



West Bengal Pollution Control Board :

*Authorization under
Construction and Demolition
Waste Management
(Management and Handling)
Rules, 2016*

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

User Manual

User Manual

Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016**” by **Panchayats & Rural Development**” **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 Construction and Demolition Waste Management (Management and Handling) Rules, 2016 is to ensure the environmentally sound management of construction and demolition (C&D) waste. 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	The West Bengal Pollution Control Board (WBPCB) grants a Consent to Establish (CTE) to industries, plants, or processes before they are established.

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2.	Copy of CTO granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) grants Consent to Operate (CTO) to industries and operating units after considering their compliance with environmental laws
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
3.	Copy of agreement between operating agencies and local bodies	A copy of agreement

Timeline (WBRTPS)

Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 has WBRTPS timeline of 30 days

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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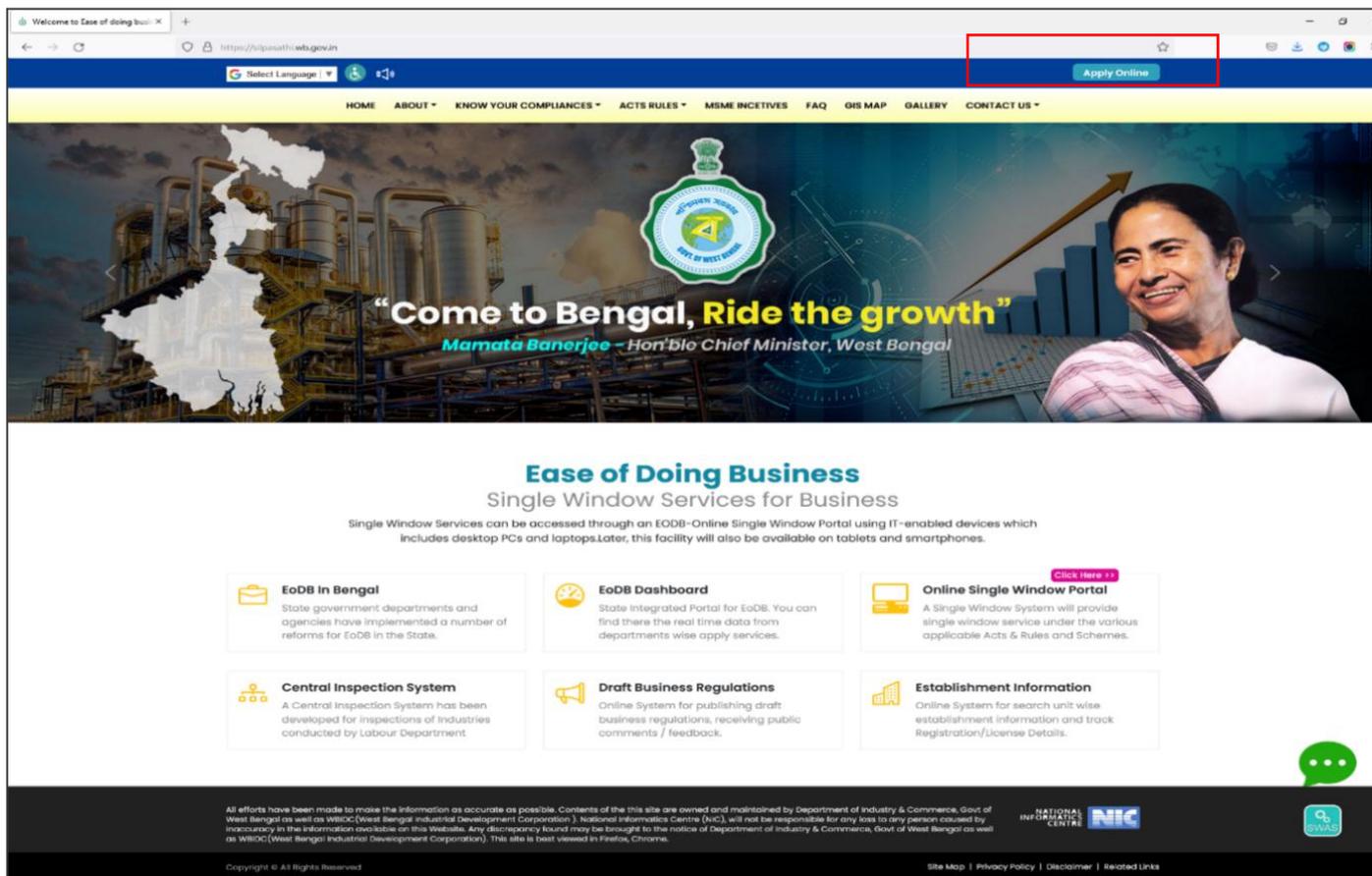
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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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.

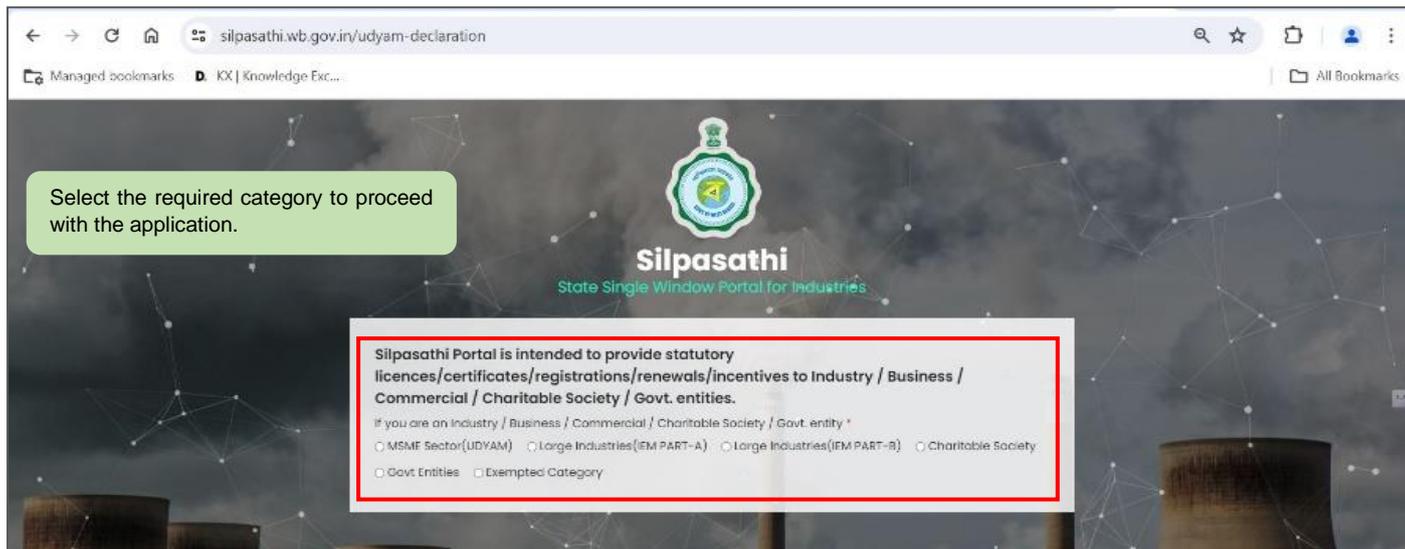


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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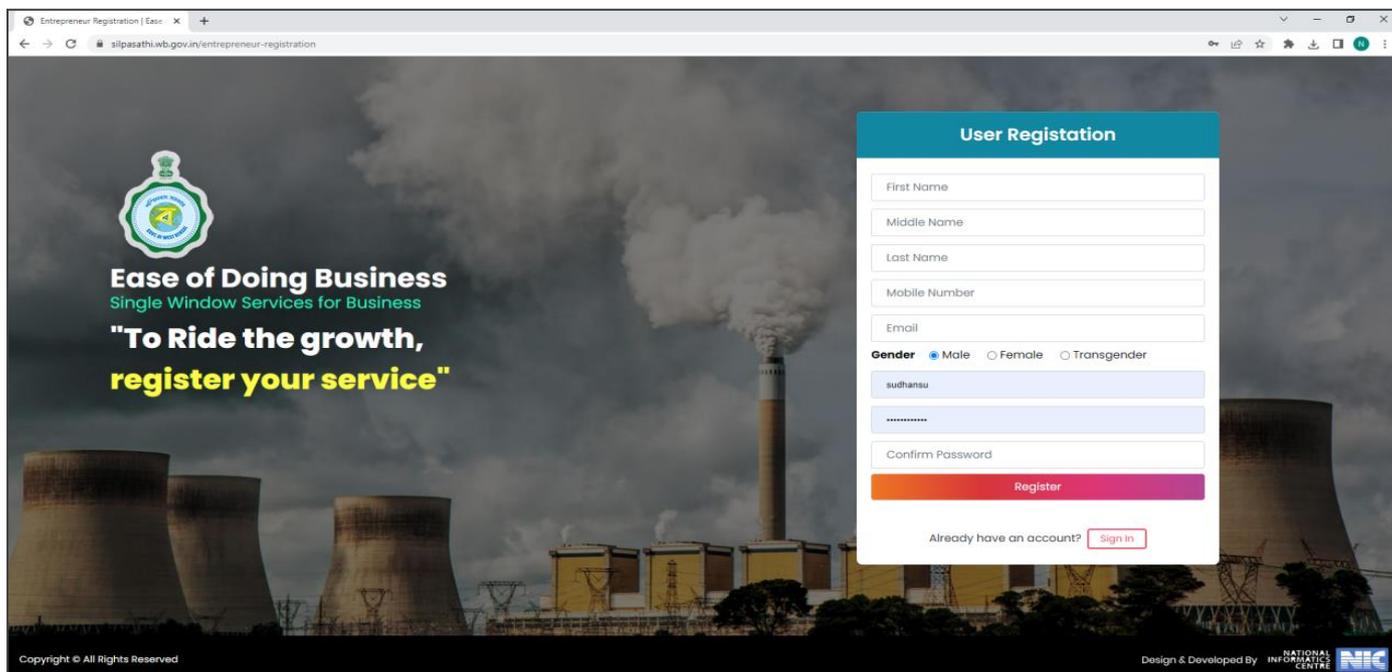
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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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**.

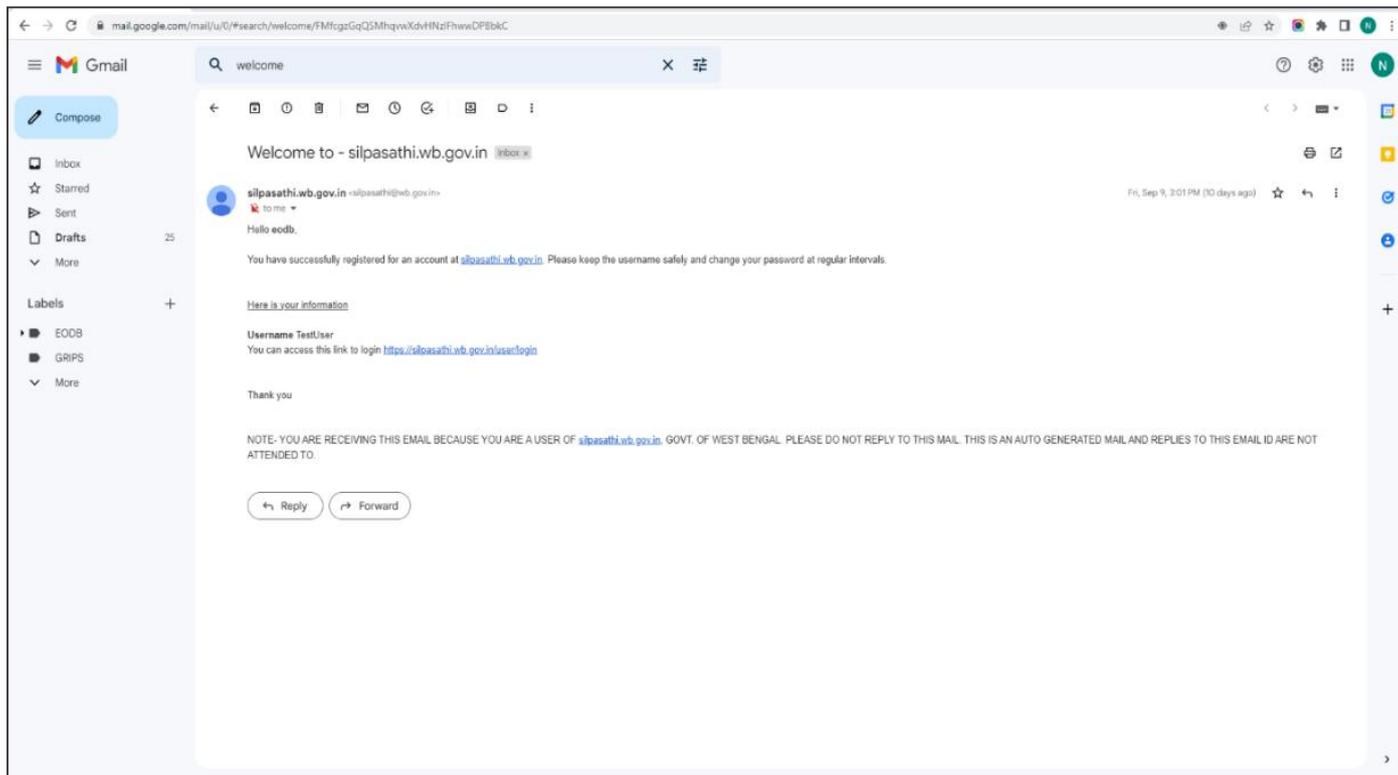


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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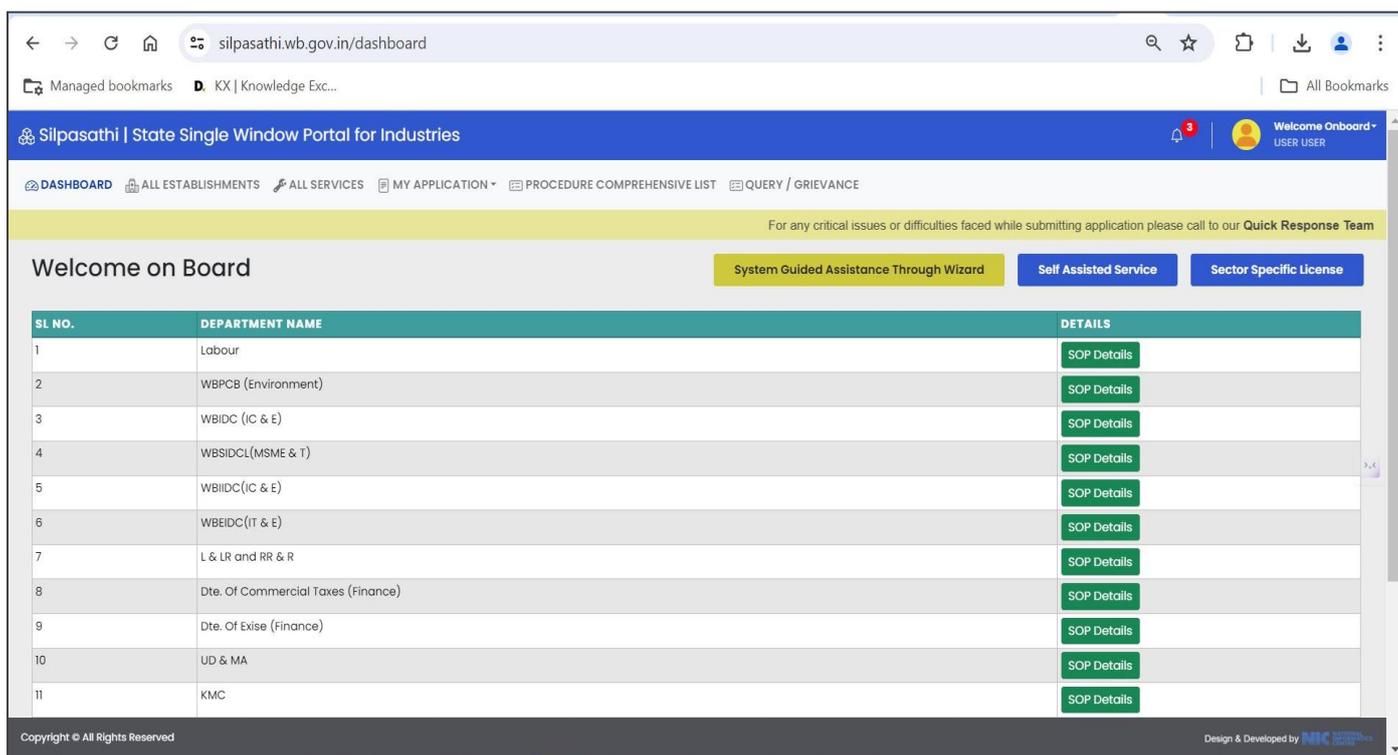
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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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.

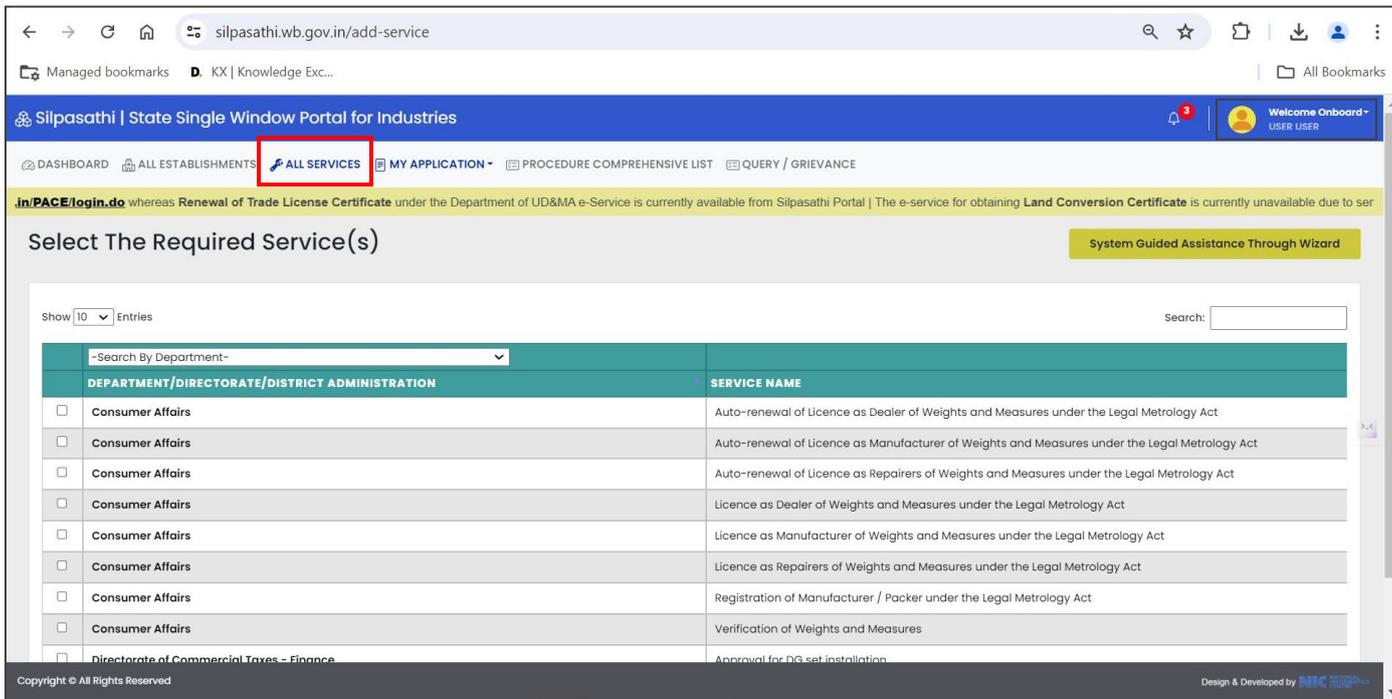


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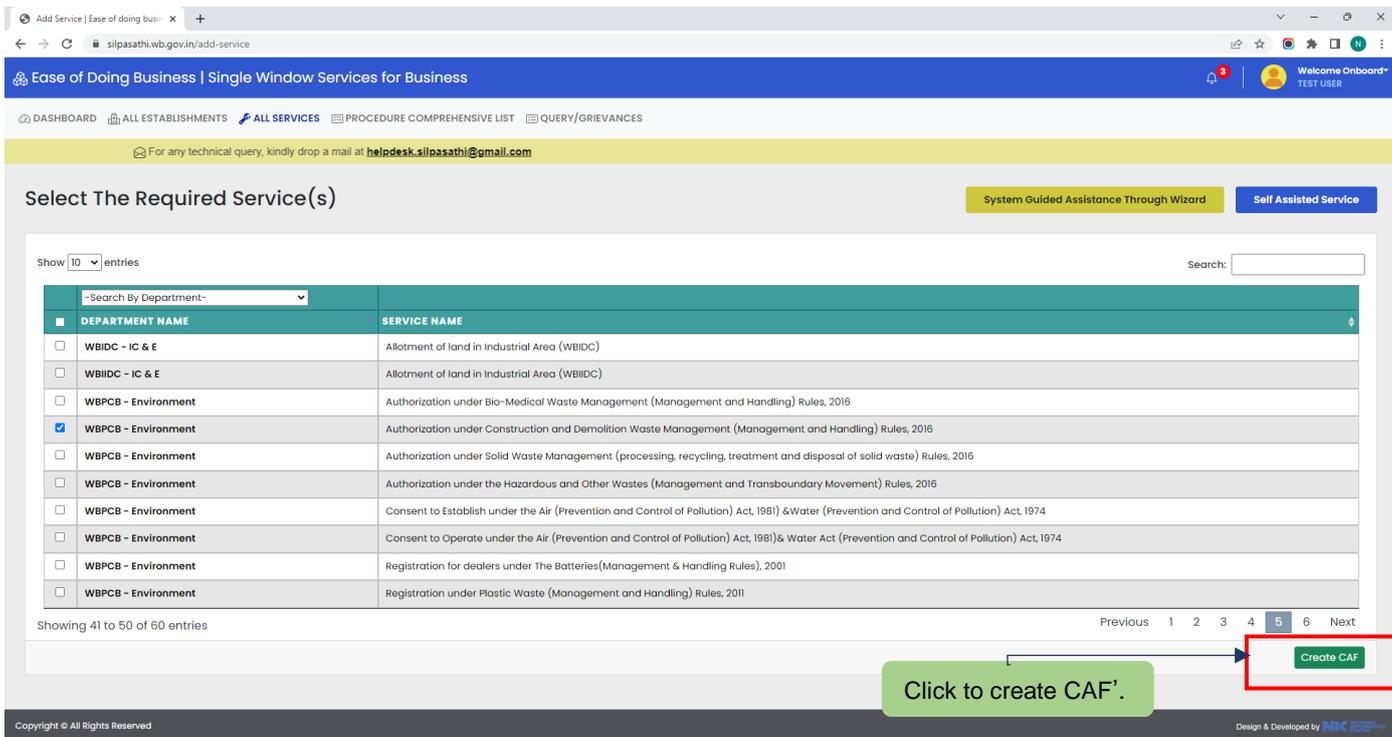
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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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 '**Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016**'



After selecting the service 'Trade License – P&RD, 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.

The screenshot displays the SilpaSathi dashboard interface. At the top, there is a navigation bar with the text 'Ease of Doing Business | Single Window Services for Business' and a user profile section. Below the navigation bar, there are several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. The main section is titled 'Your Selected Service(s)' and contains a table with the following data:

SL NO.	SERVICE	ACTION
1	Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 (WBRTPS Timeline: 30 days)	Click to Proceed

The progress bar for the selected service shows the following steps: 'Basic Details Saved' (completed), 'Forwarded to Inspector', 'Inprogress', 'Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed', and 'Approved / Completed'. A 'Click to Proceed' button is highlighted in the 'ACTION' column. Below the table, there are three rows of 'BUSINESS REFERENCE ID' with corresponding 'Check Status' buttons. The first row has a 'Check Status' button, the second row has an 'Apply Online' button, and the third row has a 'Check Status' button.

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):

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Application Form

Common Application Form - CAF2022000883

Process Start: 10%

Application Details

Select Establishment *
New Establishment one

Name of Industry *
New Establishment one

Occupier Email *
test5@gmail.com

Service Id *
I17

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

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 - CAF2022000883

Almost Completed: 97%

PARAMETERS	INPUTS
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	
Name of Industry	New Establishment one
Occupier Email	test5@gmail.com
Occupier Mobile	9876543210
Service Id	I17
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

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.

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

The screenshot shows the 'Current Status-CAF2022000883' page on the SilpaSathi portal. It features a table with the following data:

NAME OF THE SERVICES		CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	Basic Details Saved.	Completed	
	Forwarded to Inspector	Pending	
	Inprogress	Pending	
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending	
	Application Returned	Pending	
	Approved / Completed	Pending	

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 diagram illustrates the notification process. A red box highlights the sender 'VM-WBGOVT' in an SMS message. A green callout box points to the SMS content with the text 'Application status notified through SMS.' Another green callout box points to the email subject 'Common Application Submitted - silpasathi.wb.gov.in' with the text 'Application status notified through email.' Below, a screenshot of a Gmail inbox shows the email notification with the subject and sender details highlighted by a red box.

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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: CAF2022000883

SL NO.	SERVICE	ACTION
1	Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 (WBRTPS Timeline: 30 days)	Click to Proceed

Status Dashboard

Current Status-CAF2022000883

NAME OF THE SERVICES	CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	Completed	
Forwarded to Inspector	Pending	
Inprogress	Pending	
Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending	
Application Returned	Pending	
Approved / Completed	Pending	

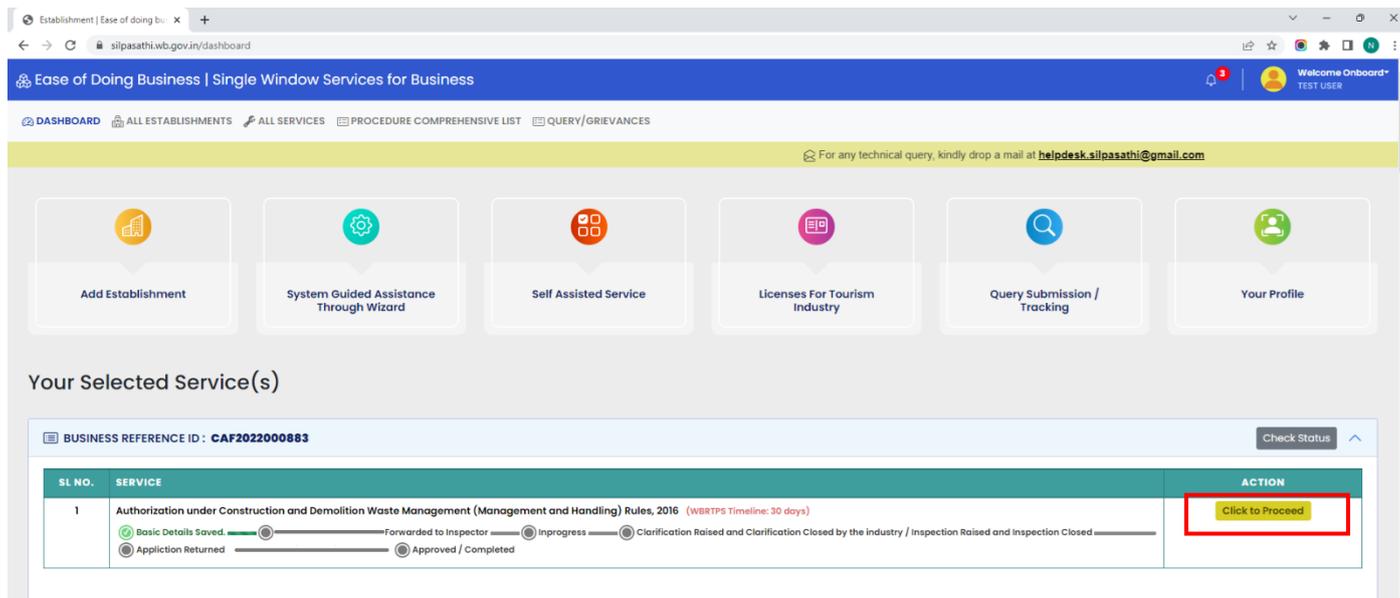
Application status updated.

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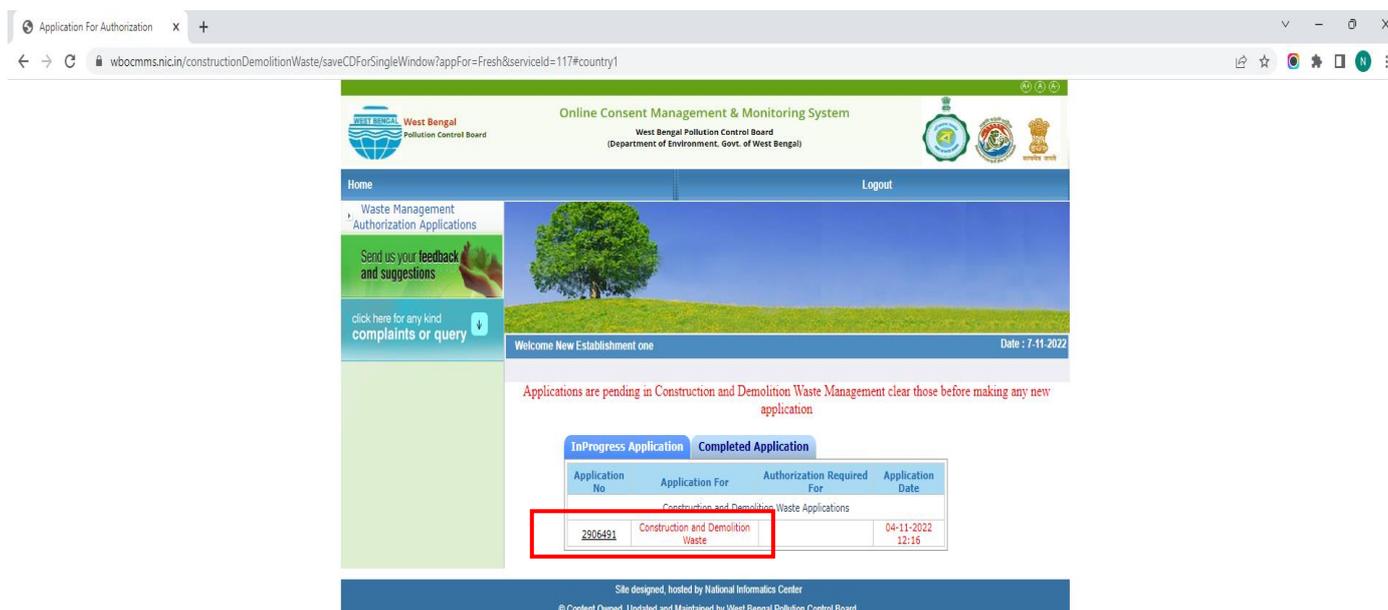
The applicant clicks on 'Click to Proceed' button to further processing of the application. The applicant can now view the Departmental Application page and proceed with the application.



Process illustrated in the screenshots below:

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:

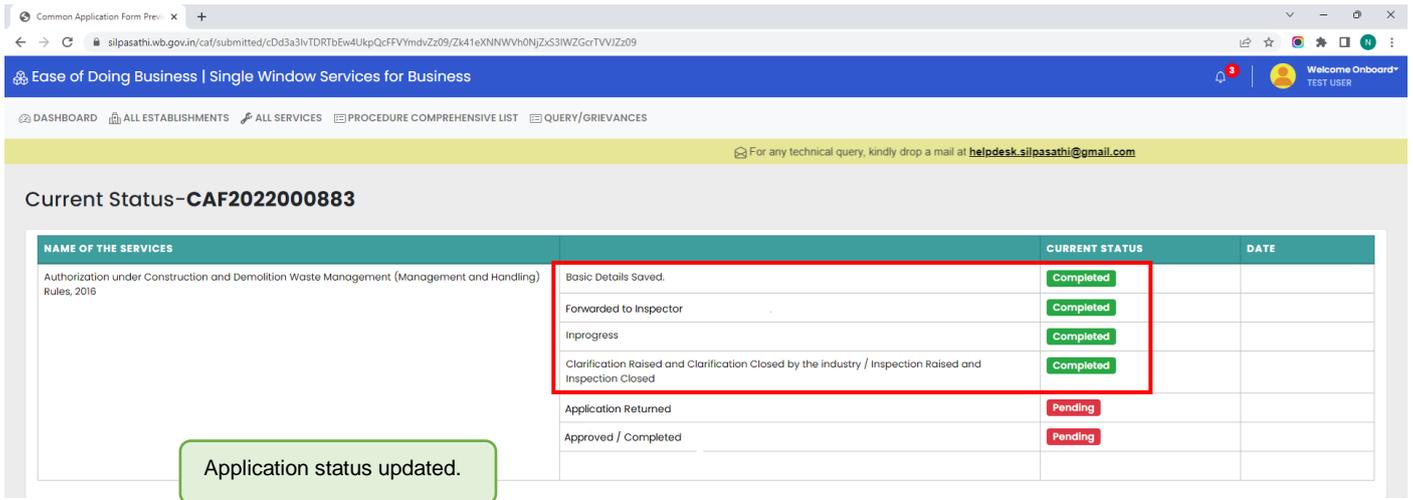


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Status Dashboard



Common Application Form Preview x +

silpasathi.wb.gov.in/cat/submitted/cDd3a3lVTDRTbEw4UkpQcFFVYmdvZz09/Zk41eXNNWVh0NjZxS3lWZGcrTVVjZz09

Ease of Doing Business | Single Window Services for Business

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-CAF2022000883

NAME OF THE SERVICES	CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) 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.

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

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The screenshot shows the SilpaSathi portal dashboard. At the top, there is a navigation bar with options like DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, and USER MANUAL. Below this, there are six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific License, Query / Grievance Submission / Tracking, and Your Profile. A section titled 'Your Selected Service(s)' displays a progress bar for 'Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016'. The progress bar shows steps: Basic Details saved, Forwarded to Inspector, In-progress, Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed, and Application Returned. A 'Click to Proceed' button is highlighted in a red box. A green callout box says 'For proceeding with payment'. Another green callout box says 'Application status updated.'.

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.

The screenshot shows the West Bengal Pollution Control Board website. The header includes the logo and name of the board. The main content area features a table with columns: Application No., Application For, Authorization Required For, Application Date, and Application Status. The table lists an application with ID 2205814 for Construction and Demolition Waste, with a status of Inprogress. A 'Make Payment' button is highlighted in a red box. Below the table, there are instructions for application status: Inprogress or Unattended, Approved or Rejected, Observation raised, and reply to observation.

Application No.	Application For	Authorization Required For	Application Date	Application Status
2205814	Construction and Demolition Waste	Fresh	04-11-2022 11:00	Inprogress

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The fees details and other necessary application details as displayed.

The screenshot shows the 'Make Payment' interface. A callout box points to the 'Payable amount and application ID displayed' section.

Please verify your Details	
Application Id :	2905814
Applied For :	Construction and Demolition
PRN No. :	527162294
Payable Amount(in Rs.) :	1.00 ₹

Select your payment mode and click 'Submit'

Net Banking/Credit/Debit Cards

[Terms and Conditions](#)

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

The screenshot shows the 'Payment Mode' selection screen. The merchant is identified as 'WEST BENGAL POLLUTION CONTROL BOARD'.

Transaction Details	
Transaction ID	221107135685596
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

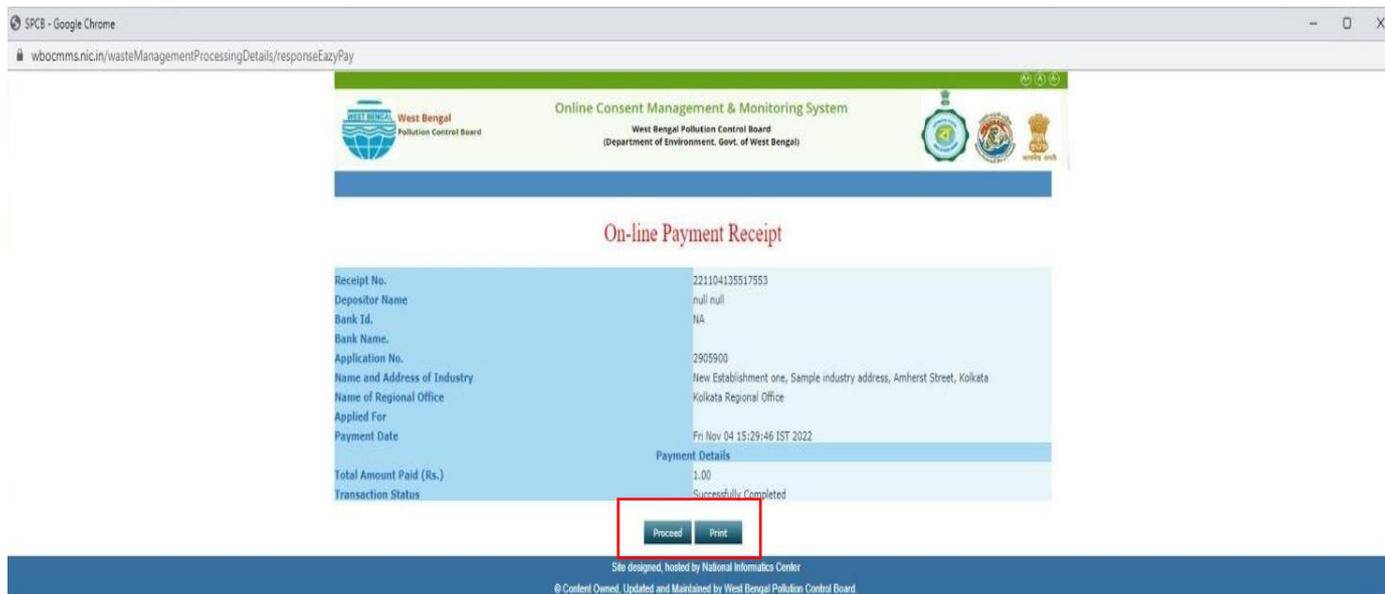
Brought to you by ICICI Bank

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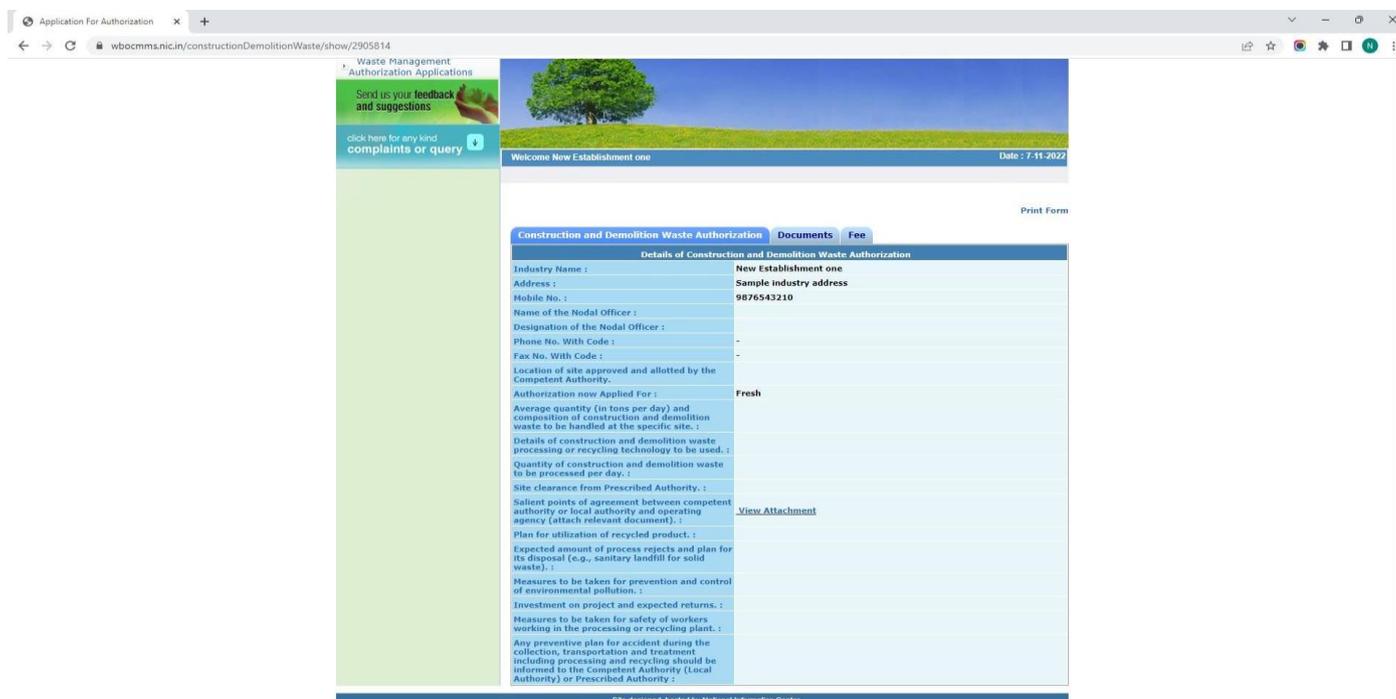
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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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.



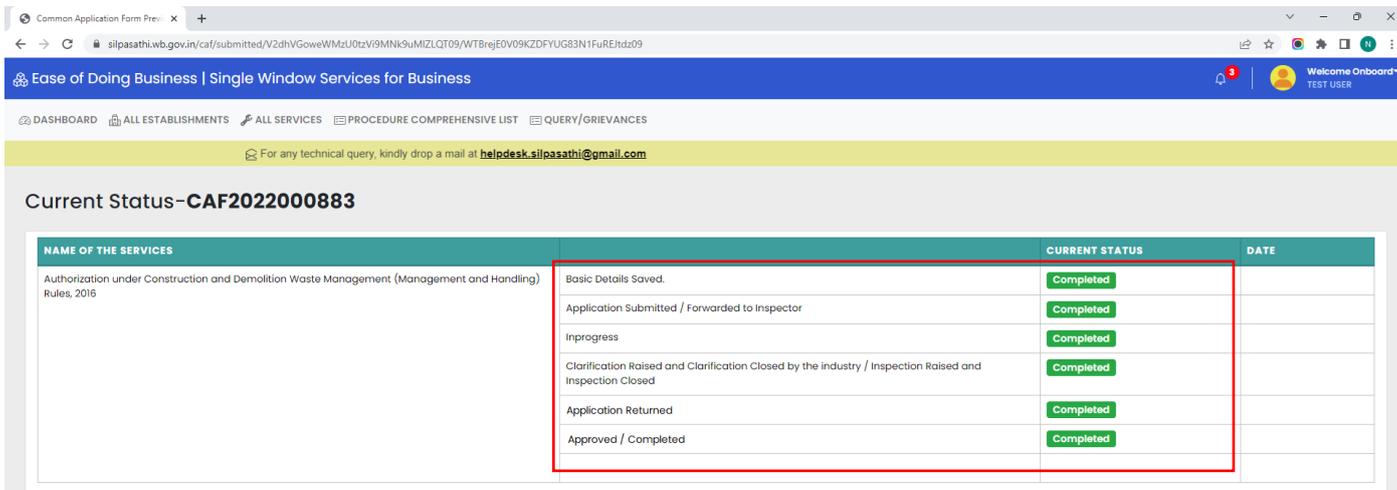
The applicant can now view his application status in the SilpaSathi page.

Status Dashboard

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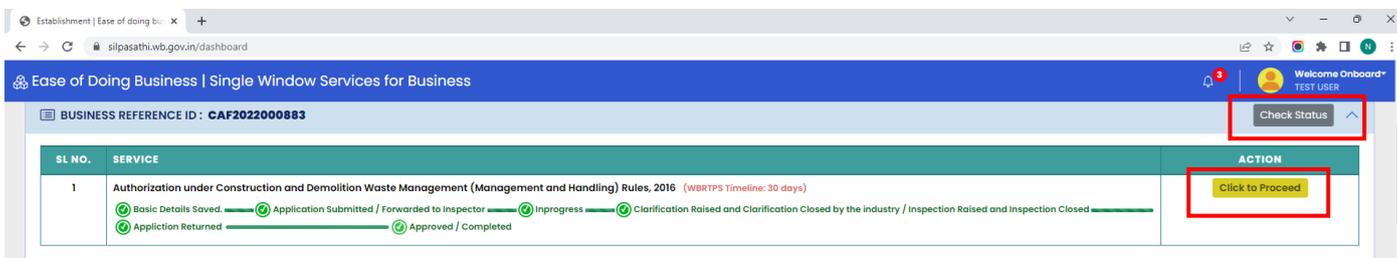
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



4: Online Download of final approval certificate

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

Applicant's Dashboard



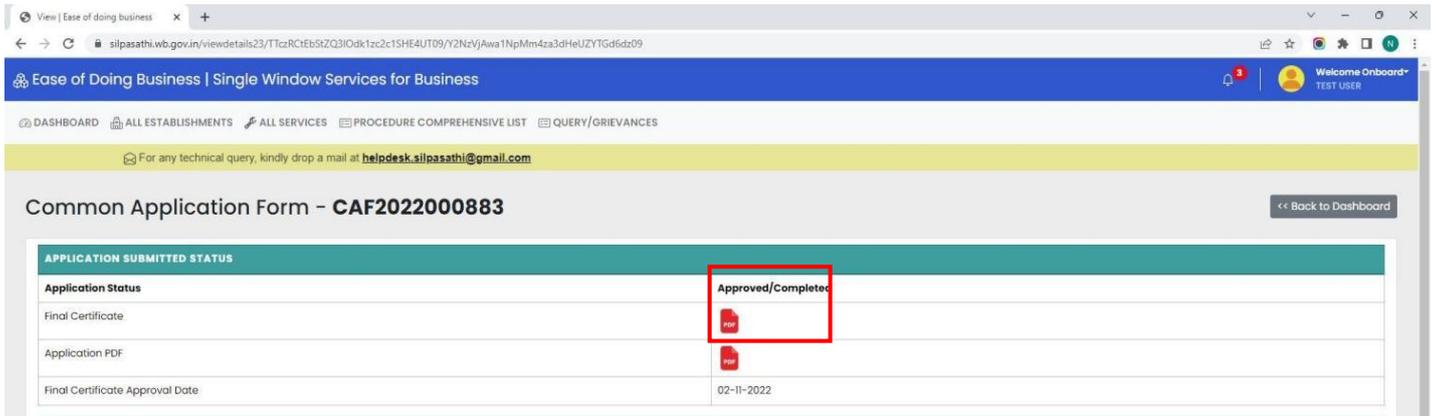
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'PDF' icon to download the Final Approval Certificate issued.

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

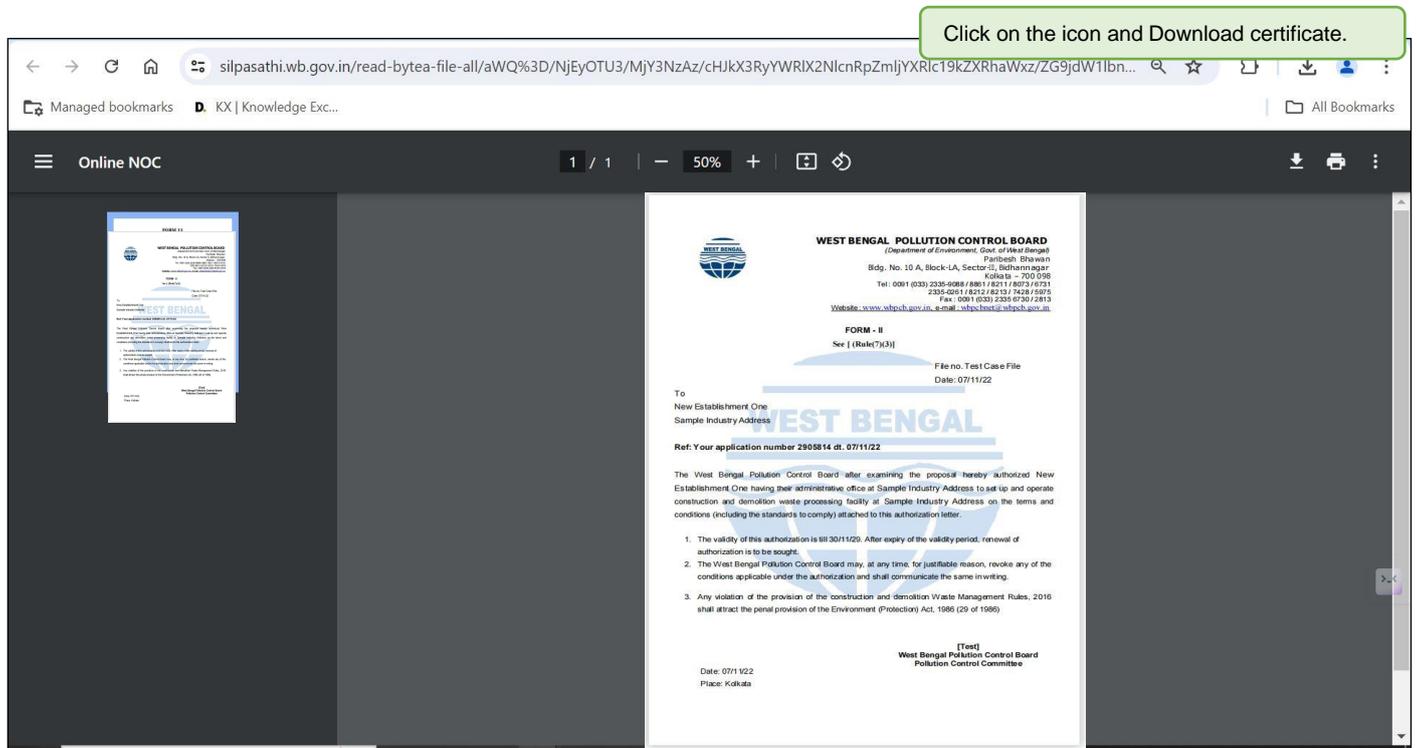
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The Final Certificate gets downloaded (Screenshot)



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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-II, 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: [wbpcnet@wbpcb.gov.in](mailto:wbpconet@wbpcb.gov.in)

FORM - II
Sec I (Rule(7)(3))

File no. Test Case File
Date: 07/11/22

To
New Establishment One
Sample Industry Address

Ref: Your application number 2905814 dt. 07/11/22

The West Bengal Pollution Control Board after examining the proposal hereby authorized New Establishment One having their administrative office at Sample Industry Address to set up and operate construction and demolition waste processing facility at Sample Industry Address on the terms and conditions (including the standards to comply) attached to this authorization letter.

1. The validity of this authorization is till 30/11/29. After expiry of the validity period, renewal of authorization is to be sought.
2. The West Bengal Pollution Control Board may, at any time, for justifiable reason, revoke any of the conditions applicable under the authorization and shall communicate the same in writing.
3. Any violation of the provision of the construction and demolition Waste Management Rules, 2016 shall attract the penal provision of the Environment (Protection) Act, 1986 (29 of 1986)

[Test]
West Bengal Pollution Control Board
Pollution Control Committee

Date: 07/11/22
Place: Kolkata

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):

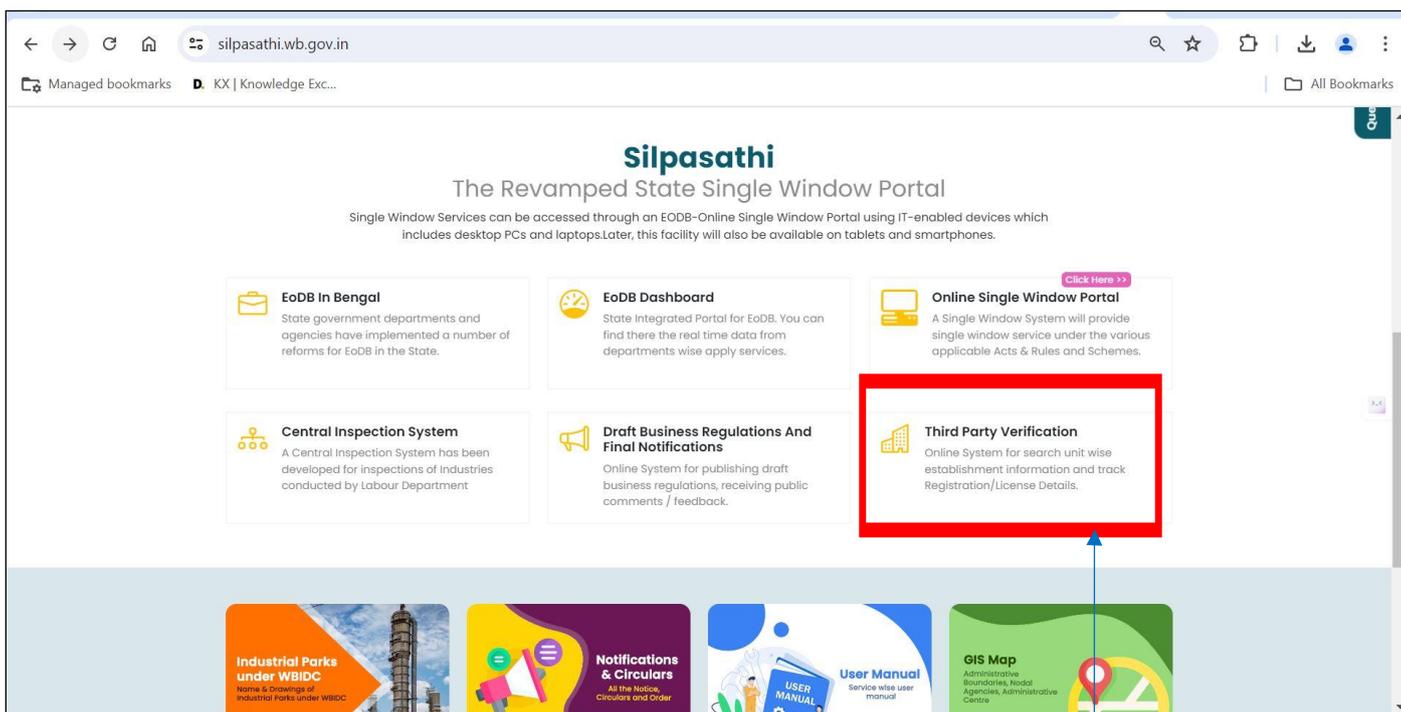
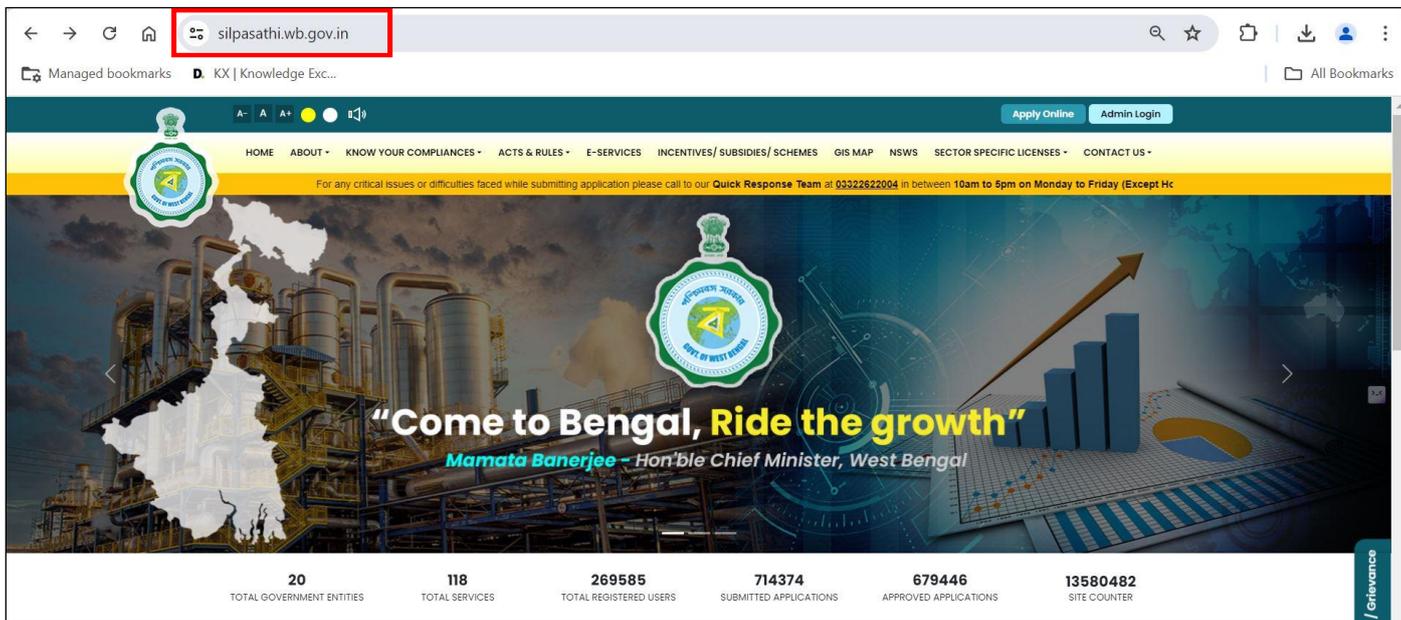
SilpaSathi Homepage



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

Select 'Third Party Verification'

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Third Party Verification

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

Select Services * Registration Number / License Number / Others *

Allotment of land in Industrial Area (WBIDC) - (Industry, C Search

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

Query / Grievance

Enter Registration number/ License number to view details.

Third Party Verification

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

Select Services * Registration Number / License Number / Others *

Authorization under Construction and Demolition Waste M 2905814 Search

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

Query / Grievance

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

The third party can view the details as illustrated below:

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Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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

The screenshot shows the SilpaSathi portal interface. At the top, there is a navigation menu with links: HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS & RULES, E-SERVICES, INCENTIVES/ SUBSIDIES/ SCHEMES, GIS MAP, NEWS, SECTOR SPECIFIC LICENSES, and CONTACT US. Below the menu, there is a banner for SilpaSathi with the tagline 'The Revamped State Single Window Portal'. The main content area is titled 'Third Party Verification' and contains a search form. The search form has a dropdown menu for 'Select Services' with 'Authorization under Construction and Demolition Waste M' selected, and a text input field for 'Registration Number / License Number / Others' with '2905814' entered. A 'Search' button is located to the right of the input field. Below the search form is a table with the following data:

Parameter	Output
Certificate Number	2905814
Approval Date	01-01-1970
Name of the Business	New Establishment one
Location of the Business	Sample industry address

At the bottom of the page, there is a footer with a disclaimer: 'All efforts have been made to make the information as accurate as possible. Contents of the this 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 present in the footer.