ACTION
1	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 (WBRTPS Timeline: Green-15, Orange-30, Red-60) Basic Details saved — Forwarded to inspector — In-progress — 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 click on '[Save and Continue](#)' to proceed with the application process (screenshot below):

Application Form

Common Application Form - CAF2022000660

Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

Application Details

Select Establishment *
Sample establishment name

Name of Industry *
Sample establishment name

Occupier Email *
test5@gmail.com

Service Id *
105

Occupier Mobile *
9876543210

Industry Pin Code *
700009

Industry Telephone No *
9876543210

Industry District *
Kolkata

Industry Address *
Sample industry address

First Name *
SampleFirstname

Last Name *
Samplelastname

Industry Email *
Test5@gmail.com

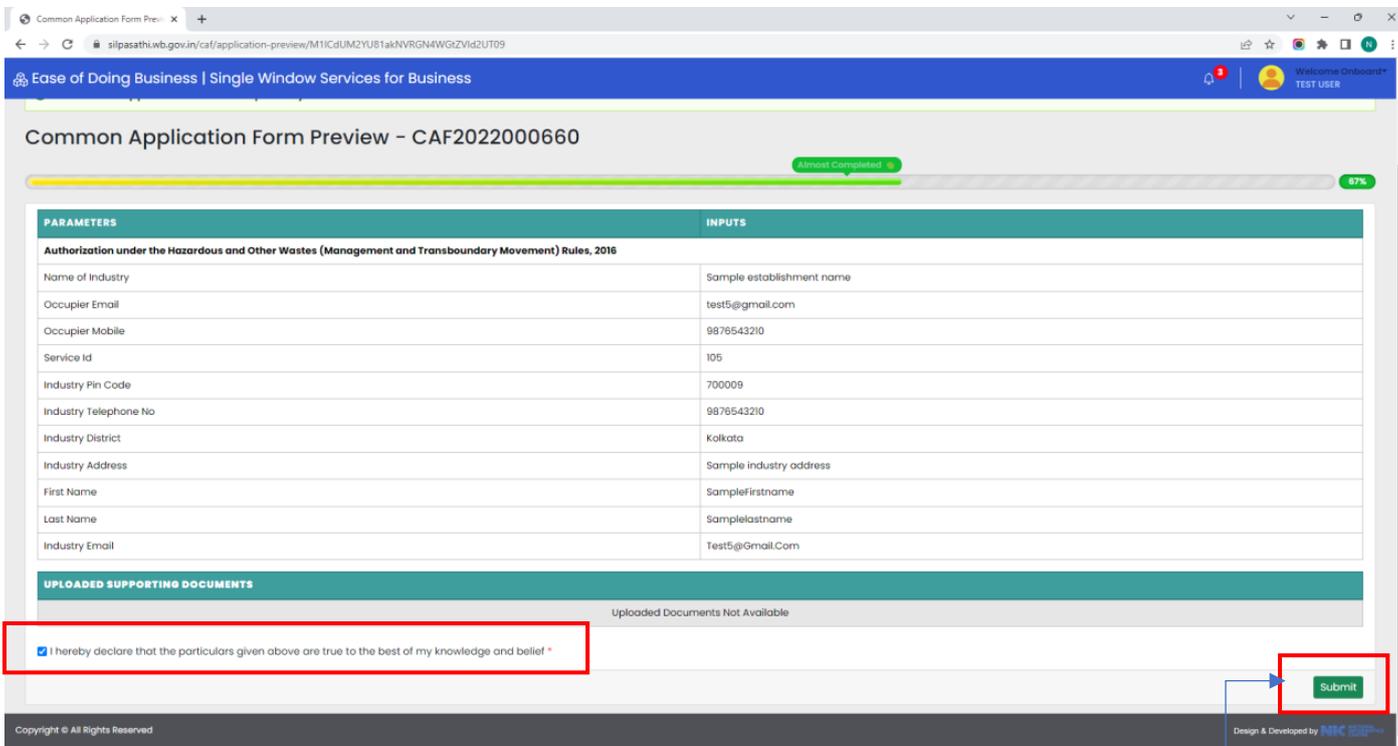
Save & Continue >>

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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.

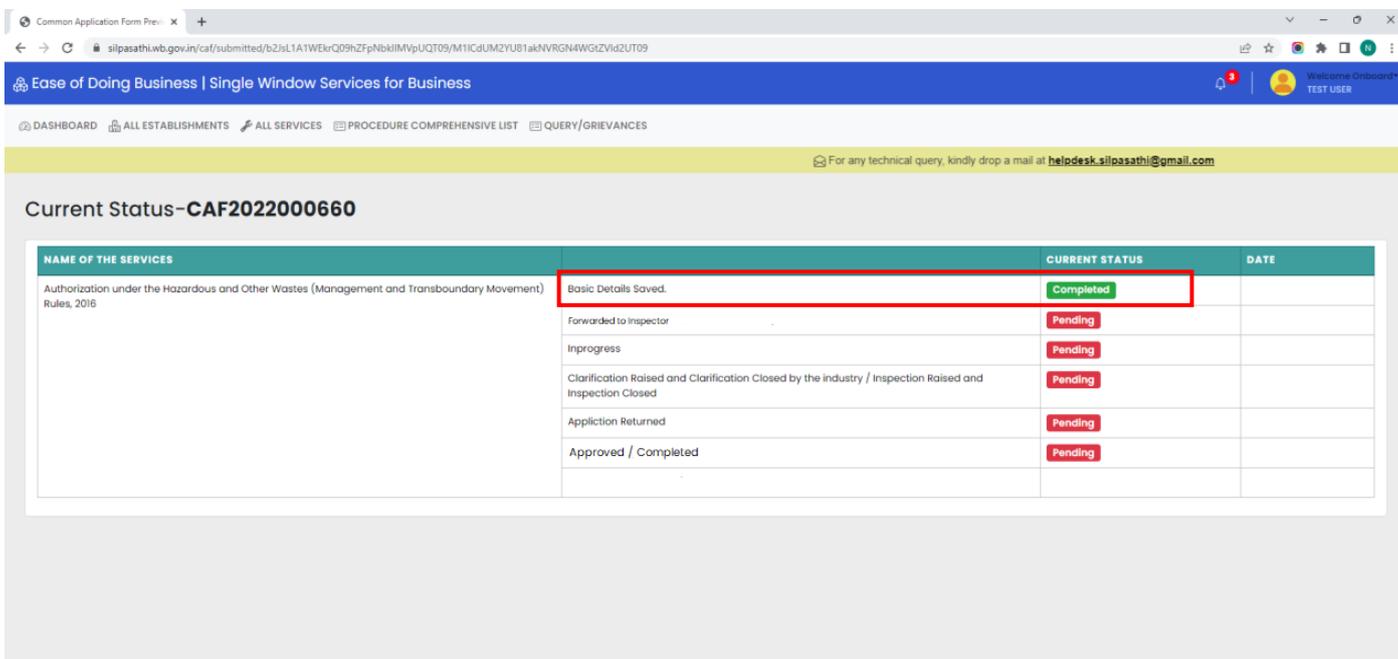


Declaration Statement

Click to continue with the application process.

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.

Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.

CAF No.: CAF2024XXXXXX
Dt.: 22-07-2024 14:03:05
- Silpa Sathi SWP, Govt. of WB

2:03 pm

Silpa Sathi SWP, Govt. of WB

mail.google.com/mail/u/0/#inbox/FMfcgzGqCqslplhqHpFCLTGqCtkxHqW

Search in mail

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in> to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No. : CAF2022000481 Dt. : 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

Application status notified through SMS.

Application status notified through email.

2. Track Status of Application

Applicant's Dashboard

Establishment | Ease of doing bus... x +

silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at technical.helpdesk.silpasathi@gmail.com

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Track Your Query Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000660

Check Status

SL NO.	SERVICE	ACTION
1	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016 Basic Details Saved. Forwarded to Inspector. Inprogress. Clarification Raised and Clarification Closed by the Industry / Inspection Raised and Inspection Closed. Application Returned. Approved / Completed.	Click to Proceed

BUSINESS REFERENCE ID : CAF2022000518 Apply Online

BUSINESS REFERENCE ID : CAF2022000517 Apply Online

BUSINESS REFERENCE ID : CAF2022000513 Apply Online

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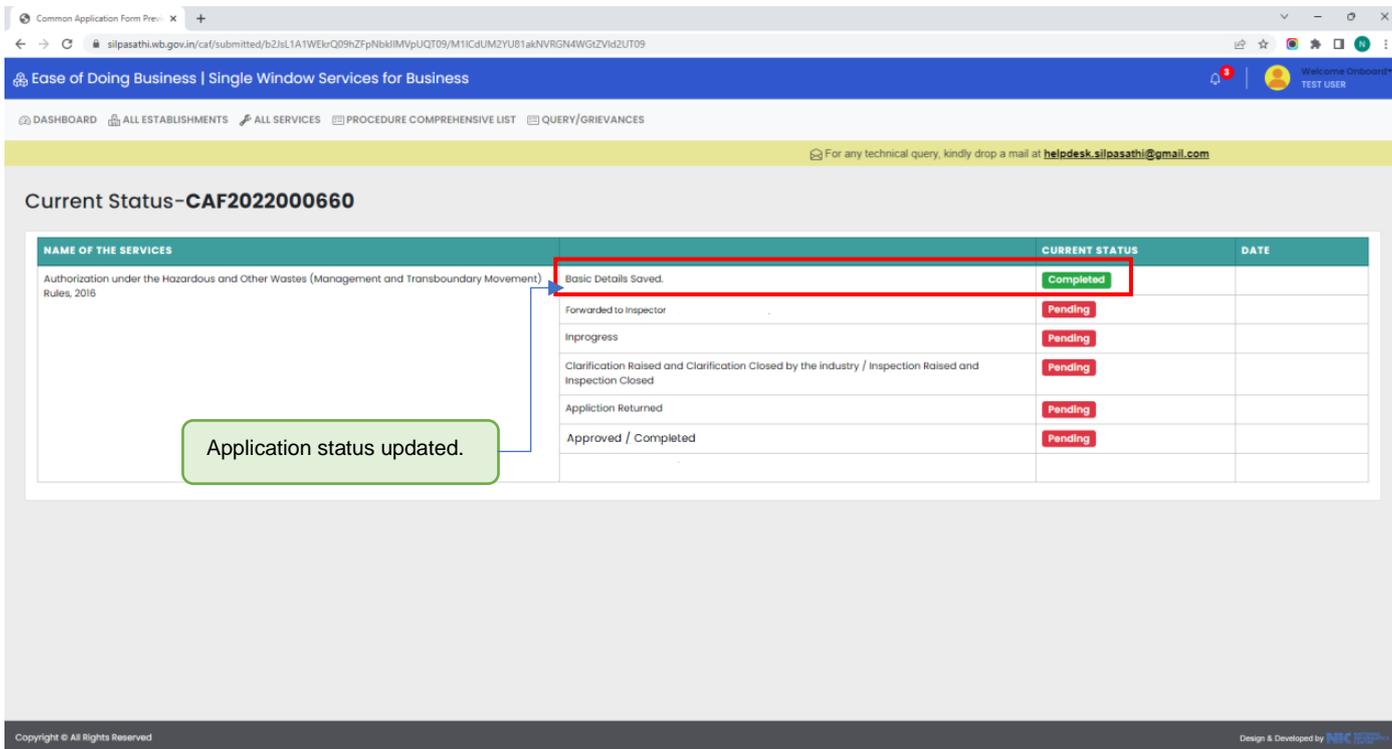
Click on 'Check status' to view the latest status of the application.

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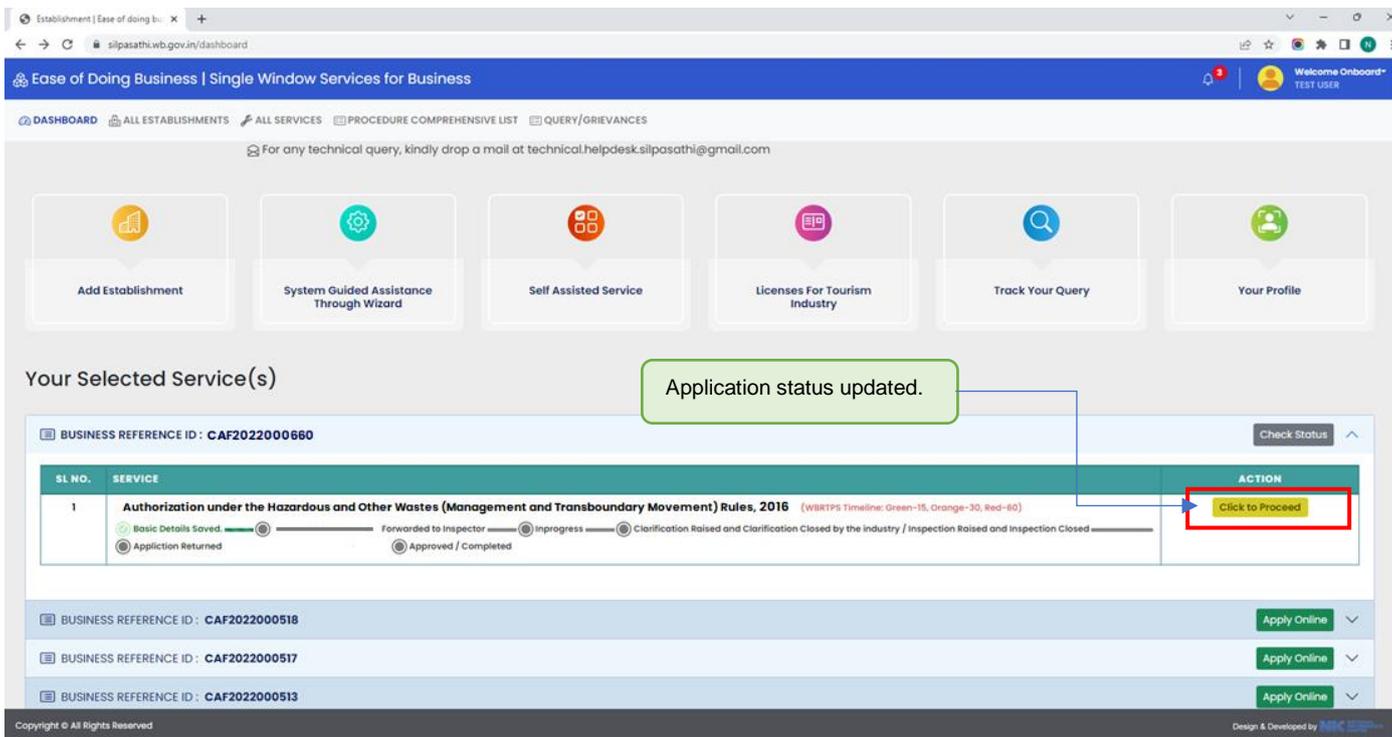
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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Status 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.



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

Process illustrated in the screenshots below:

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Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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Common Application Form - CAF2022000660

Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) 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	105
industry_telephone_no *	industry_district_name *	industry_address *
9876543210	Kolkata	Sample industry address
industry_address *	industry_email *	eodb_app_id *
test	Test5@Gmail.Com	1647
caf_id_no *		
CAF2022000660		

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

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

Applicant Details

Hazardous waste handling/generation? Yes

Designation*: Director

Industry/TSDF-Location Postal Address: Sample industry address

Industry Name: Sample establishment name

Industry Address: Sample industry address

Mobile: 9876543210

Category: RED

Industry Type: Airports and Commercial Air Strips(waste water generation>100KLD)

Authorization now Applied For: Fresh Renew Amendment

Authorization Required for*:

<input type="checkbox"/> i. Generation	<input checked="" type="checkbox"/> ii. Collection	<input type="checkbox"/>
<input type="checkbox"/> iii. Storage	<input type="checkbox"/> iv. Transportation	<input type="checkbox"/>
<input type="checkbox"/> v. Reception	<input type="checkbox"/> vi. Reuse	<input type="checkbox"/>
<input type="checkbox"/> vii. Recycling	<input type="checkbox"/> viii. Recovery	<input type="checkbox"/>
<input type="checkbox"/> ix. Pre-processing	<input type="checkbox"/> x. Co-processing	<input type="checkbox"/>
<input type="checkbox"/> xi. Utilisation	<input type="checkbox"/> xii. Treatment	<input type="checkbox"/>
<input type="checkbox"/> xiii. Disposal	<input type="checkbox"/> xiv. Incineration	<input type="checkbox"/>

Whether the industry works general/2 shifts/round the clock? one shifts

Provide copy of the Emergency Response Plan (ERP) which should address procedures for dealing with emergency situations (viz. Spillage or release or fire) as specified in the guidelines of Central Pollution Control Board. Such ERP shall comprise the following, but not limited to:

- Containing and controlling incidents so as to minimise the effects and to limit danger to the persons, environment and property;
- Implementing the measures necessary to protect persons and the environment;
- Description of the actions which should be taken to control the conditions at events and to limit their consequences, including a description of the safety equipment and resources available;
- Arrangements for training staff in the duties which they are expected to perform;
- Arrangements for informing concerned authorities and emergency services; and
- Arrangements for providing assistance with off-site mitigatory action.

Provide undertaking or declaration to comply with all provisions including the scope of submitting bank guarantee in the event of spillage leakage or fire while handling the hazardous and other waste

Fields marked * are mandatory

Do you want to save the application as Completed Inprogress

Save

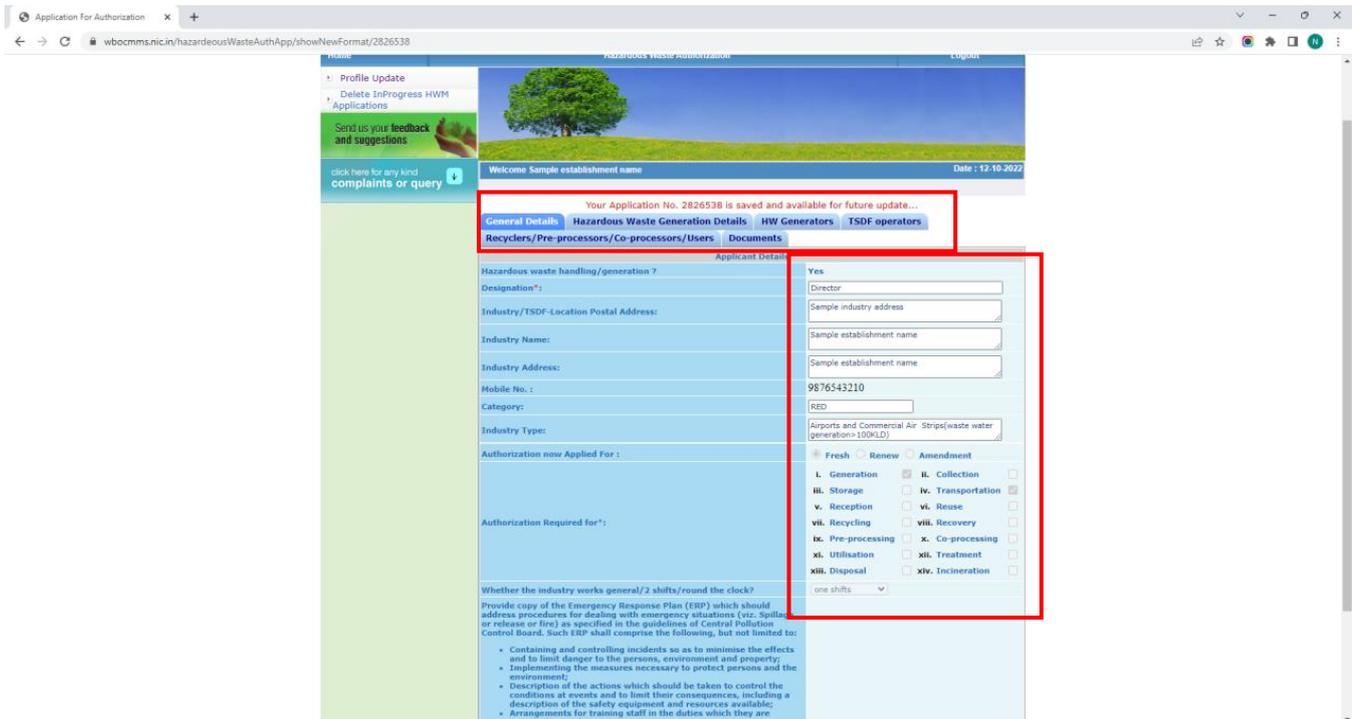
Site designed, hosted by National Informatics Center
© Content Owned, Updated and Maintained by West Bengal Pollution Control Board.

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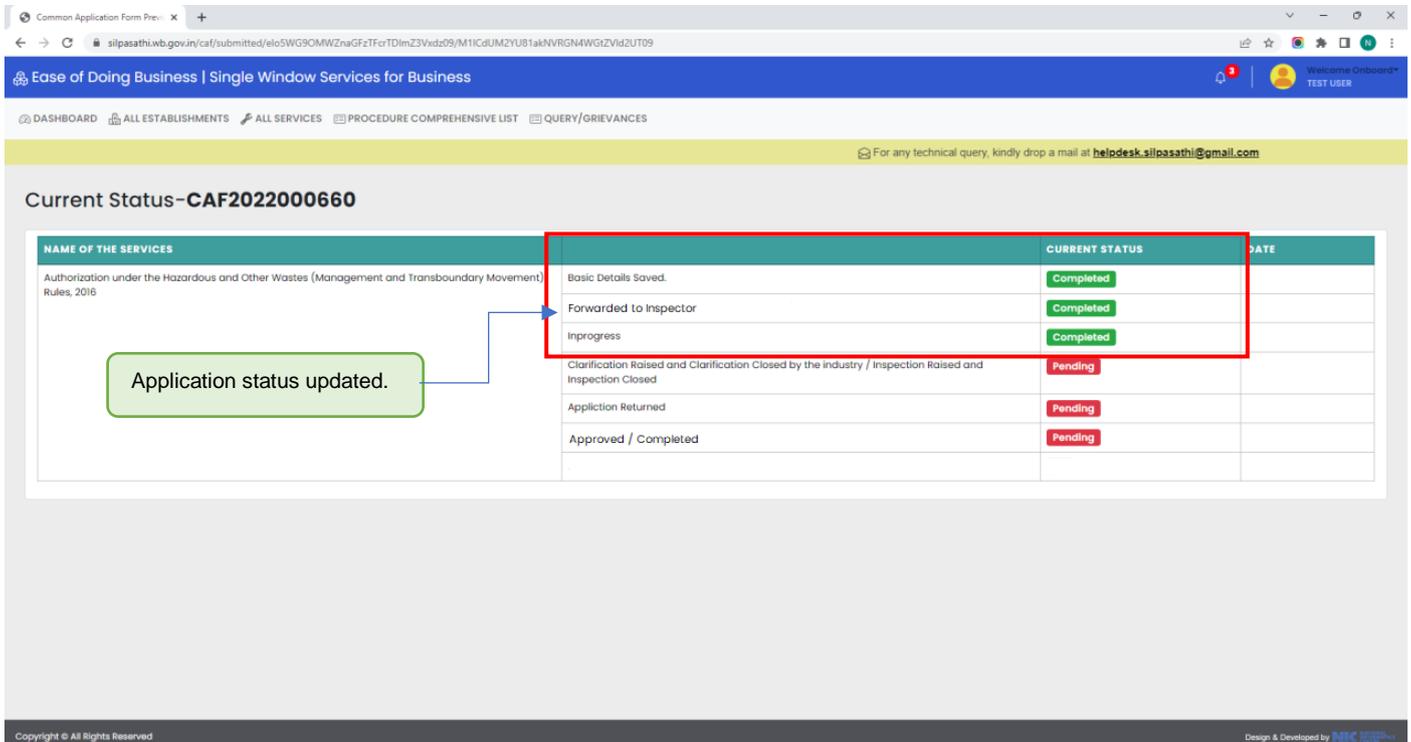
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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Enter necessary details.



The applicant can see the updated status meanwhile in the Status dashboard.



Note: The application is saved in draft mode in the Department portal

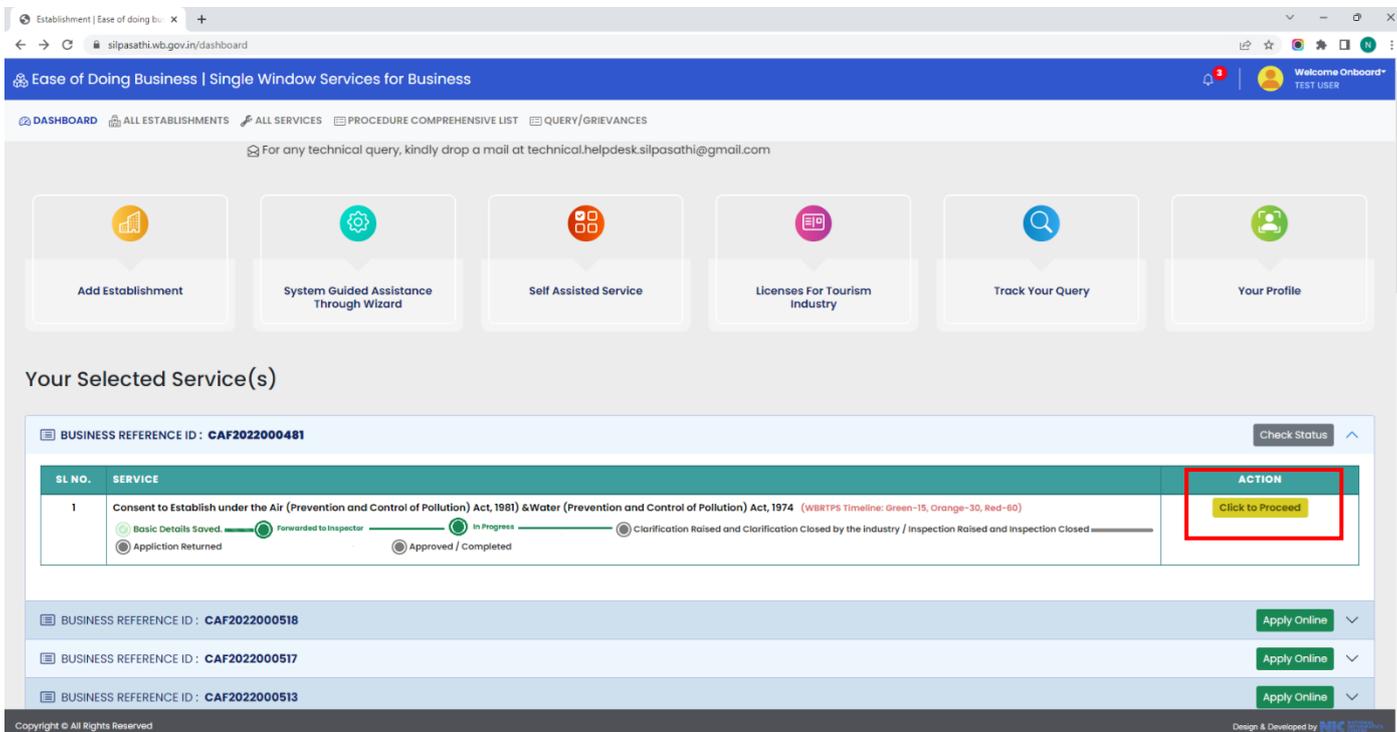
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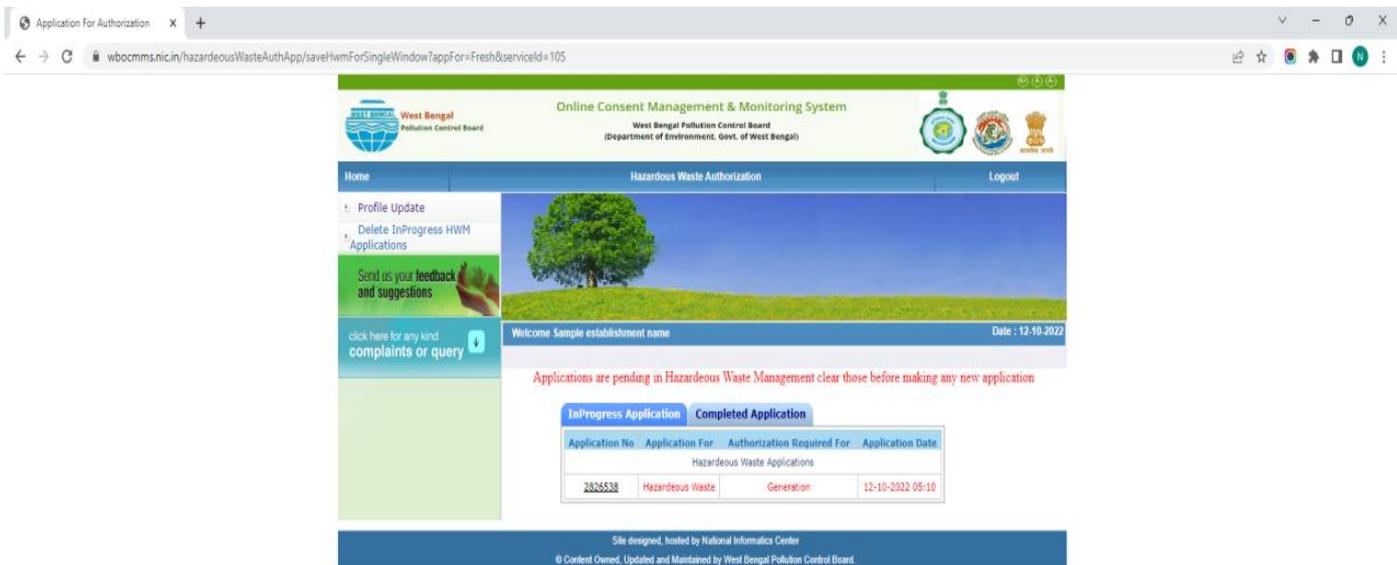
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Applicant's Dashboard

The applicant can now click on 'Click to Proceed' to proceed with application in the WBPCB page.



The applicant can view his submitted application in the WBPCB page.



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https://wbocmms.nic.in/hazardousWasteAuthApp/popHazardActivity/GenDetailsAddNewFormat/2826538 - Google Chrome
wbocmms.nic.in/hazardousWasteAuthApp/popHazardActivity/GenDetailsAddNewFormat/2826538

Hazardous Waste Generation Details

Schedule I Schedule II

Name of Process Class Part	5.Industrial operations using mineral/synthetic oil as lubricant in hydraulic systems or other applications	Name of Hazardous Waste (Category No)	Used or spent oil 5.1		
Quantity	1 Metric Tonnes/Day	Waste Type	Recyclable	Waste Storage	US Drums
Waste Disposal	Select HW Disposal	Source of generation of waste			
Physical status	Select HW Status	Quantity stored at any time	Metric Tonnes/Day	Quantity accumulated as on 31st March	Metric Tonnes/Day

Add

#	Schedule	Name of Process/Class/Part	Name of Process Waste (Category No)	Waste Stream	Quantity	Waste Type	Waste Storage/Disposal	Source of generation of waste	Physical status	Quantity stored at any time	Quantity accumulated as on 31st March
No records Found...											

Application For Authorization x +
wbocmms.nic.in/hazardousWasteAuthApp/showNewFormat/2826538

Online Consent Management & Monitoring System
West Bengal Pollution Control Board
West Bengal Pollution Control Board
(Department of Environment, Govt. of West Bengal)

Home | Hazardous Waste Authorization | Logout

Profile Update | Delete InProgress HWM Applications

Send us your feedback and suggestions

Click here for any kind complaints or query

Welcome! Sample establishment name Date: 13-10-2022

Application No. 2826538 Submitted successfully Download Form

General Details | **Hazardous Waste Generation Details** | HW Generators | TSD/ operators

Recyclers/ Pre-processors/ Co-processors/Users Documents

Applicant Details

Hazardous waste handling/generation? Yes

Designation*: Director

Industry/TSD/Location Postal Address: Sample industry address

Industry Name: Sample establishment name

Industry Address: Sample establishment name

Mobile No.: 9876543210

Category: RED

Industry Types: Airports and Commercial Air Strips(waste water generation>100KLD)

Authorization now Applied For: Fresh Renew Amendment

I. Generation II. Collection III. Storage IV. Transportation V. Reception VI. Reuse VII. Recycling VIII. Recovery IX. Pre-processing X. Co-processing XI. Utilization XII. Treatment XIII. Disposal XIV. Incineration

Whether the industry works general/2 shifts/round the clock? one shifts

Provide copy of the Emergency Response Plan (ERP) which should address procedures for dealing with emergency situations (viz. Spillage or release or fire) as specified in the guidelines of Central Pollution...

Note: The application can be saved at draft mode in any stage.

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The applicant after successful submission of application can view latest status of the submitted application in the Status Dashboard.

Common Application Form Preview x +

silpasathi.wb.gov.in/caf/submitted/elo5WG9OMWZnaGFzTFcTDImZ3Vxdz09/M11CdUM2YU81akNVRGN4WGzVlgZU09

Ease of Doing Business | Single Window Services for Business

3 Welcome Onboard TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

Current Status-CAF202200660

NAME OF THE SERVICES	CURRENT STATUS	DATE
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	Basic Details Saved. Completed	
	Forwarded to Inspector Completed	
	Inprogress Completed	
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed Completed	
	Application Returned Pending	
	Approved / completed Pending	

Application Status updated.

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

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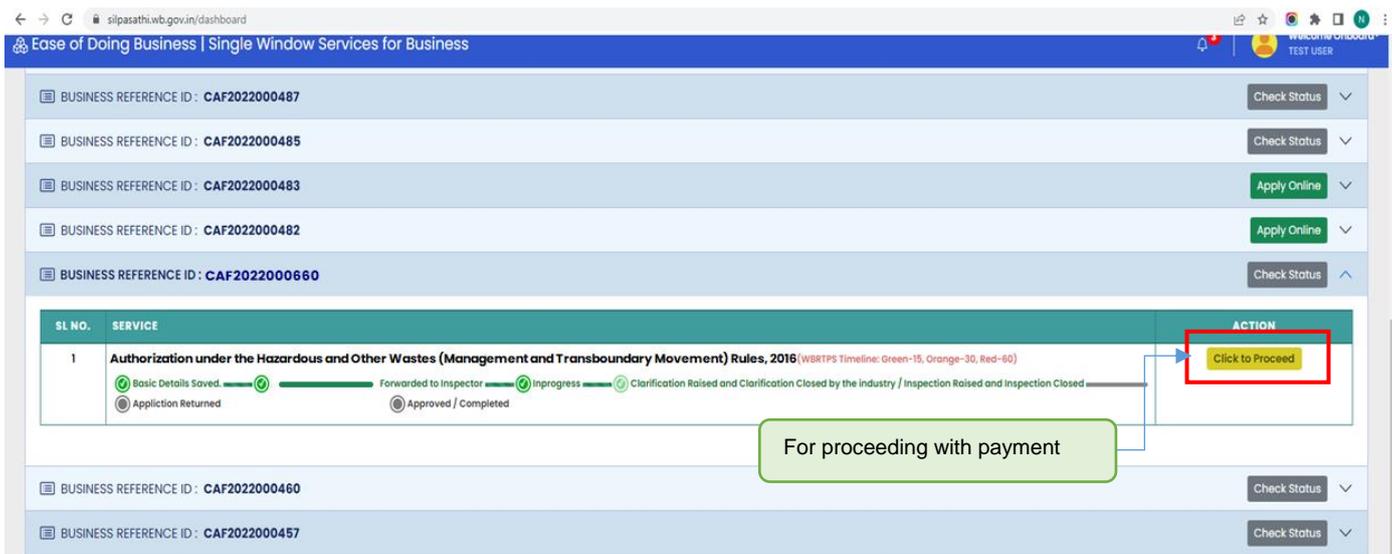
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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3. Online Payment of fees

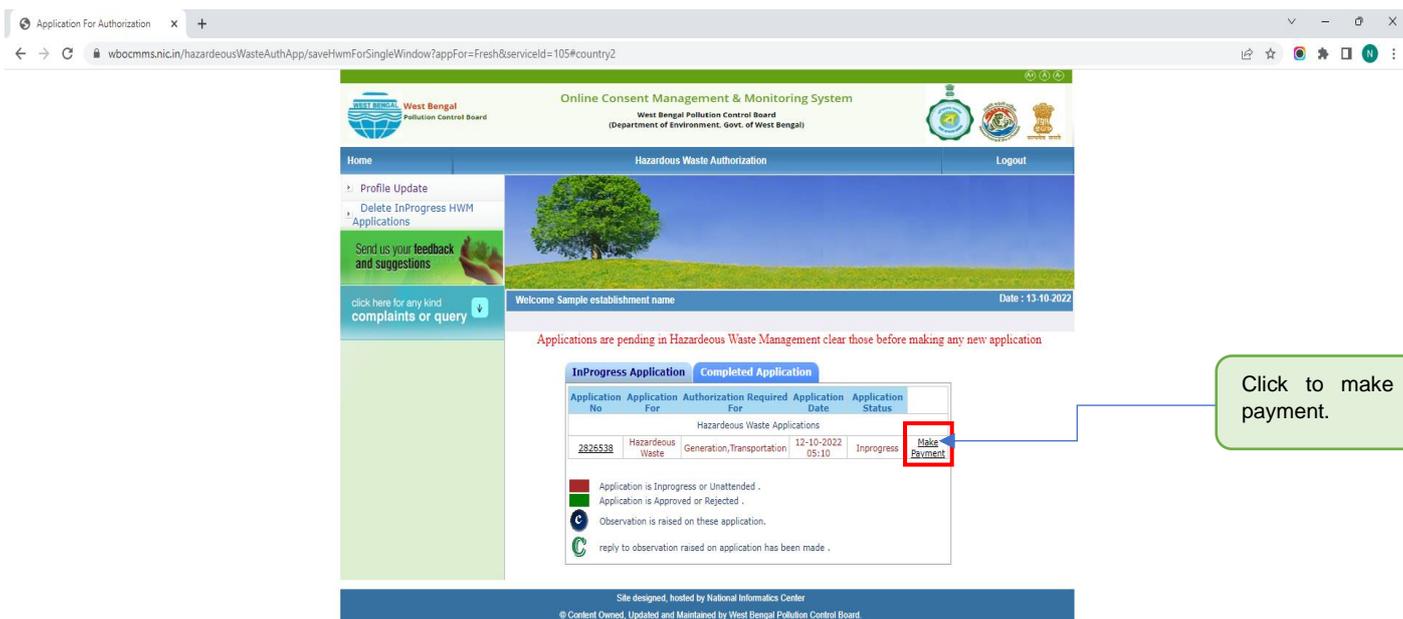
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Click to Proceed**' option and proceed with the payment procedure. The screenshot below provides an illustration:

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.

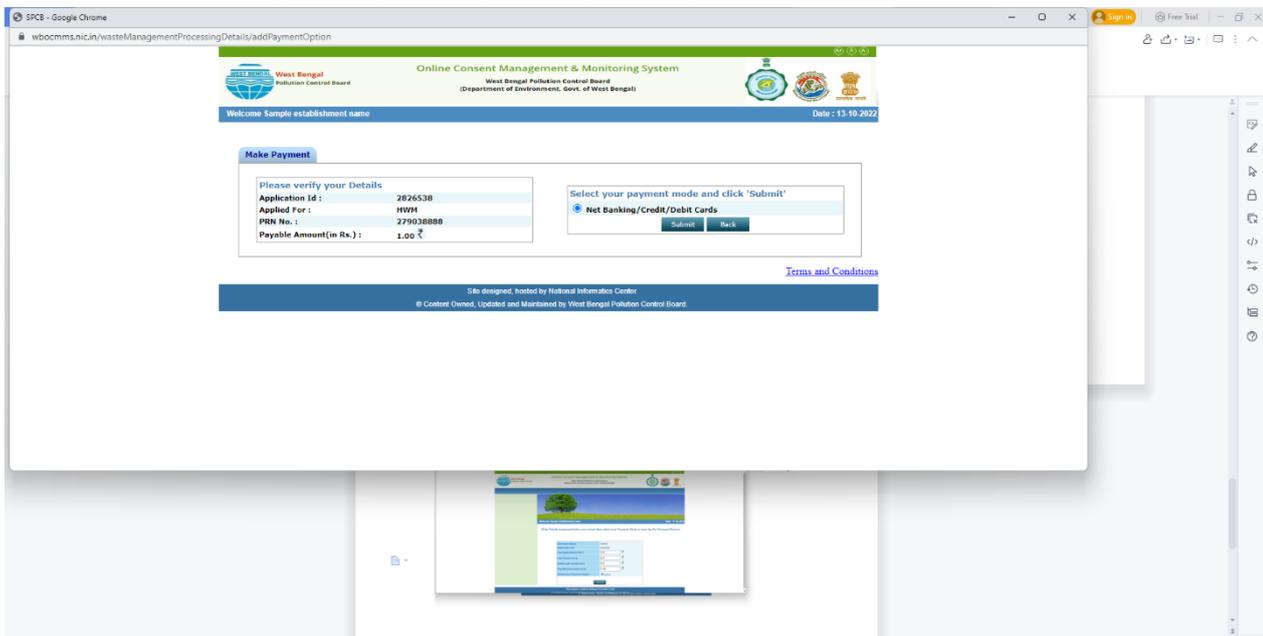
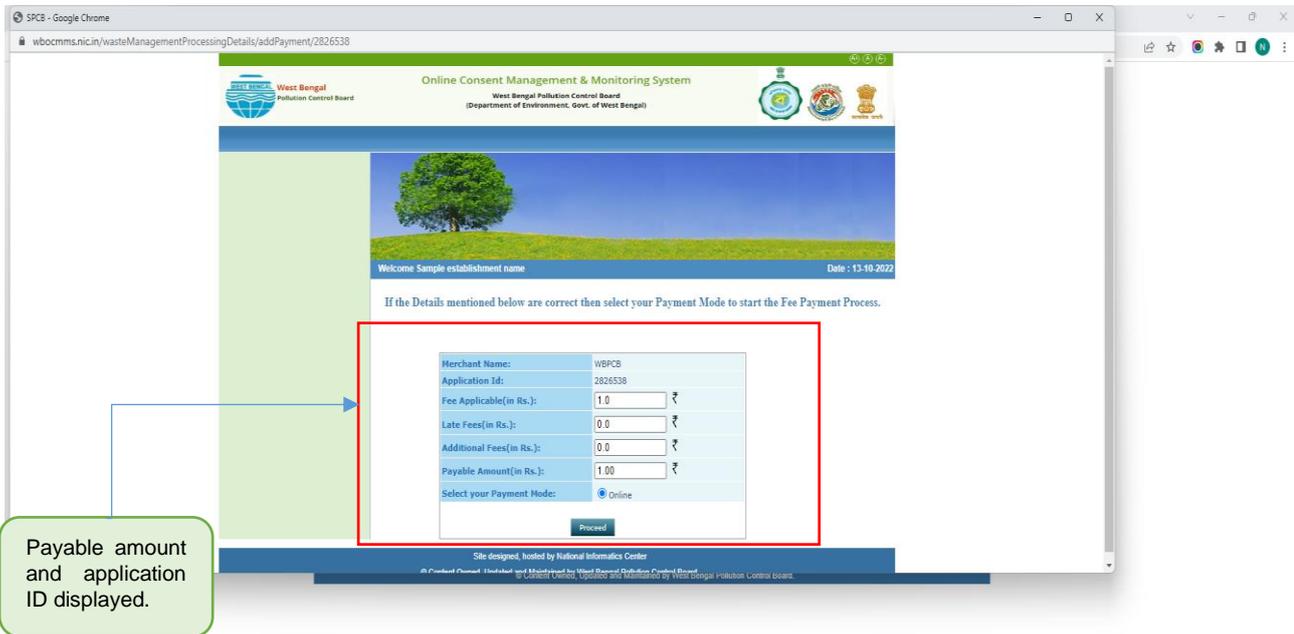


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The fees details and other necessary application details as displayed.

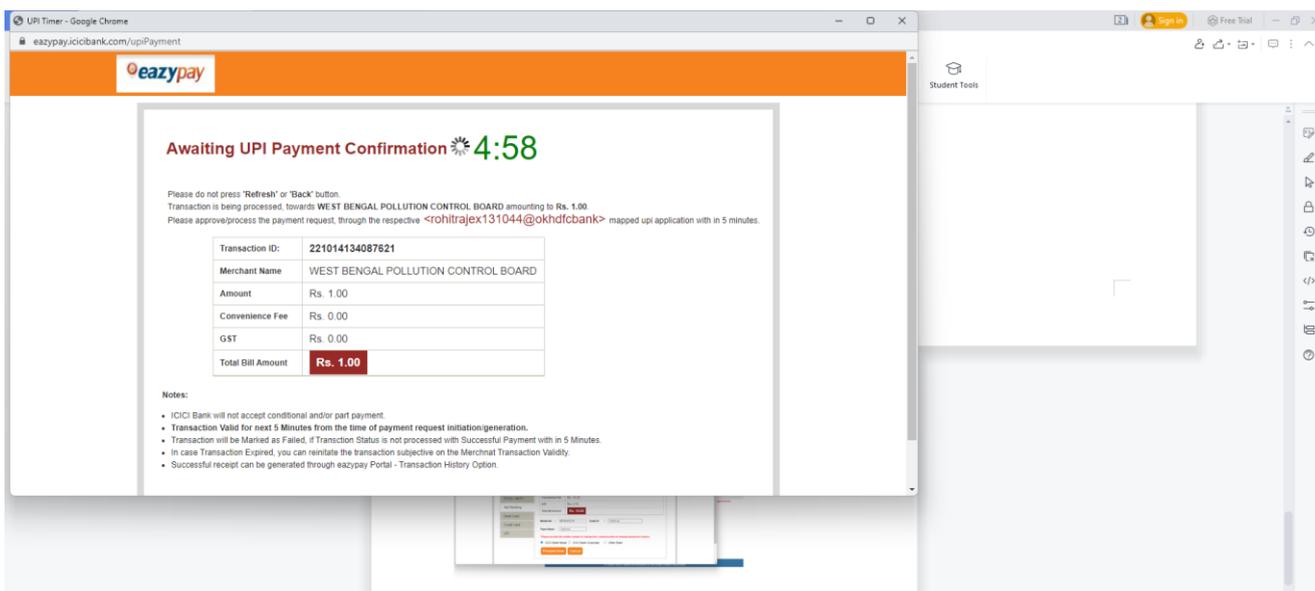
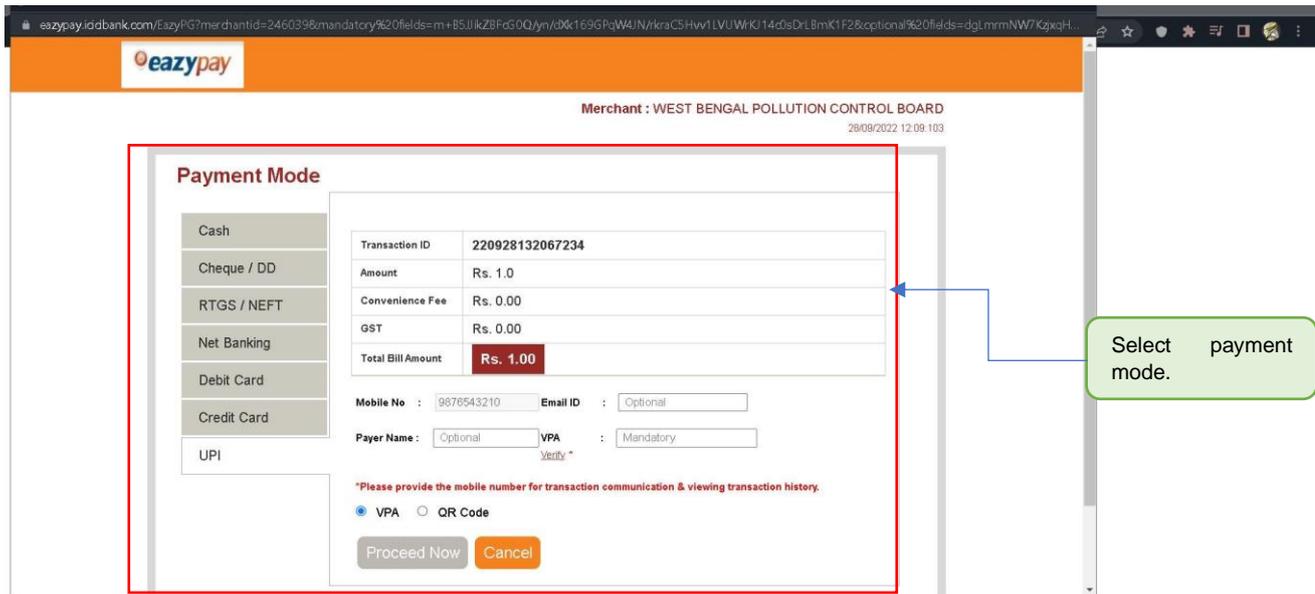


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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

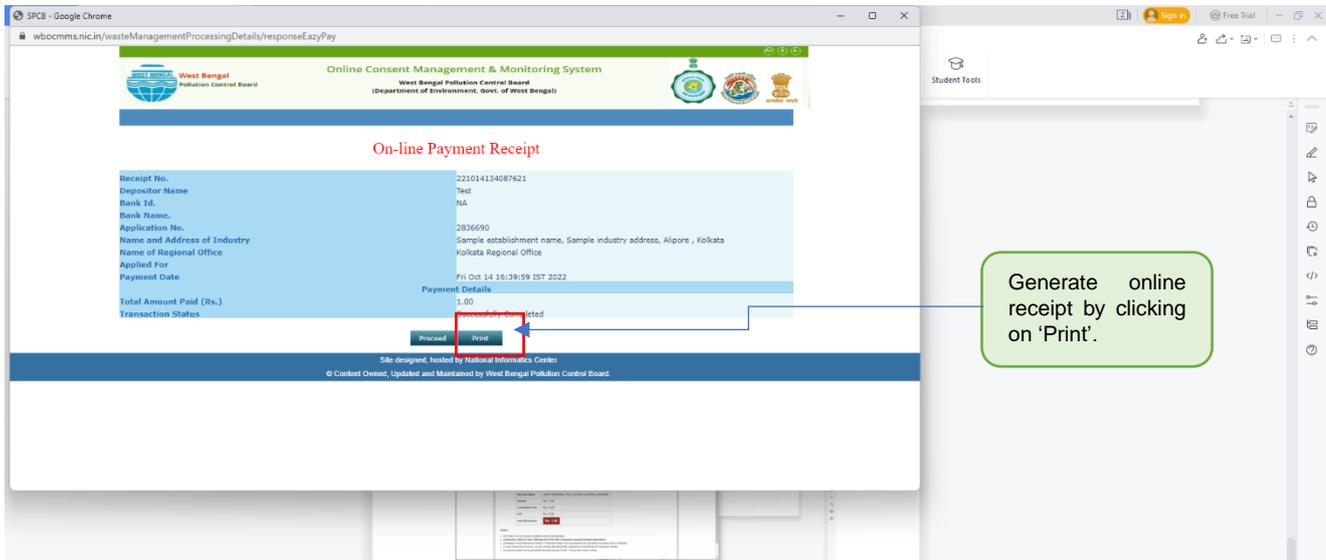


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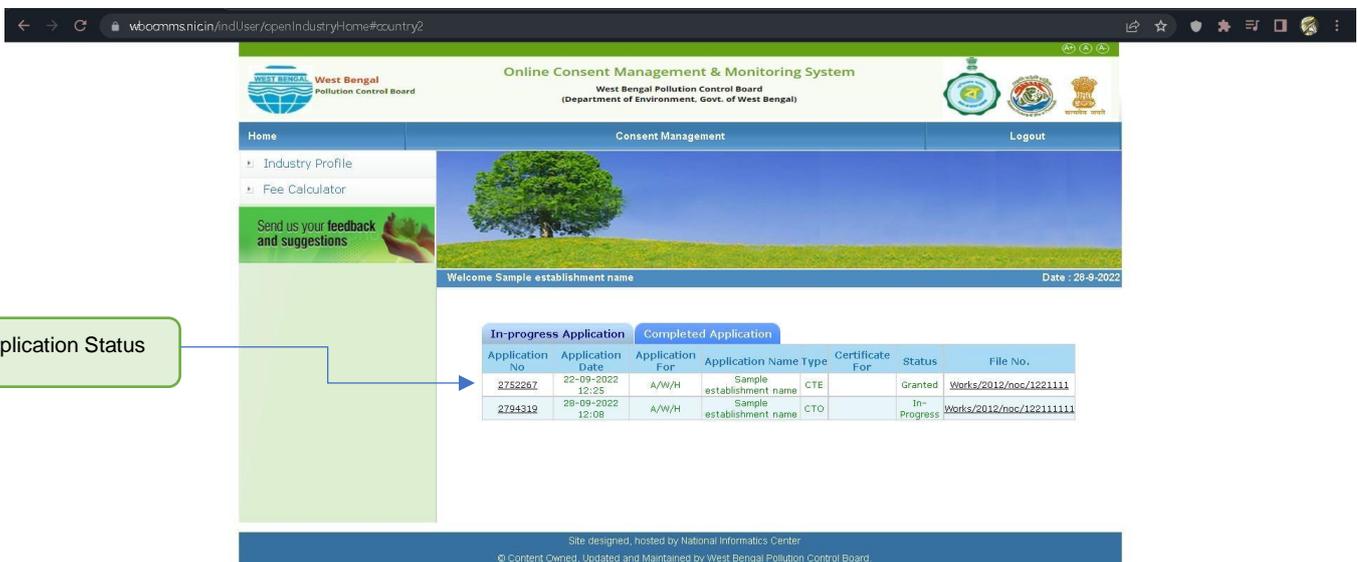
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The applicant can view the online receipt as generated. He can also print the same for reference.



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



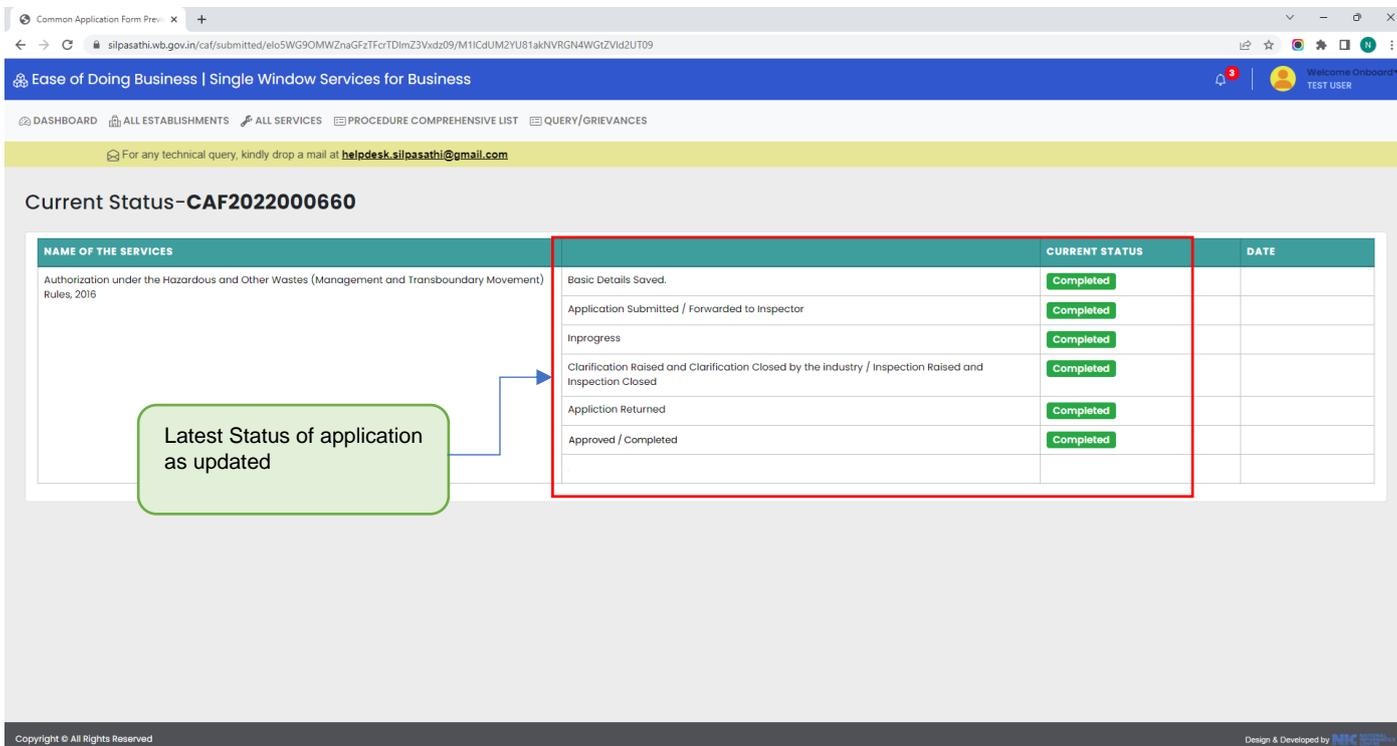
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The applicant can now view his application status in the SilpaSathi page.

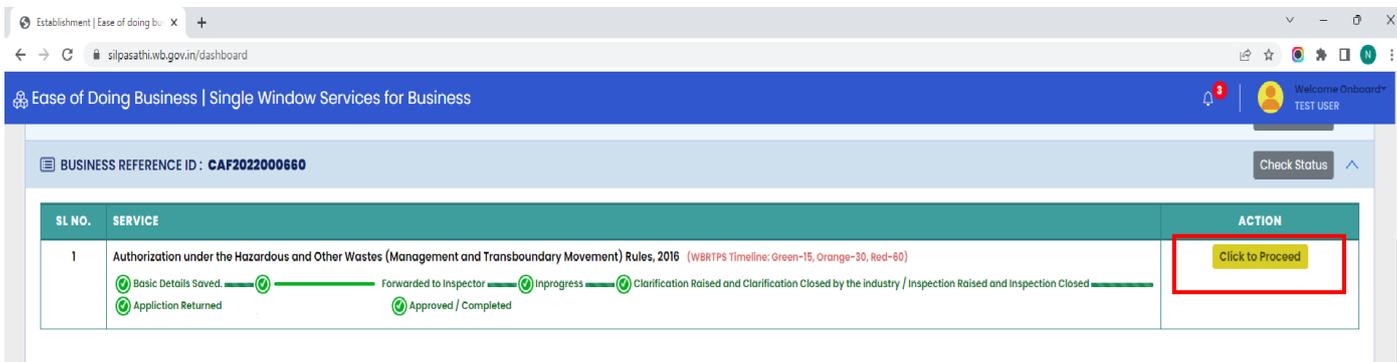
Status Dashboard



4: Online Download of final approval certificate

The applicant can now click on 'Download Certificate' to download the final certificate.

Applicant's Dashboard



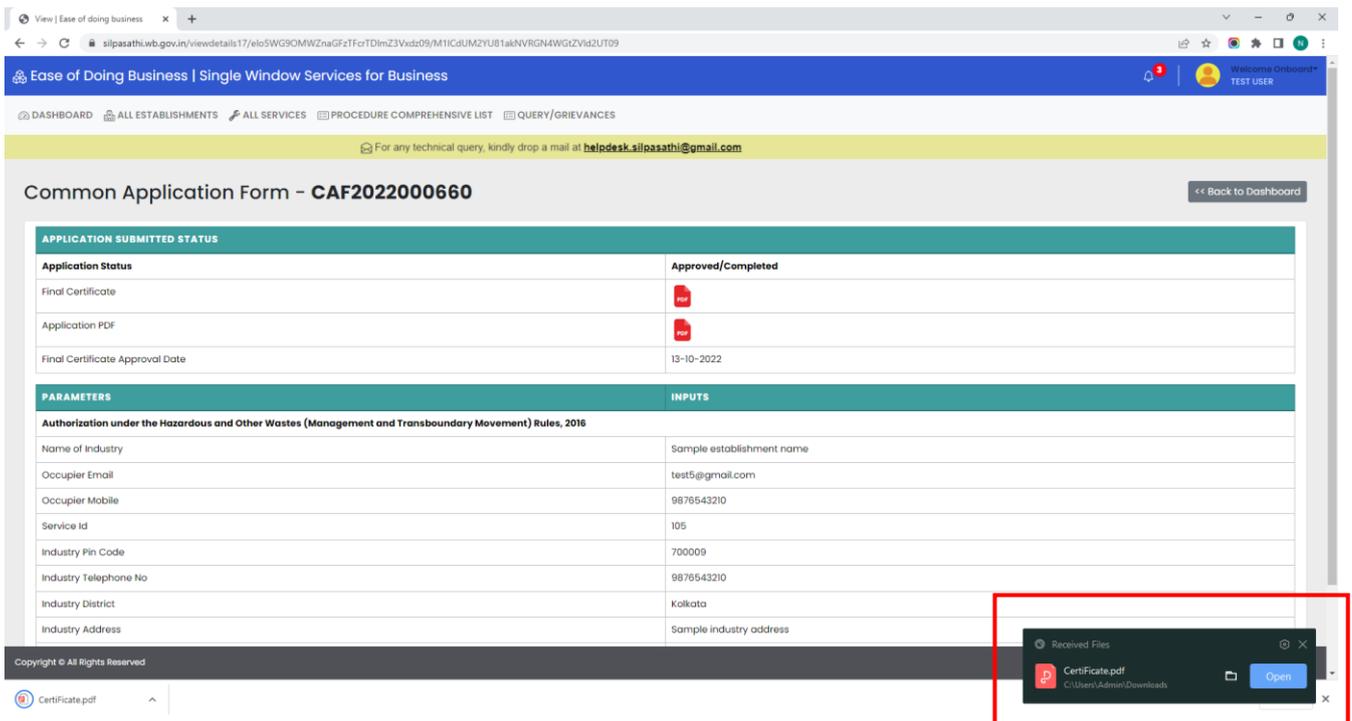
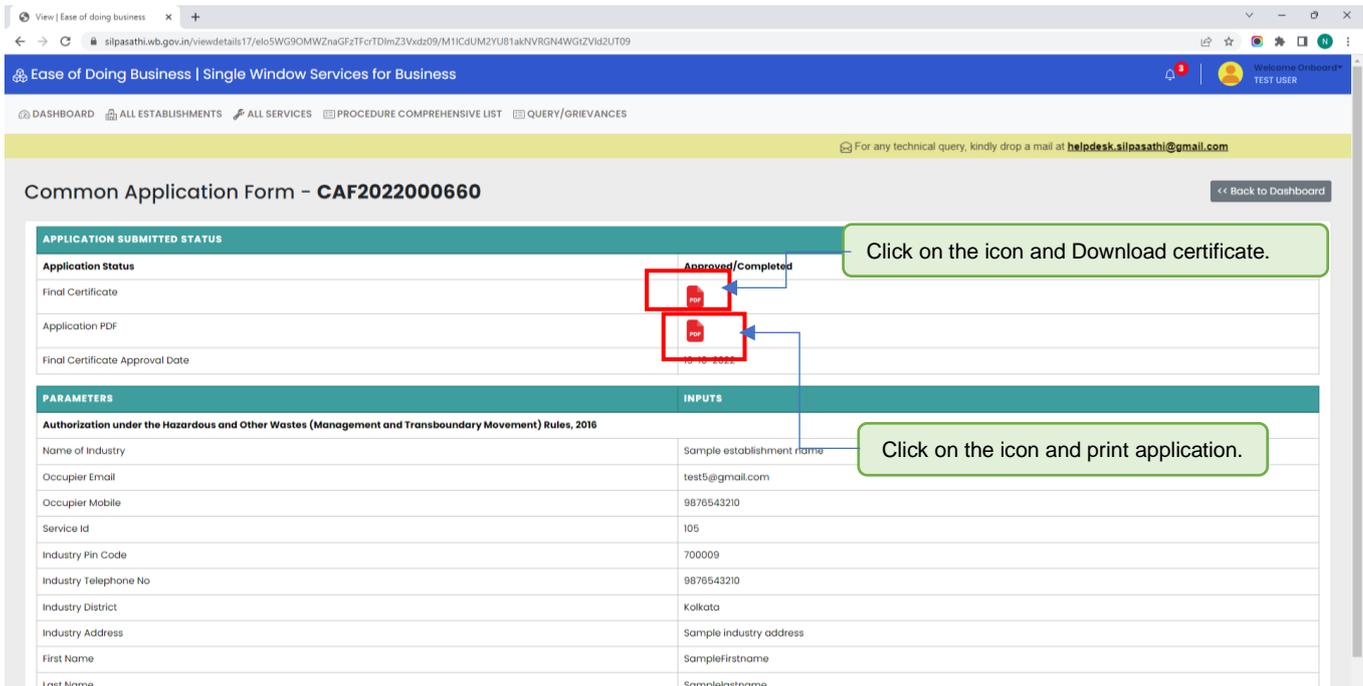
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'PDF' icon to download the Final Approval Certificate issued.

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

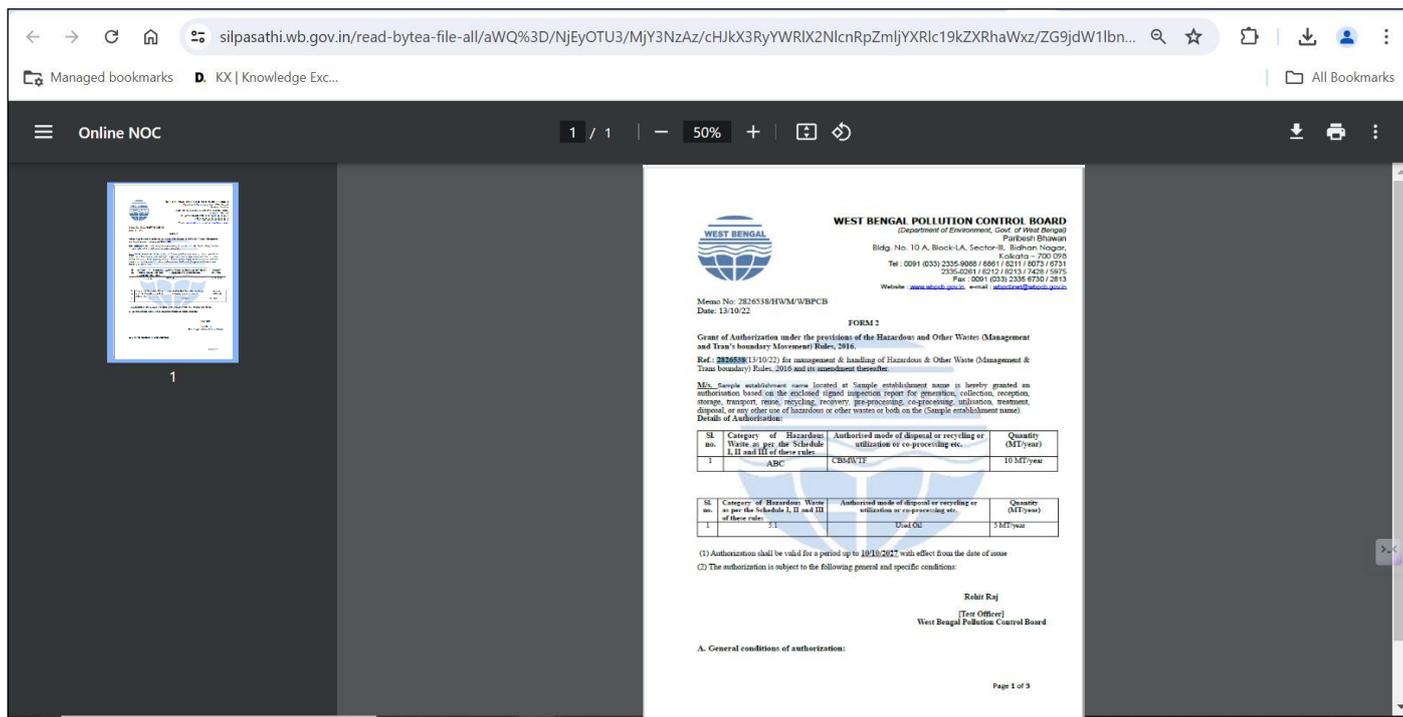


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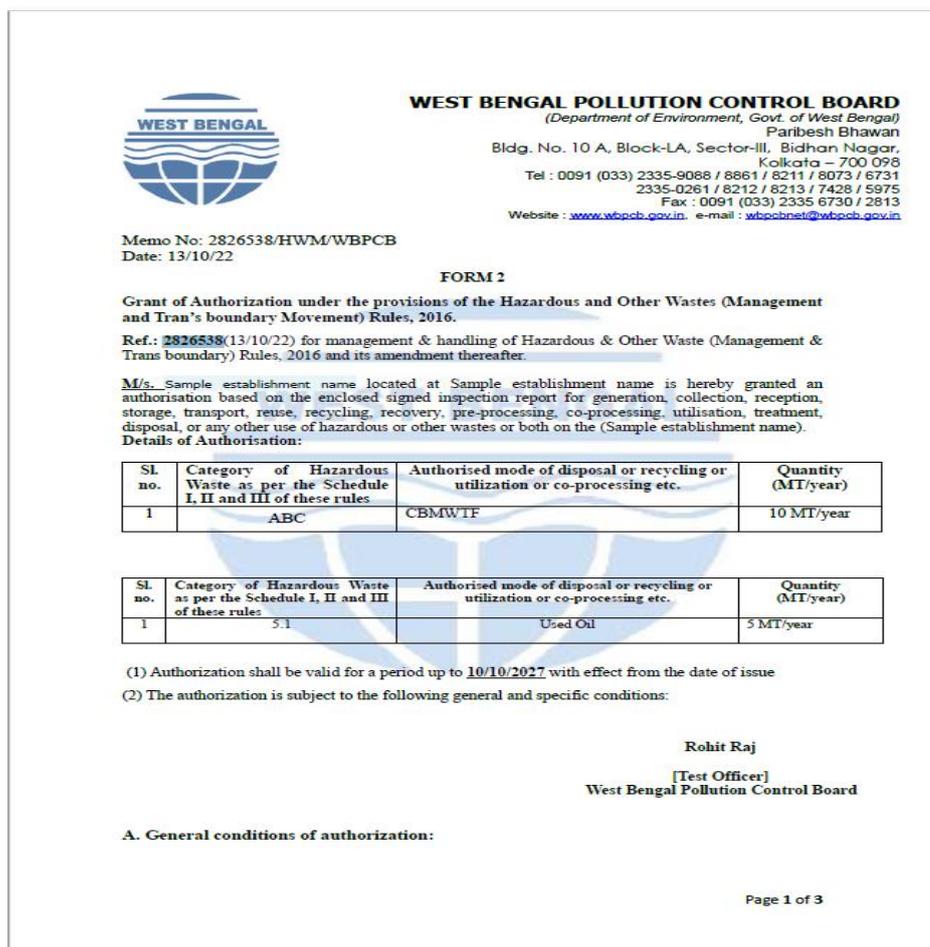
Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

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The Final Certificate gets downloaded (Screenshot)



One Approval certificate document has been illustrated below:



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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

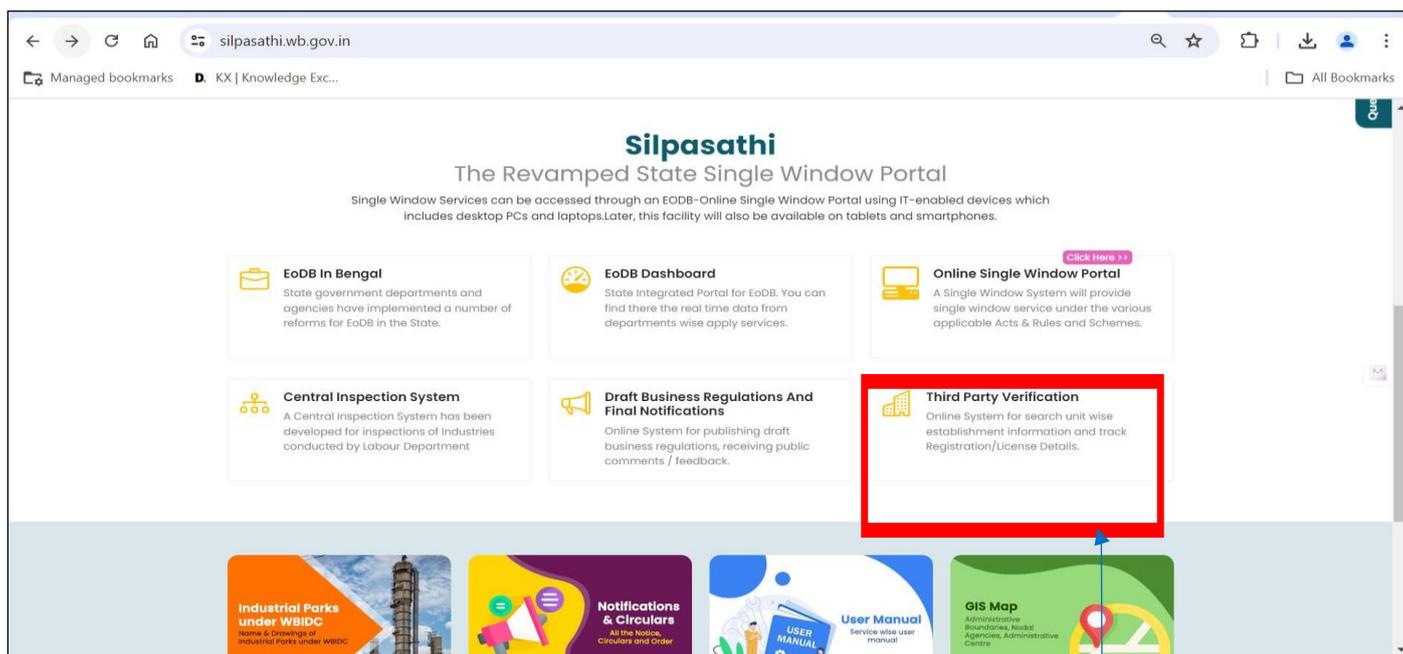
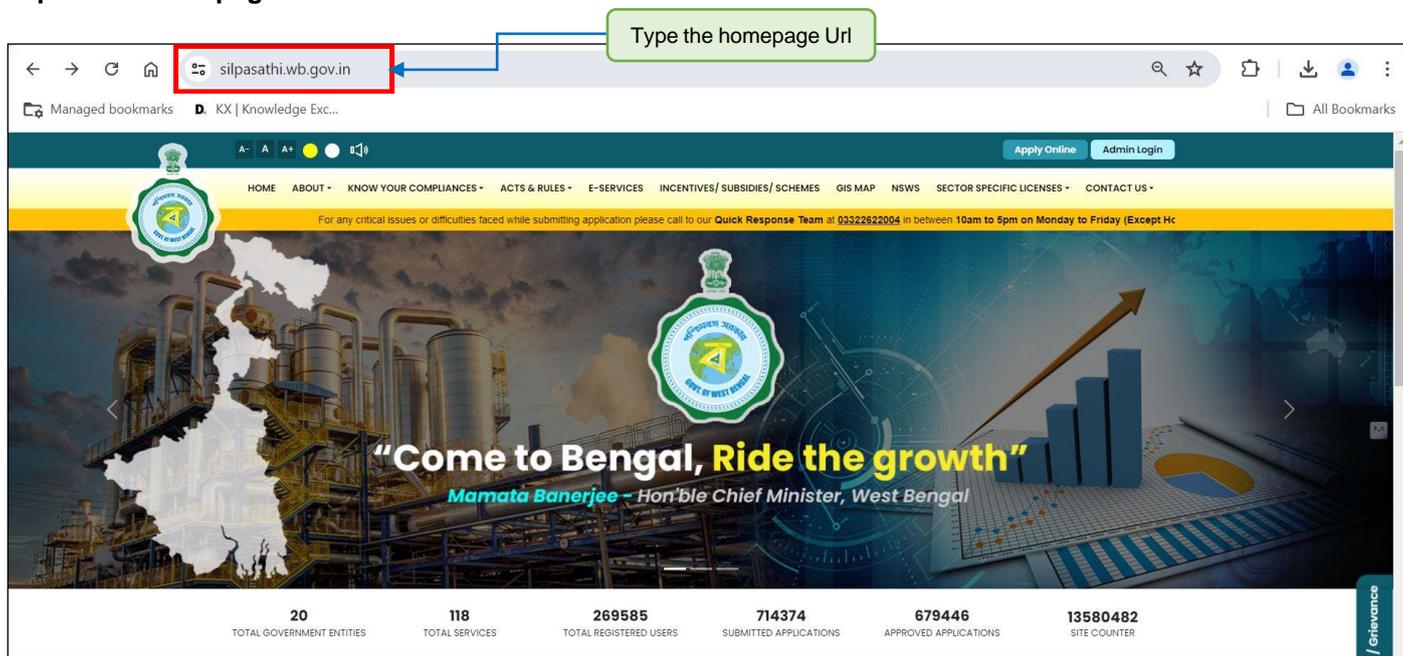
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

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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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.

The screenshot shows the 'Third Party Verification' section of the SilpaSathi portal. The browser address bar contains the URL `silpasathi.wb.gov.in/third-party-verification`. A callout box states: "User can also directly use this url". The page features a navigation menu with options like 'HOME', 'ABOUT', 'KNOW YOUR COMPLIANCES', 'ACTS & RULES', 'E-SERVICES', 'INCENTIVES/SUBSIDIES/SCHEMES', 'GIS MAP', 'NSWS', 'SECTOR SPECIFIC LICENSES', and 'CONTACT US'. The main content area is titled 'Third Party Verification' and includes a sub-heading 'Track Registration/License details through Silpasathi Portal'. Below this, there is a form with a dropdown menu for 'Select Services' (currently set to 'Allotment of land in Industrial Area (WBIDC) - (Industry, C)') and a text input field for 'Registration Number / License Number / Others *'. A 'Search' button is located to the right of the input field. Below the form is a table with the following data:

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 >>

Enter Registration number/ License number to view details.

The screenshot shows the 'Track Registration/License Details' section of the SilpaSathi portal. The browser address bar contains the URL `silpasathi.wb.gov.in/third-party-verification`. The page features a navigation menu with options like 'HOME', 'ABOUT', 'KNOW YOUR COMPLIANCES', 'ACTS RULES', 'INCENTIVES/SUBSIDIES/CREDIT SCHEMES', 'FAQ', 'GIS MAP', 'GALLERY', 'QUERY', and 'CONTACT US'. The main content area is titled 'Track Registration/License Details' and includes a sub-heading 'Track Registration/License Details'. Below this, there is a form with a dropdown menu for 'Select Services' (currently set to 'Authorization under the Hazardous and Other Wastes (Ma)') and a text input field for 'Registration Number / License Number / Others *' containing the value '2826538/HWM/WBPCE'. A 'Search' button is located to the right of the input field. Below the form, the search results are displayed, showing the license details.

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

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The third party can view the details as illustrated below:

Track Registration/License Details

Select Services * Registration Number / License Number / Others *

Authorization under the Hazardous and Other Wastes (Ma 2826538/HWM/WBPCB Search

Parameter	Output
Certificate Number	2826538
Approval Date	13.10.2022
Name of the Business	Sample establishment name
Location of the Business	Kolkata

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