



West Bengal Pollution Control Board :

*Renewal of Registration
under The E-waste
(Management and Handling)
Rules, 2011*

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

User Manual

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Renewal of Registration under The E-waste (Management and Handling) Rules, 2011

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Renewal of Registration under The E-waste (Management and Handling) Rules, 2011**” 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

Renewal of Registration under The E-waste (Management and Handling) Rules, 2011 is required to renew license for Registration under The E-waste (Management and Handling) Rules, 2011. 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 the WBPCB	Consent to Establish is a process initiated by the West Bengal Pollution Control Board (WBPCB) to authorize the establishment of a new industrial unit or a pollution-generating activity in the state of West Bengal
2.	Copy of CTO granted by the WBPCB	The consent to OPERATE by WBPCB refers to the permission granted by the West Bengal Pollution Control Board (WBPCB) for

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#	Documents Required	Detailed Description
		industrial or commercial entities to operate in the state of West Bengal, India
3.	Category & Code wise list of E - waste to be processed by the industry as per E-waste (Management) Rules, 2016	The E-Waste (Management) Rules, 2016 in India categorize electronic waste into various types and codes. Each type of e-waste has a corresponding code that indicates how it should be managed.
4.	Declaration of area for dismantling/ recycling/refurbishing process	Under the E-Waste (Management) Rules, 2016 in India, those involved in the dismantling, recycling, or refurbishing of e-waste must declare specific areas for these activities to ensure compliance with environmental and safety standards
5.	Details of dismantling/ recycling/refurbishing process	The dismantling, recycling, and refurbishing of e-waste are critical processes aimed at recovering valuable materials, minimizing environmental impact, and ensuring safety.
6.	Details of Air Pollution Control Device	Air Pollution Control Devices (APCDs) are technologies designed to reduce or eliminate the emission of pollutants into the atmosphere from various industrial processes. These devices are crucial in minimizing air pollution and protecting public health and the environment
7.	Copy of HWA for recycler	Specific guidelines applicable to recyclers for the Hazardous Waste Authorization (HWA)
8.	Compliance Report wrt to previous authorization	A Compliance Report is typically a document that outlines an organization's adherence to regulatory requirements, standards, and internal policies regarding specific operations, such as waste management, environmental safeguards, and health and safety practices

Timeline (WBRTPS)

Renewal of Registration under The E-waste (Management and Handling) Rules, 2011 has has an WBRTPS timeline of **120 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

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Sl. No.	Field Name	Instructions
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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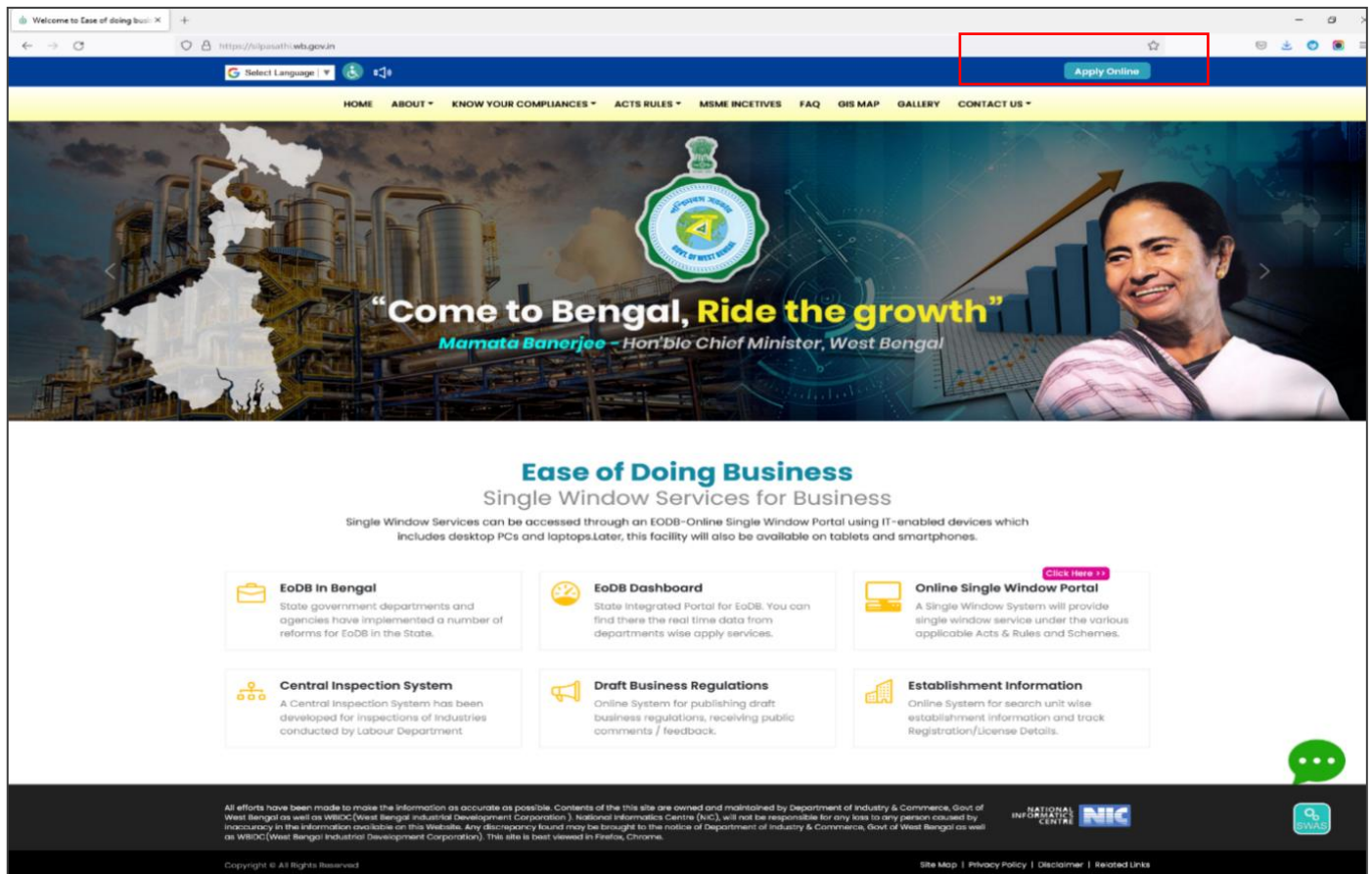
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Application Process through SilpaSathi

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.

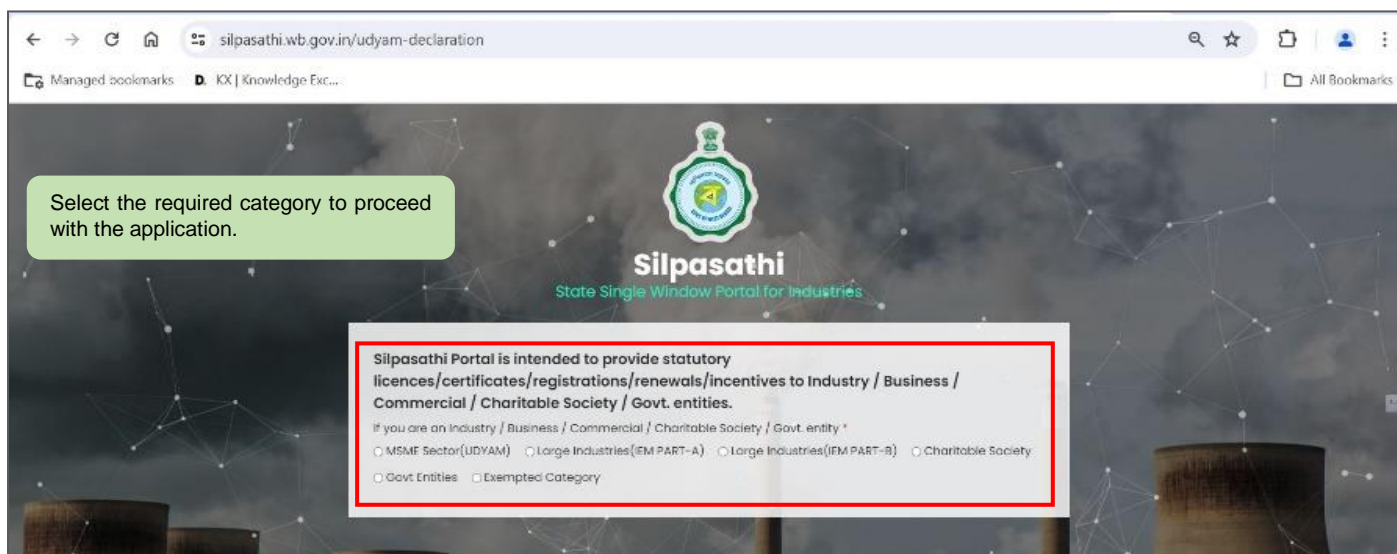


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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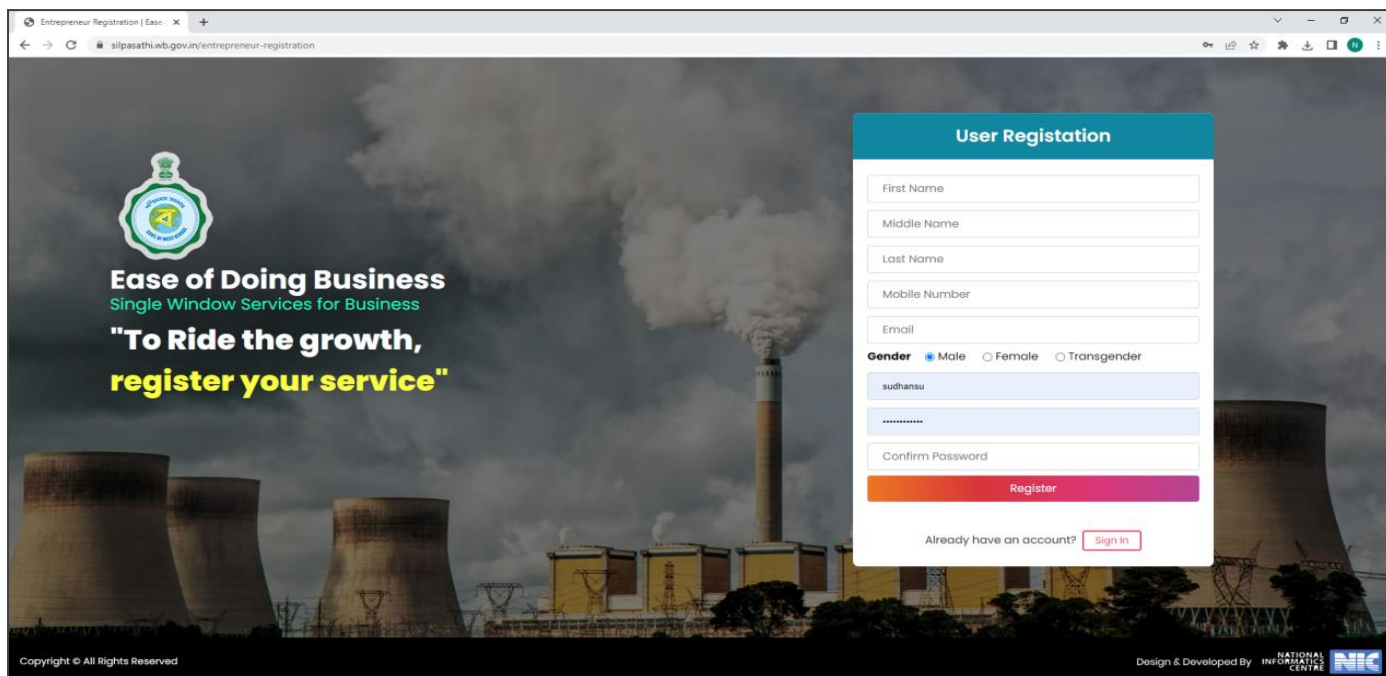
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

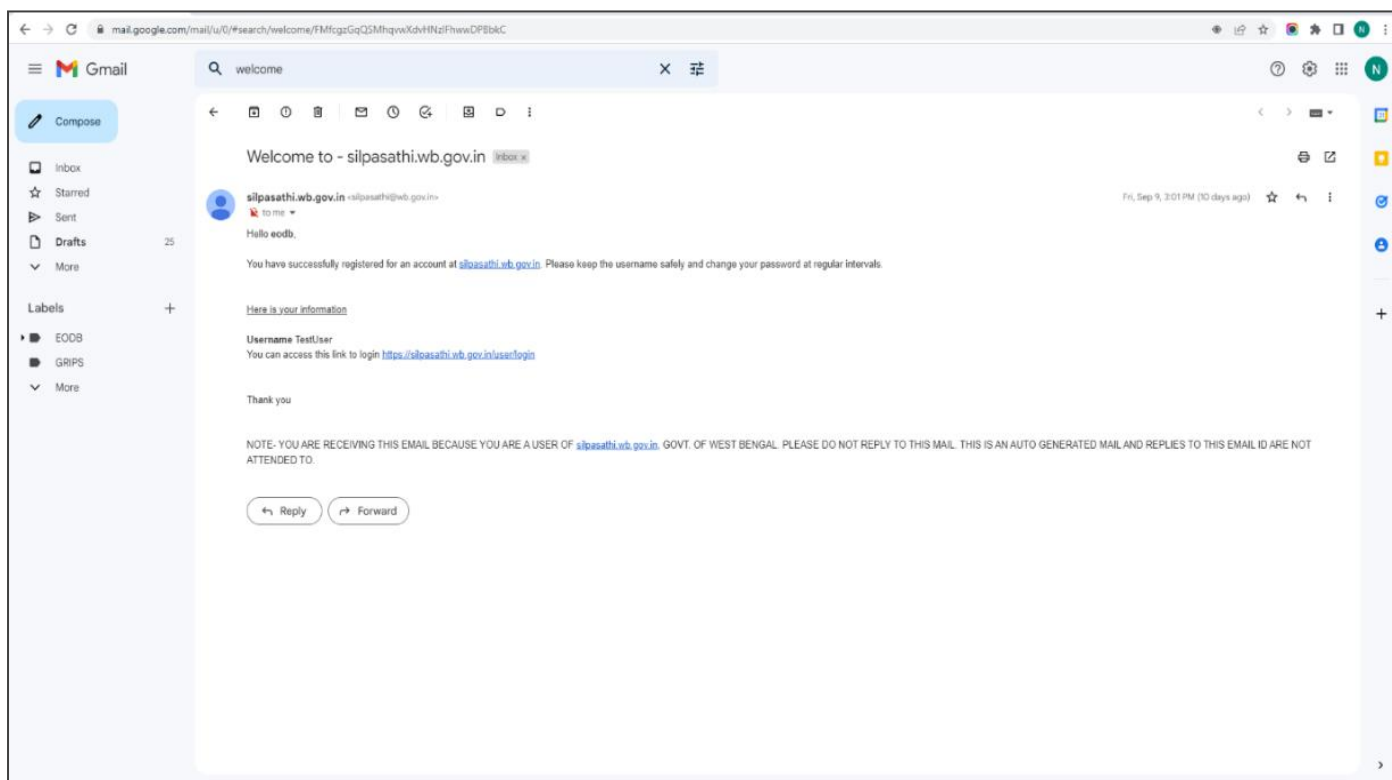


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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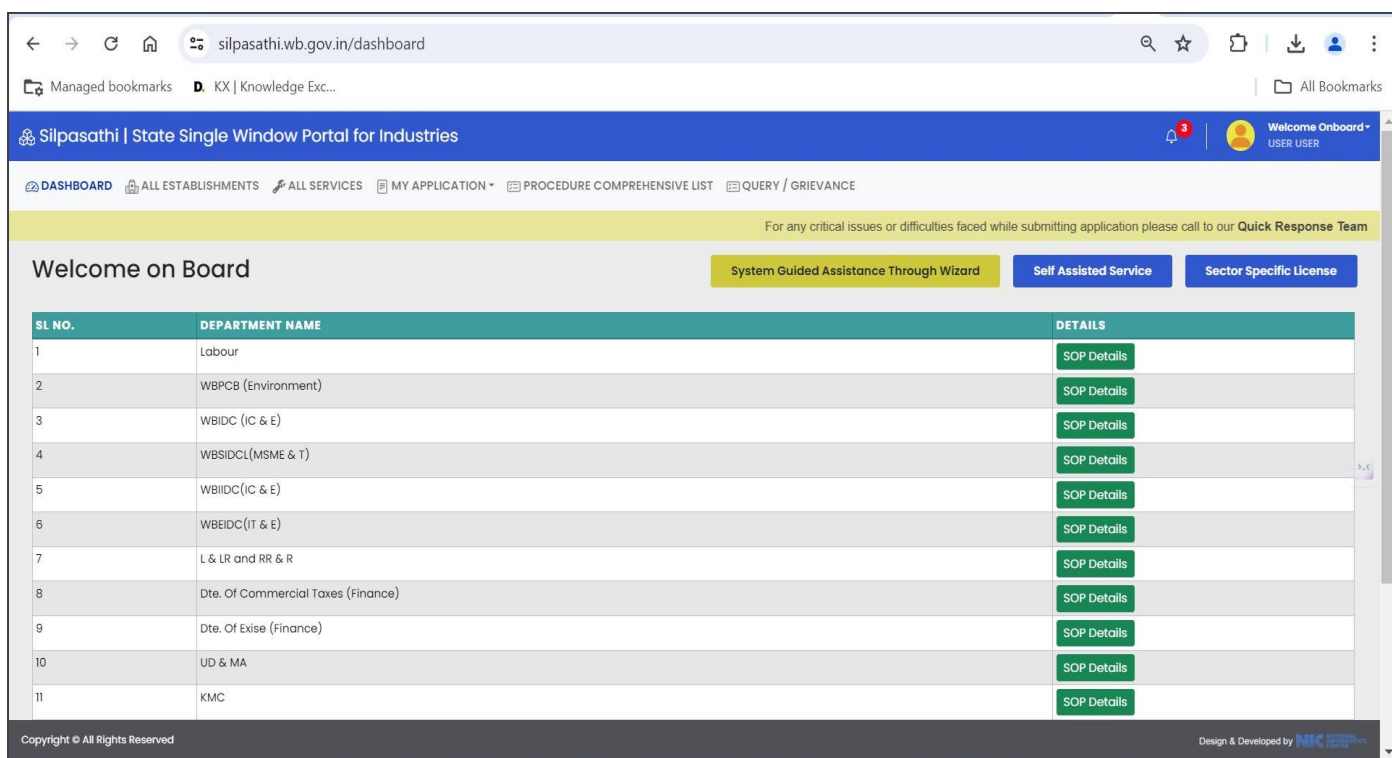
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Online Application submission

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

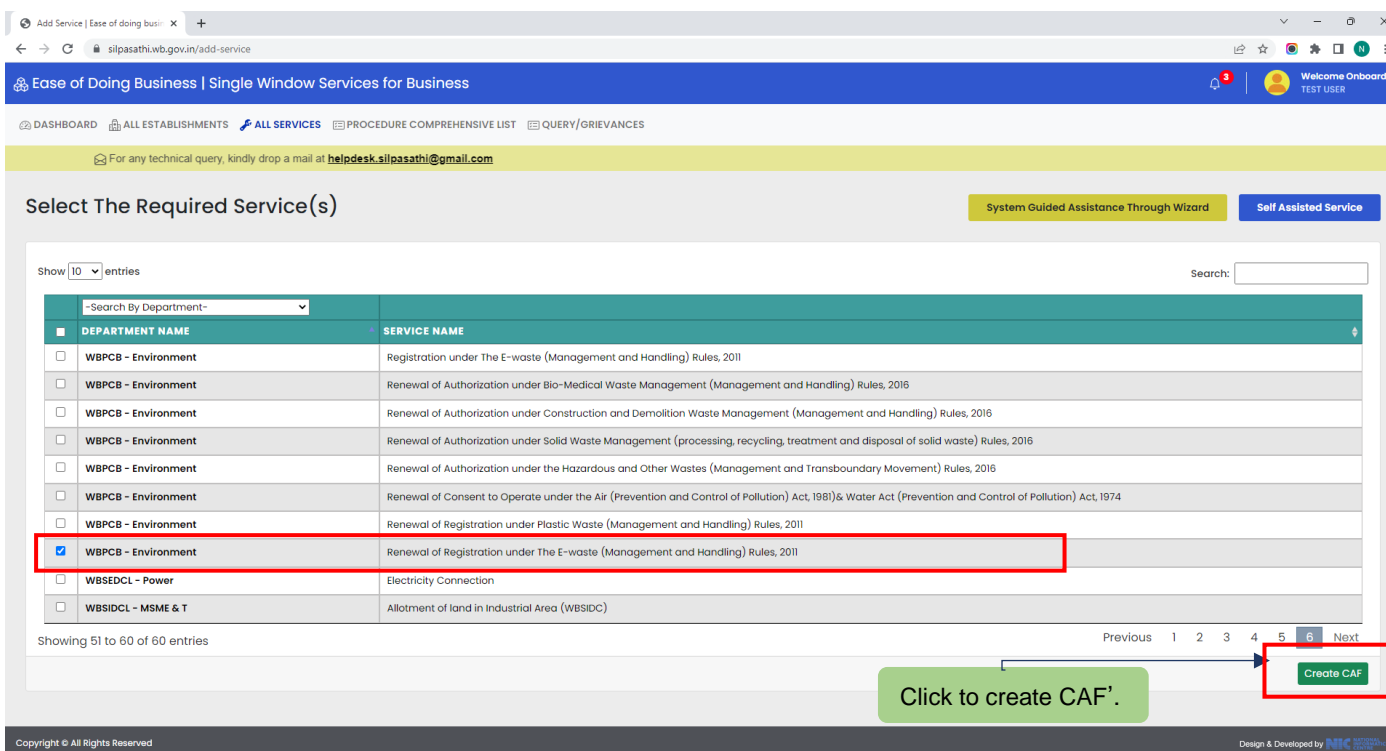
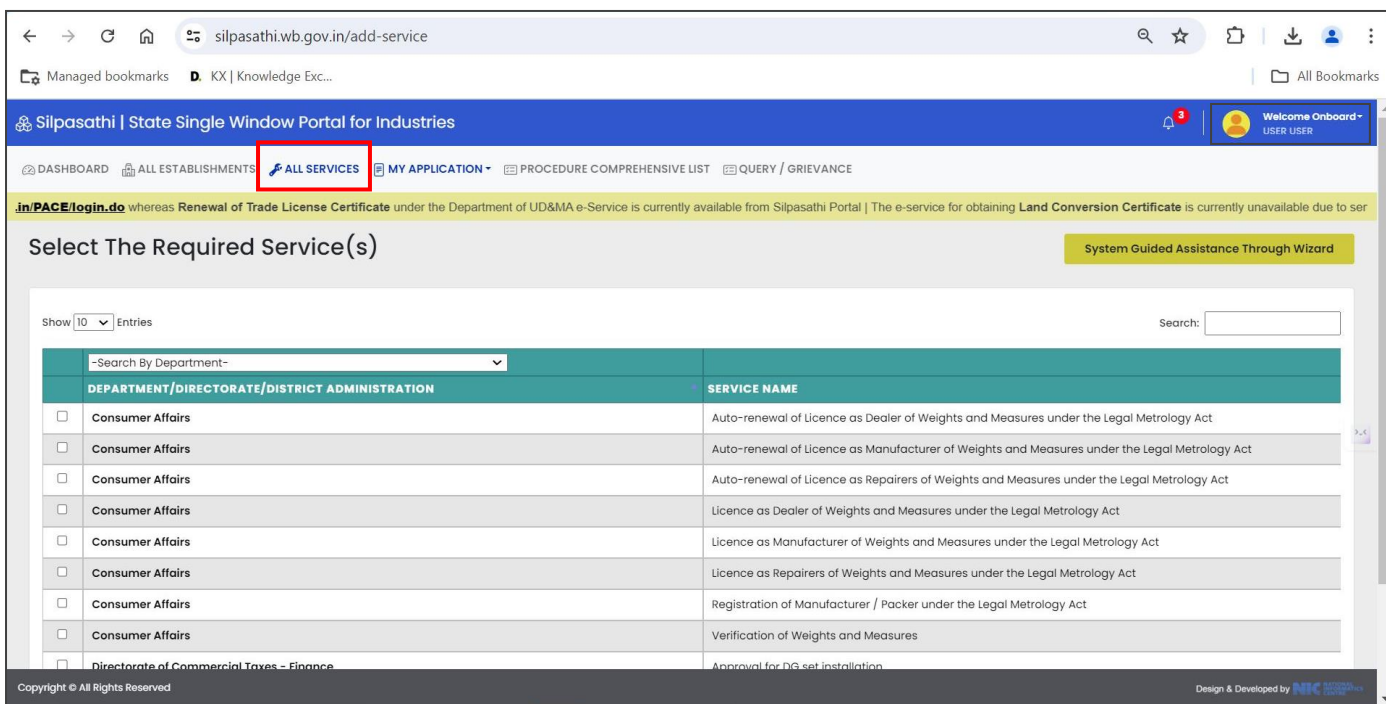


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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Registration under The E-waste (Management and Handling) Rules, 2011**'

After selecting the service '**Registration under The E-waste (Management and Handling) Rules, 2011**', 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)

SL NO.	SERVICE	ACTION
1	Renewal of Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 120 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 ● Application Rejected ● Approved / Completed	

BUSINESS REFERENCE ID: CAF2022000860

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 - CAF2022000860

Application Details

Select Establishment *
New Establishment one

Service Id *
109

Industry Telephone No *
9876543210

First Name *
SampleFirstname

Name of Industry *
New Establishment one

Occupier Mobile *
9876543210

Industry District *
Kolkata

Last Name *
Samplelastname

Occupier Email *
test5@gmail.com

Industry Pin Code *
700009

Industry Address *
Sample industry address

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.

Common Application Form Preview - CAF2022000860

Almost Completed 67%

PARAMETERS	INPUTS
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011	
Name of Industry	New Establishment one
Occupier Email	test5@gmail.com
Occupier Mobile	9876543210
Service Id	109
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

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 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.

Current Status - CAF2022000860

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011	Basic Details Saved.	Completed
	Application Submitted / Forwarded to Inspector	Pending
	Inprogress	Pending
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending
	Application Returned	Pending
	Application Rejected	Pending
	Approved / Completed	Pending

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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 image displays two notification channels for application submission. On the left, an SMS message from 'Silpa Sathi SWP, Govt. of WB' is shown. The text reads: '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.' Below this, a red box highlights the application details: 'CAF No.: CAF2024XXXXXX', 'Dt.: 22-07-2024 14:03:05', and '- Silpa Sathi SWP, Govt. of WB'. The time '2:03 pm' is also visible. On the right, a screenshot of a Gmail inbox shows an email from 'silpasathi.wb.gov.in' with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. A red box highlights the subject line. The email body contains the same application details as the SMS. Two green callout boxes with arrows point to the respective notification elements: 'Application status notified through SMS.' points to the SMS, and 'Application status notified through email.' points to the email subject line.

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2. Track Status of Application

Applicant's Dashboard

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

BUSINESS REFERENCE ID: CAF2022000860

Check Status

SL NO.	SERVICE	ACTION
1	Renewal of Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 120 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 — Application Rejected — Approved / Completed	Click to Proceed

Status Dashboard

Current Status-CAF2022000860

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011	Basic Details Saved. Completed	
	Application Submitted / Forwarded to Inspector	Pending
	Inprogress	Pending
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending
	Application Returned	Pending
	Application Rejected	Pending
	Approved / Completed	Pending

Application status updated.

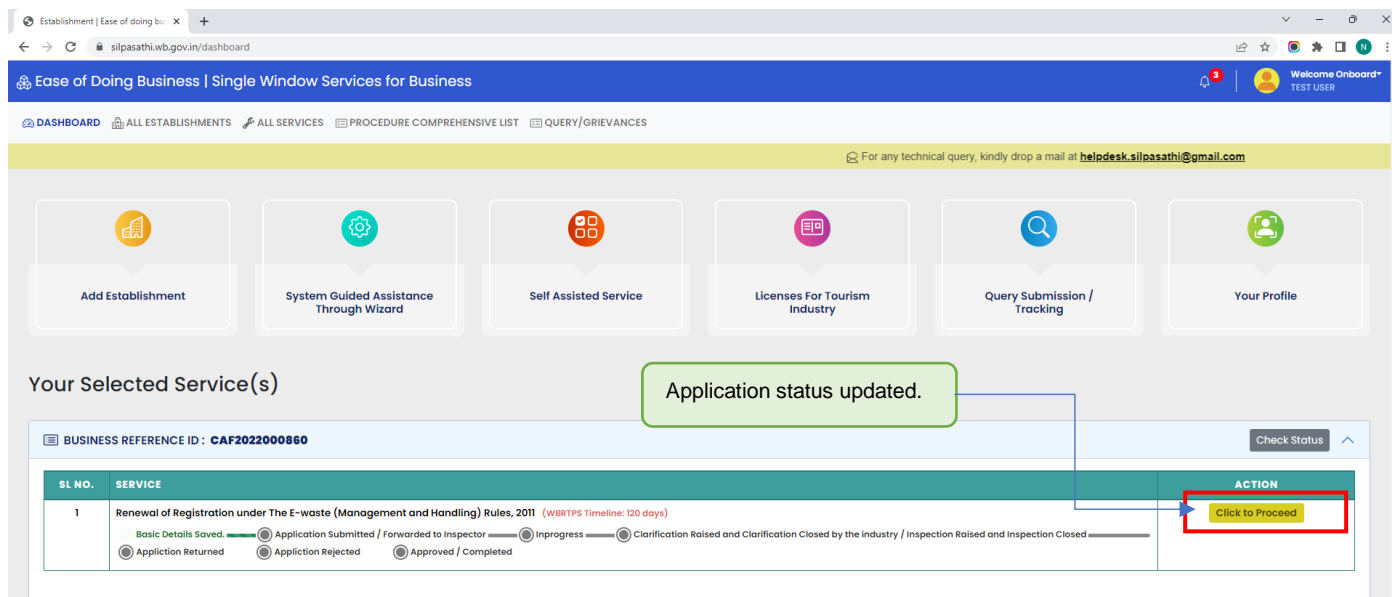
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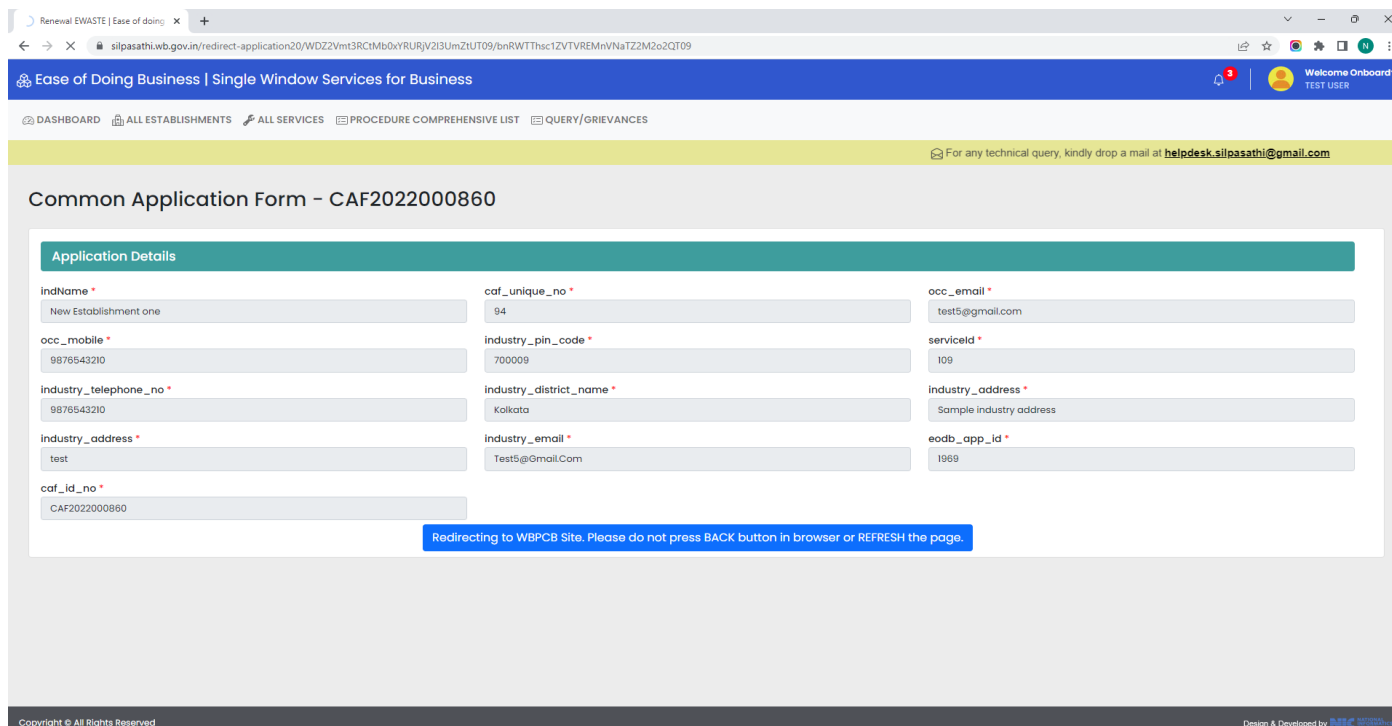
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011

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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



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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:

Enter necessary details.

The screenshot shows the 'Online Consent Management & Monitoring System' interface. The main form is titled 'Details of Dismantling or Recycling of E-Waste' and contains the following fields:

- Name of the Unit : New Establishment one
- Address : Sample industry address
- Name of the occupier : null null
- Designation of the occupier : Director
- Phone No. With Code : 0 456123
- Fax No. With Code : [] []
- Name of the Authorized Contact person : []
- Designation of the Authorized Contact person : []
- Mobile No. : []
- Fax No. With Code : [] []
- Date of commissioning of the unit : [] [] [] []
- No. of workers(including contract labour): []
- Consent Validity : []
- Validity of current authorisation/ previous authorisation, if any in case of renewal : []
- Dismantling or Recycling Process : []
- Details of Products Installed capacity : Add View Delete
- Details of e-waste processed during last three years : Add View Delete
- Details of waste generation in processing e- : ...

Once reviewed, the application will be submitted successfully with an unique application ID, as mentioned in the preceding screenshots below:

The screenshot shows the 'Upload Required Documents' section of the OCMMS portal. It includes a table with the following structure:

Document Details	Action
Upload Required Documents :	Upload
Delete Saved Documents :	Delete

Below the table, there are instructions for document upload:

- Click link "Upload" to upload the document
- Click "Browse" to select the document
- You can select multiple documents at the same time
- Select all the documents by clicking "Browse" button
- Select all the documents by clicking "Browse" button
- Click "Save" button to upload the document
- Message "Document successfully uploaded" will be displayed

At the bottom, there is a 'Save' button and a note: "Do You Want to Save The Application as Completed In Progress".

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Document Applicable For	Document Name	Document Path
	E-Waste Copy of Consent to Establish certificate*	<input type="button" value="Choose File"/> No file chosen
	E-Waste Copy of Consent to Operate certificate*	<input type="button" value="Choose File"/> No file chosen
	E-Waste Copy of Hazardous waste Authorization certificate*	<input type="button" value="Choose File"/> No file chosen

Instructions: Please follow below steps to Upload the documents

a) Attachment with file type pdf, jpeg, jpg, gif and bmp are allowed.
b) Size of each file should not be more than 3MB.

Do You Want To Save The Application as Completed In Progress

**Note: Select Completed to submit your application to SPCB official
Select In-Progress to keep application in your account for future editing

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Consent Validity	<input type="text"/>
Validity of current authorisation/ previous authorisation, if any in case of renewal	<input type="text"/>
Dismantling or Recycling Process	<input type="text"/>
Details of Products Installed capacity :	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Details of e-waste processed during last three years :	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Details of waste generation in processing e-waste :	<input type="text"/> <input type="button" value="Add"/> <input type="button" value="View"/> <input type="button" value="Delete"/>
Details of e-waste proposed to be procured from re-processing:	<input type="text"/>
Occupational safety and health aspects:	<input type="text"/>
Details of Facilities for dismantling both manual as well as mechanised:	<input type="text"/>
Copy of agreement with Collection Centre:	<input type="button" value="Choose File"/> No file chosen
Copy of agreement with Producer:	<input type="button" value="Choose File"/> No file chosen
Details of storage for dismantled e-waste:	<input type="text"/>
Copy of agreement with Recycler:	<input type="button" value="Choose File"/> No file chosen
Details of Facilities for Recycling:	<input type="text"/>
Copy of agreement with Transporter:	<input type="button" value="Choose File"/> No file chosen
Details of storage for raw materials and recovered materials:	<input type="text"/>

Do You Want To Save The Application as Completed In Progress

**Note: Select Completed to submit your application to SPCB official
Select In-Progress to keep application in your account for future editing

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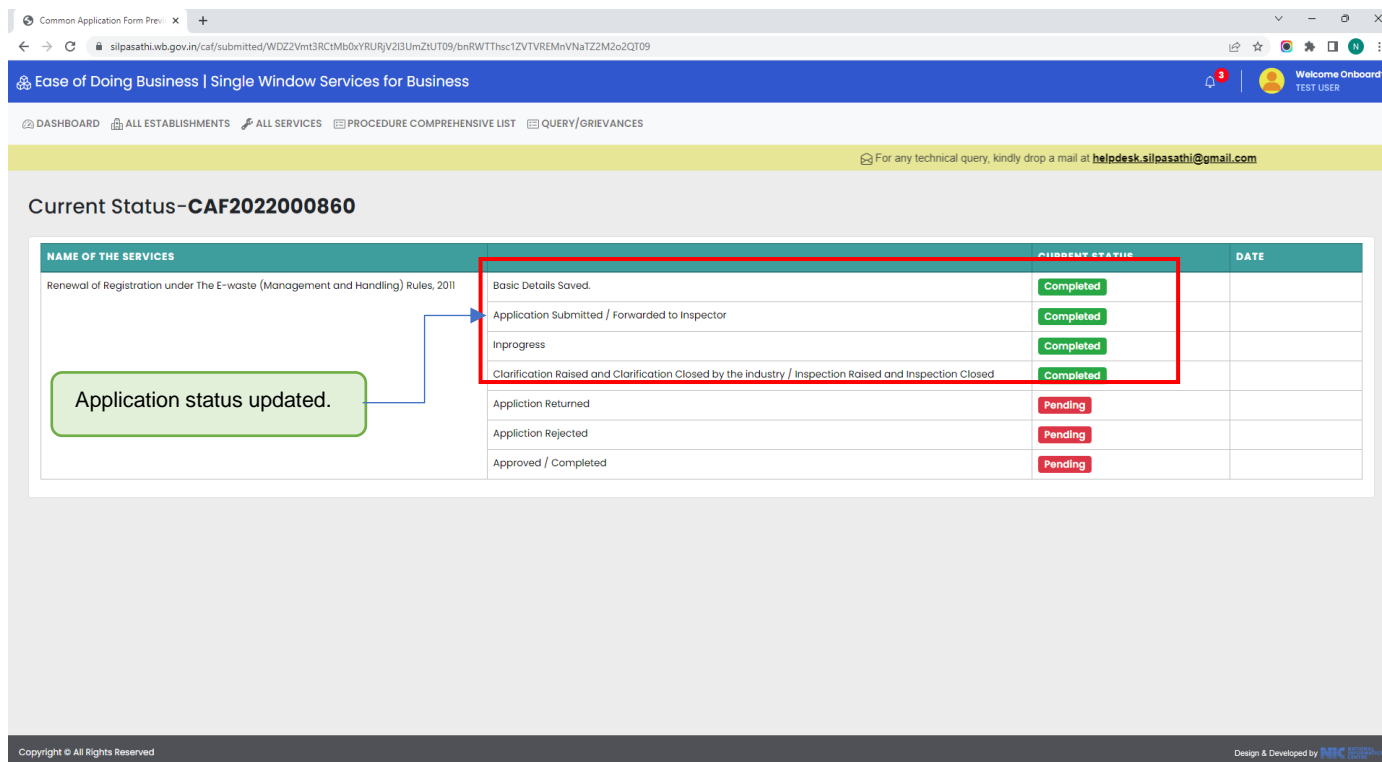
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Note: The application is saved in draft mode in the Department portal

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



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

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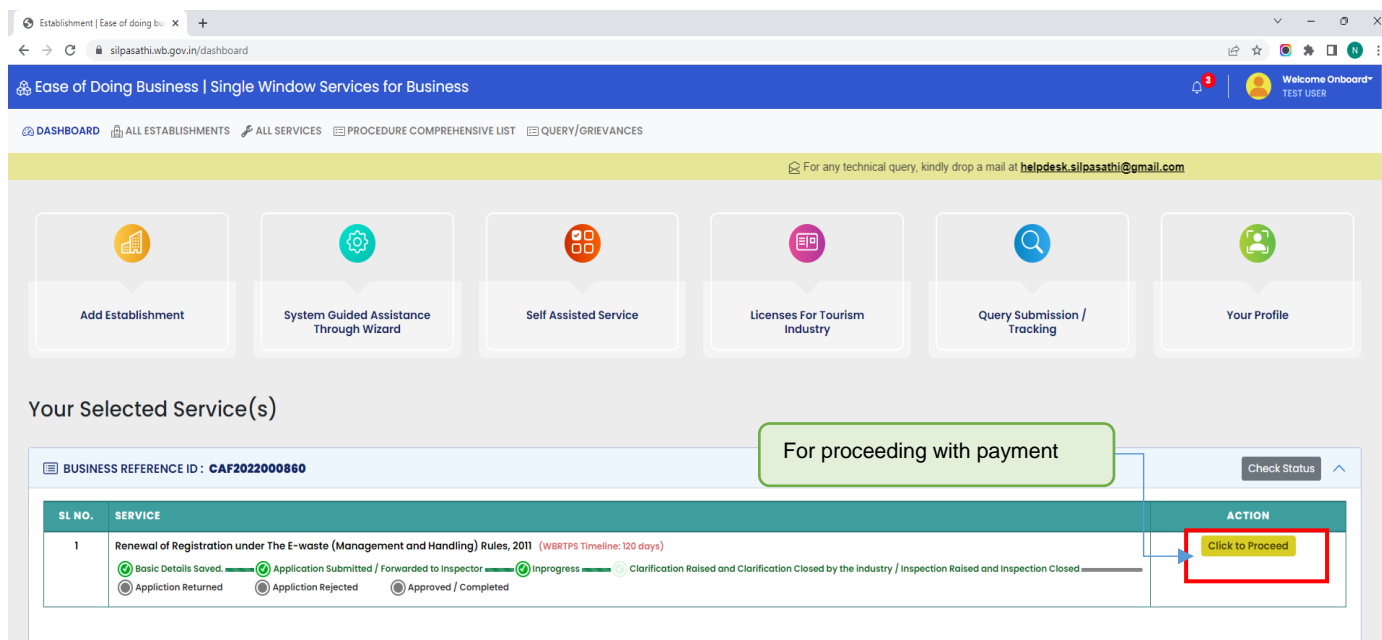
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011

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3. Online Payment of fees

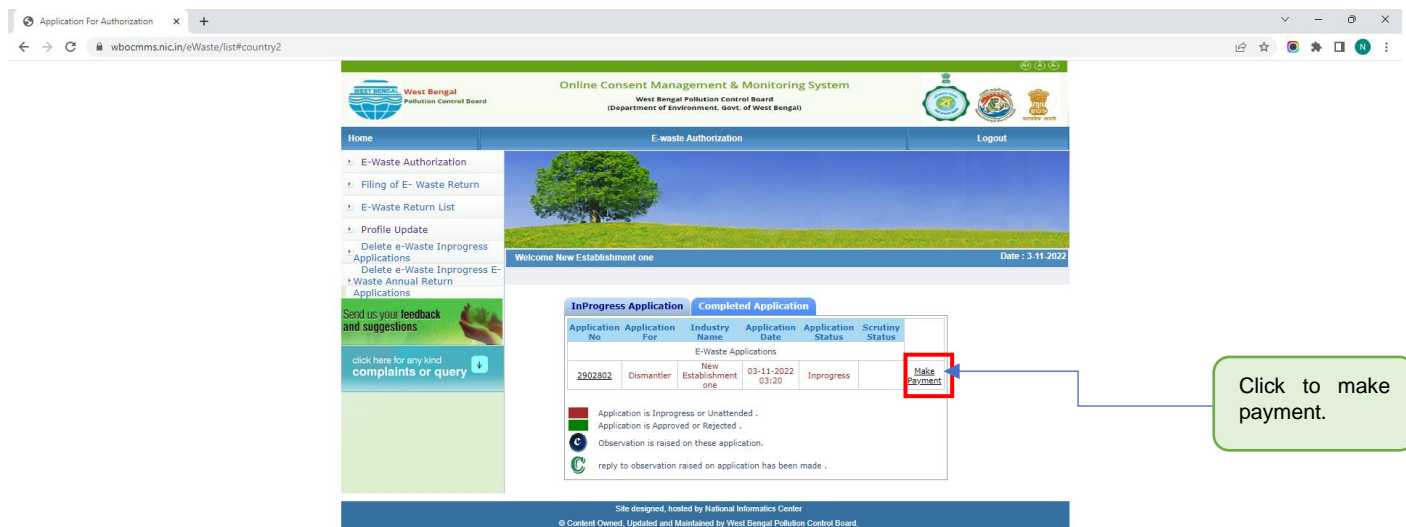
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Click to Proceed**' option and proceed with the payment procedure. The screenshot below provides an illustration:

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.

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

Welcome Sample establishment name Date: 13-10-2022

If the Details mentioned below are correct then select your Payment Mode to start the Fee Payment Process.

Merchant Name:	WBPCB
Application Id:	2826538
Fee Applicable(in Rs.):	1.00 ₹
Late Fees(in Rs.):	0.00 ₹
Additional Fees(in Rs.):	0.00 ₹
Payable Amount(in Rs.):	1.00 ₹

Select your Payment Mode: Online

Proceed

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Payable amount and application ID displayed.

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

Welcome Sample establishment name Date: 13-10-2022

Make Payment

Please verify your Details

Application Id:	2826538
Applied For:	HWH
PRN No.:	279038888
Payable Amount(in Rs.):	1.00 ₹

Select your payment mode and click 'Submit'

Net Banking/Credit/Debit Cards

Submit Back

[Terms and Conditions](#)

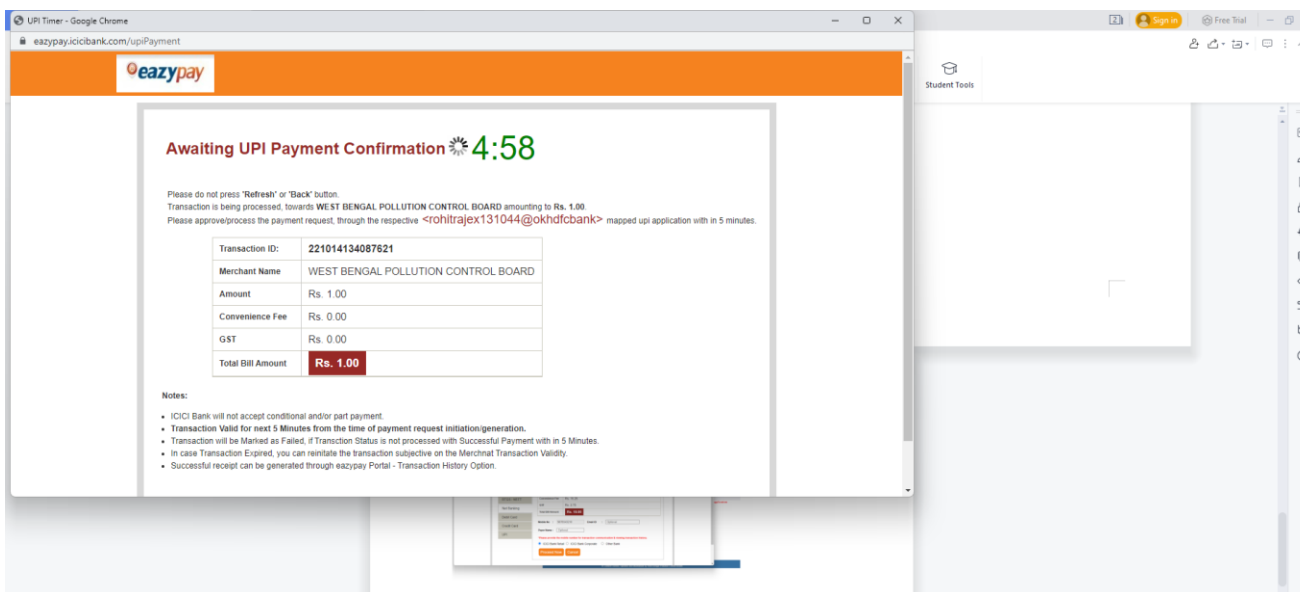
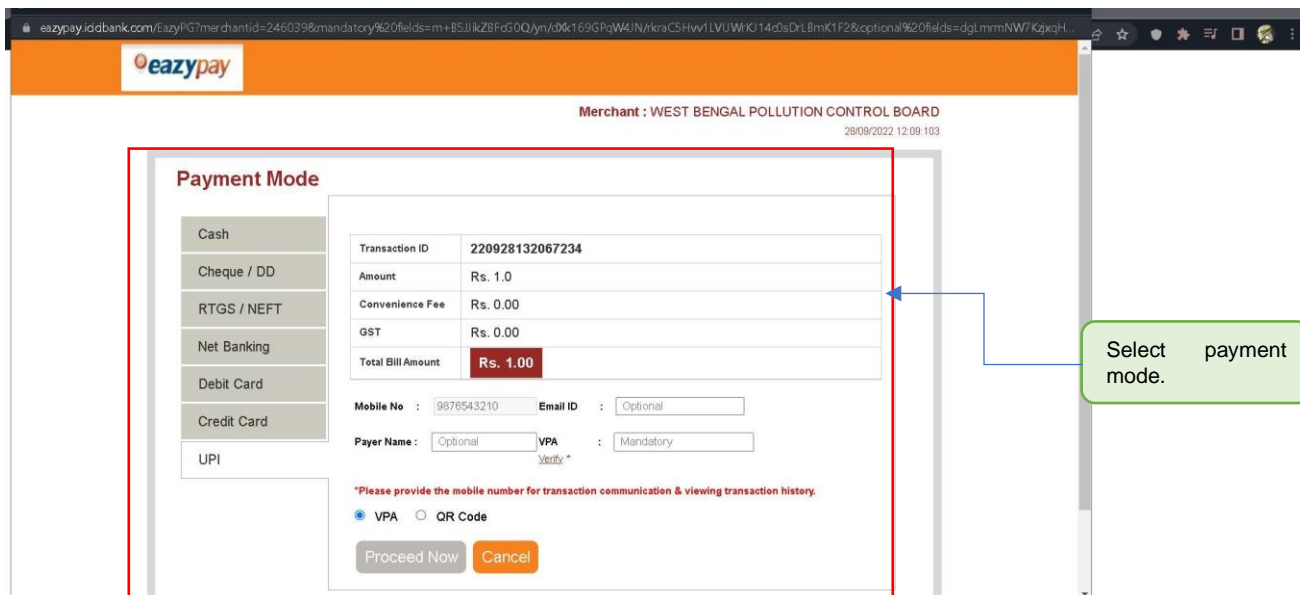
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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

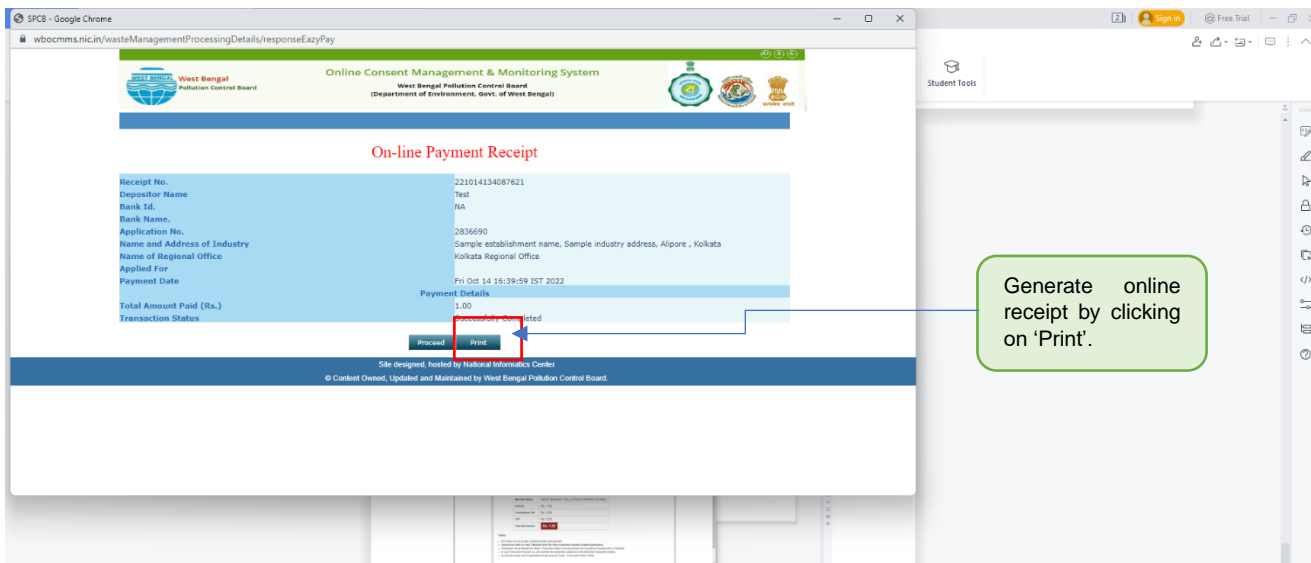


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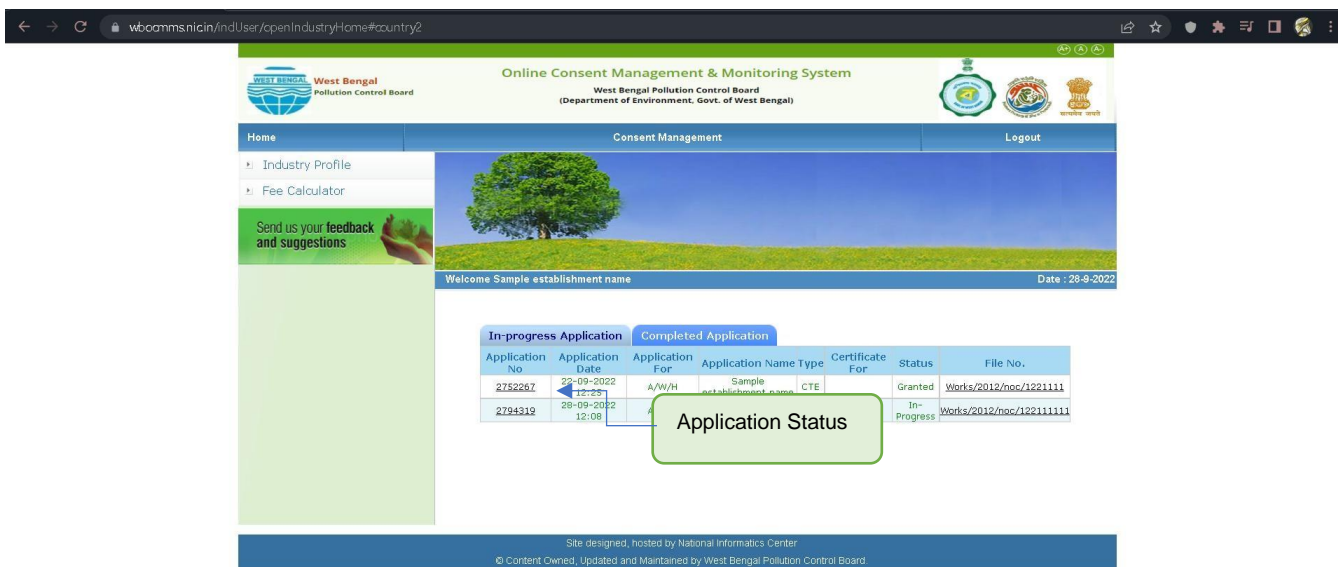
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011

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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

The screenshot shows the 'Current Status-CAF2022000860' page. A table lists the stages of the application process, with the 'CURRENT STATUS' column showing 'Completed' for all stages. A red box highlights the table, and a callout box points to the 'Completed' status of the 'Application Submitted / Forwarded to Inspector' stage.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011	Basic Details Saved.	Completed
	Application Submitted / Forwarded to Inspector	Completed
	Inprogress	Completed
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Completed
	Application Returned	Completed
	Application Rejected	Completed
	Approved / Completed	Completed

4: Online Download of final approval certificate

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

Applicant's Dashboard

The screenshot shows the 'Applicant's Dashboard' for business reference ID CAF2022000853. A progress bar indicates the status of various application stages, all of which are completed. A red box highlights the 'Click to Proceed' button in the 'ACTION' column.

SL NO.	SERVICE	ACTION
1	Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 120 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 Application Rejected Approved / Completed	Click to Proceed

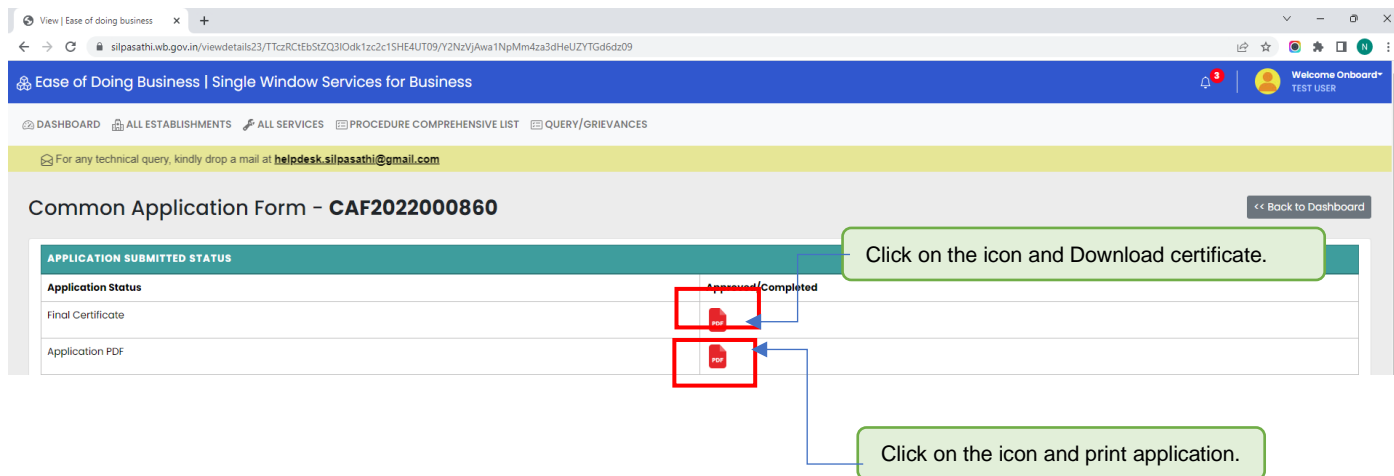
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'PDF' icon to download the Final Approval Certificate issued.

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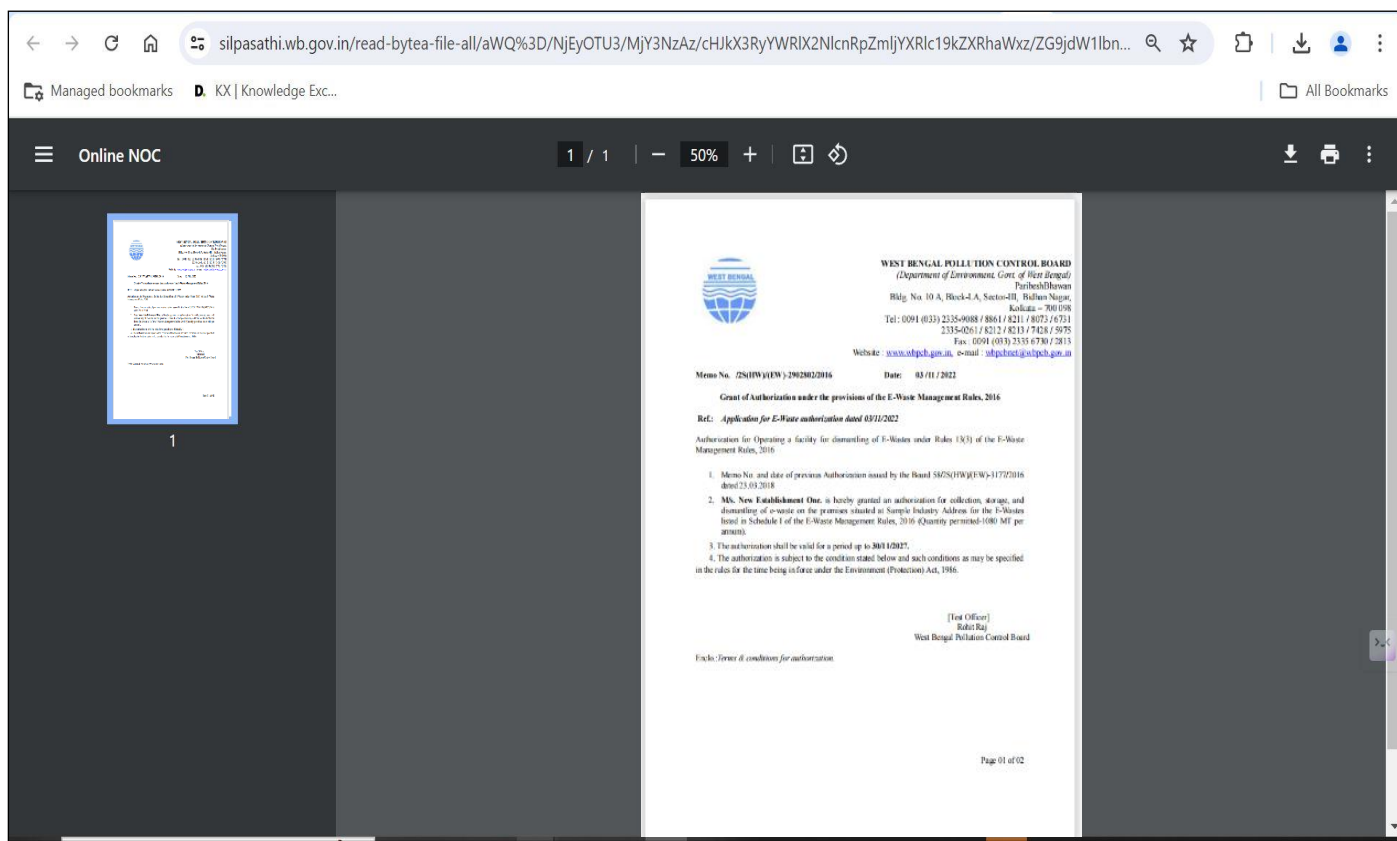
Renewal of Registration under The E-waste (Management and Handling) Rules, 2011

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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:



WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Govt. of West Bengal)
ParibeshBhawan
Bldg. No. 10 A, Block-LA, Sector-III, Bidhan Nagar,
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 : wbpcbnet@wbpcb.gov.in

Memo No. /2S(HW)/(EW)-2902802/2016 **Date:** 03 /11 / 2022

Grant of Authorization under the provisions of the E-Waste Management Rules, 2016

Ref: *Application for E-Waste authorization dated 03/11/2022*

Authorization for Operating a facility for dismantling of E-Wastes under Rules 13(3) of the E-Waste Management Rules, 2016

1. Memo No. and date of previous Authorization issued by the Board 58/2S(HW)/(EW)-3177/2016 dated 23.03.2018
2. **M/s. New Establishment One**, is hereby granted an authorization for collection, storage, and dismantling of e-waste on the premises situated at Sample Industry Address for the E-Wastes listed in Schedule I of the E-Waste Management Rules, 2016 (Quantity permitted-1080 MT per annum).
3. The authorization shall be valid for a period up to **30/11/2027**.
4. The authorization is subject to the condition stated below and such conditions as may be specified in the rules for the time being in force under the Environment (Protection) Act, 1986.

[Test Officer]
Rohit Raj
West Bengal Pollution Control Board

Encl.: *Terms & conditions for authorization.*

Page 01 of 02

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.

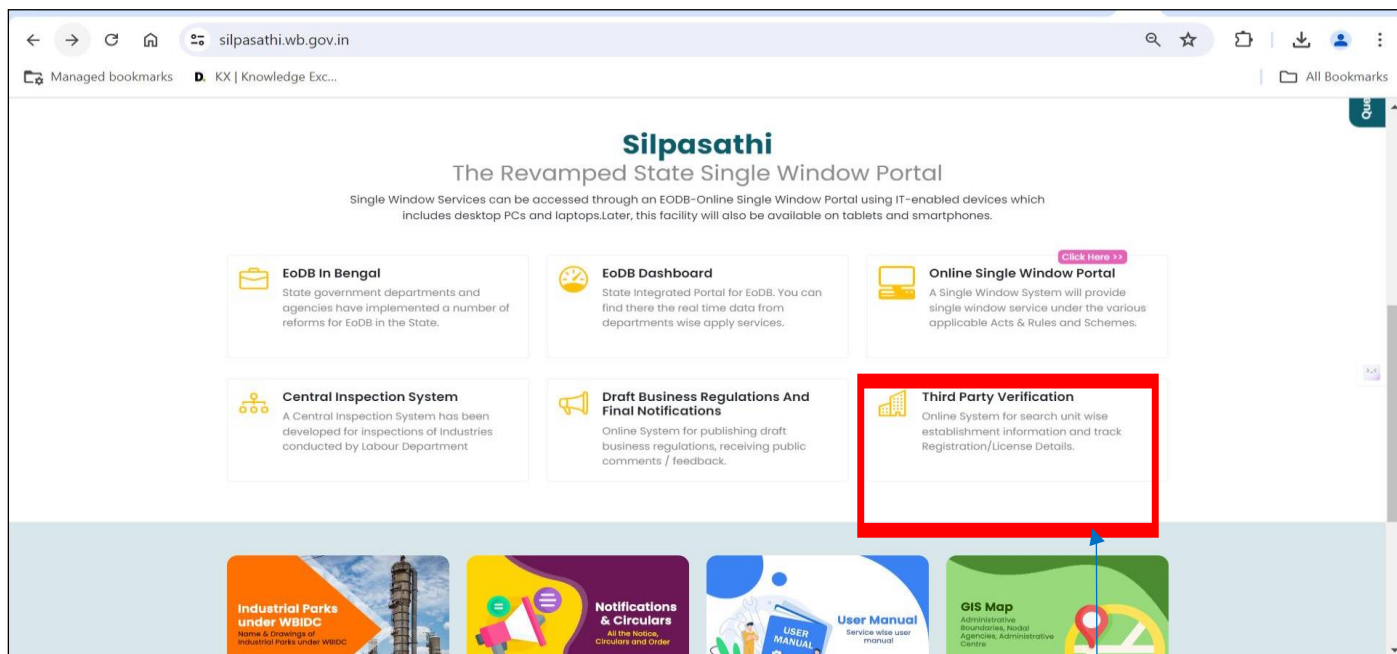
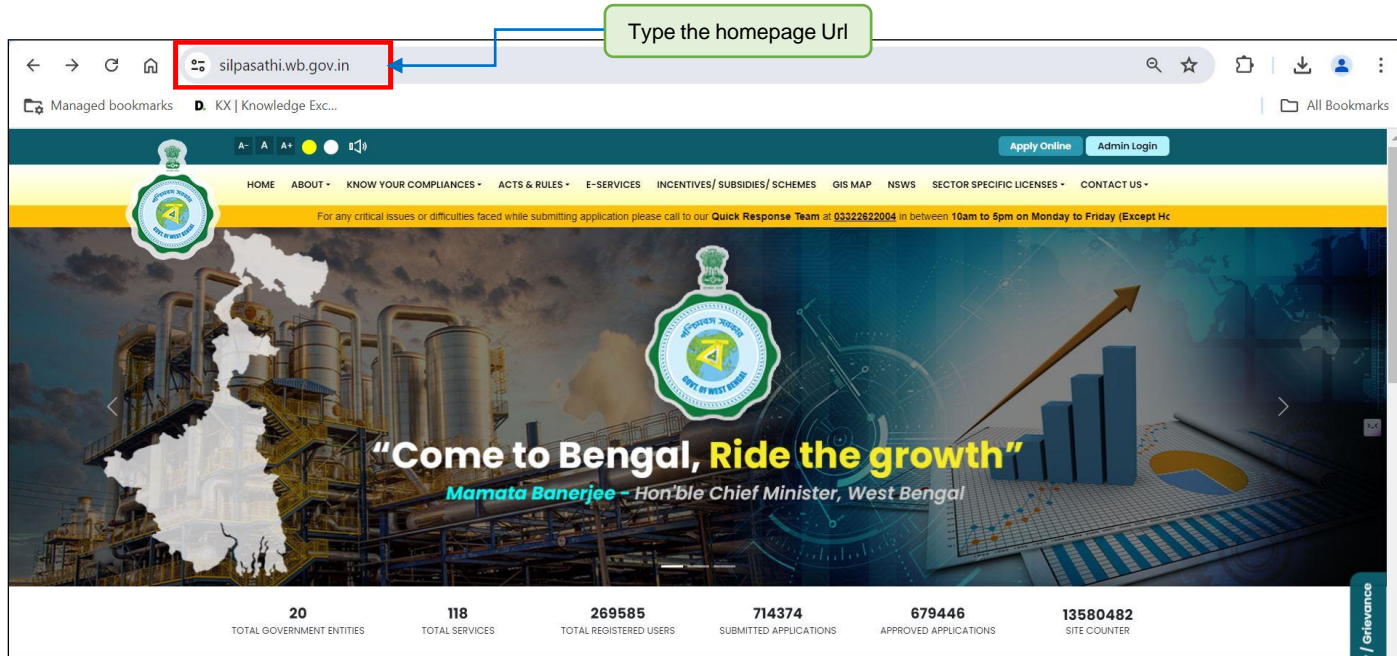
User Manual

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(Screenshots below):

SilpaSathi Homepage



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

Select 'Third Party Verification'

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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

Select Language A- A A+ [Speaker]

Apply Online Admin Login

HOME ABOUT KNOW YOUR COMPLIANCES ACTS & RULES E-SERVICES INCENTIVES/ SUBSIDIES/ SCHEMES GIS MAP NSW 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 / Enquiry

Enter Registration number/ License number to view details.

Track Registration/License Detail

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

Select Language A- A A+ [Speaker]

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 * Renewal of Registration under The E-waste (Management

Registration Number / License Number / Others * 2S(HW)/(EW)-2902802/2016 Search

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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 *

Renewal of Registration under The E-waste (Management) 2S(HW)/(EW)-2902802/2016 Search

Parameter	Output
Certificate Number	2S(HW)/(EW)-2902802/2016
Approval Date	01-01-1970
Name of the Business	New Establishment one
Location of the business	Sample Industry address

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