



Dte of Commercial Taxes:

Approval for DG set installation

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

User Manual

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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Approval for DG set installation provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Introduction

This document is intended to serve as a User Manual for grant of the service “**Approval for DG set installation**” by **Dte of Commercial Taxes, 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

Approval for DG set installation purposes is typically obtained from the local authorities, such as the electrical department or town planning department, before commencing with the installation. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Commissioning report of the own Generating Plants	Commissioning report of own generating plants refers to a document that outlines the testing and validation process of an entity's own power generation facilities
2.	Copy of last electricity bill	Copy of latest electricity bill

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#	Documents Required	Detailed Description
3.	Logbook of relevant documents for ascertaining consumption of electrical energy for calculating arrear electricity bill	A logbook of relevant documents is essential for accurately calculating arrear electricity bills.
4.	PAN (Applicant)	PAN stands for Permanent Account Number
5.	Purchase Voucher of the generating plant/ plants	A purchase voucher is a financial document issued by the designated authority to authorize the payment of incurred expenses
6.	Rent Agreement of the Own Generating Plants, if applicable	A rent agreement for an own-generating plant likely refers to a contract between a property owner and a plant operator
7.	Single line electrical distribution diagram showing the detailed load of the premises and change over system with the generating plants	electrical distribution diagram
8.	Test Certificate containing test results of the sealed and tested Kwh meter/meters (Energy Meter) along with current transformers, potential transformers, if any	Test Certificate

Timeline (WBRTPS)

Approval for DG set installation has an WBRTPS timeline of 30 days till approval by the authorities.

Instructions related to the application form

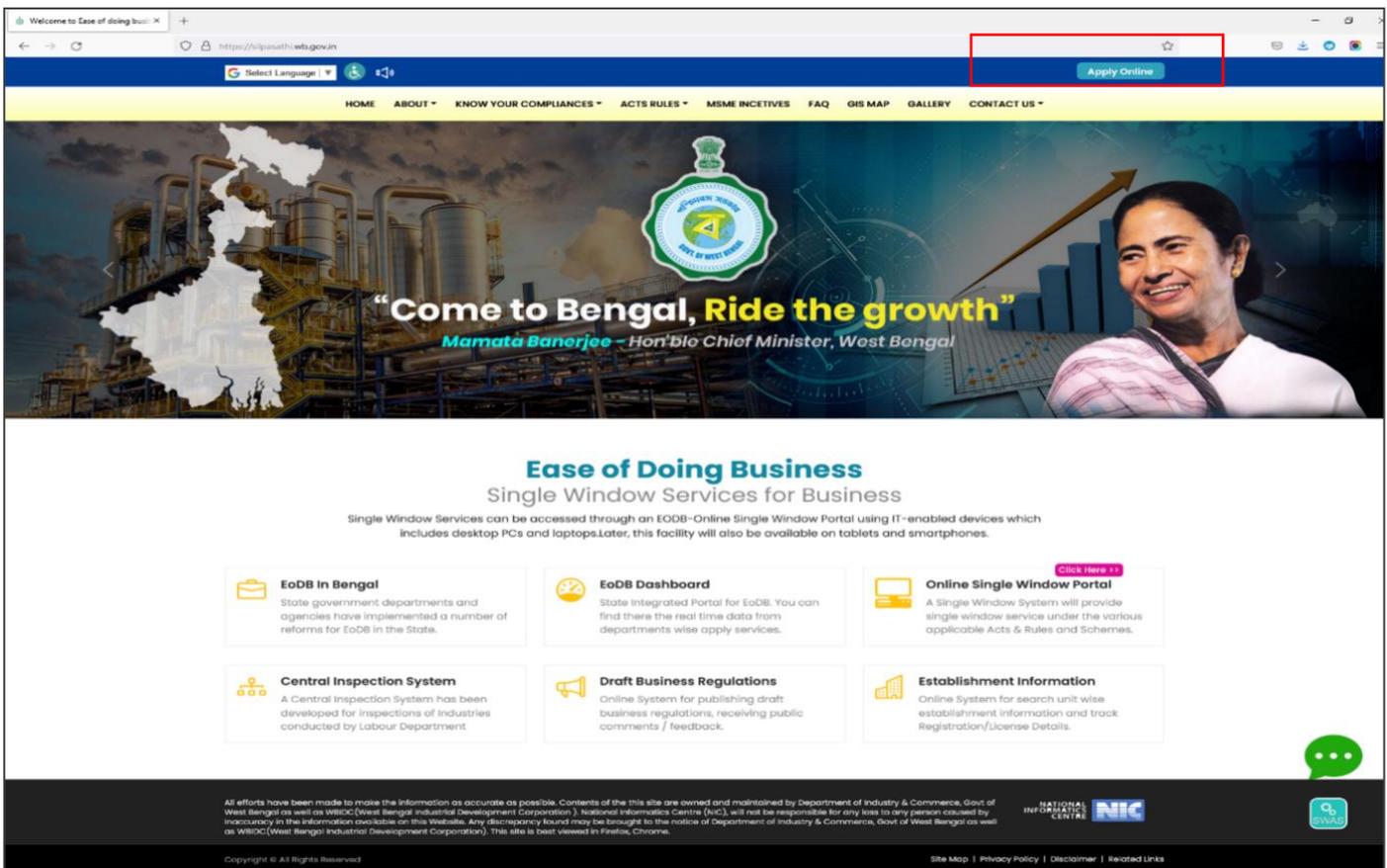
Sl. No.	Field Name	Instructions
Applicants Details		
1.	First Name	Enter First Name of the applicant
2.	Middle Name	Enter Middle Name of the applicant
3.	Last Name	Enter Last Name of the applicant
4.	Mobile Number	Enter Mobile Number of the applicant
5.	PAN	Enter PAN details of the applicant
6.	Email	Enter Email id of the applicant
7.	Photo ID number	Enter Photo ID number
8.	GSTIN	Enter GST number
9.	Plant Address	Enter Plant Address

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Application Process through SilpaSathi

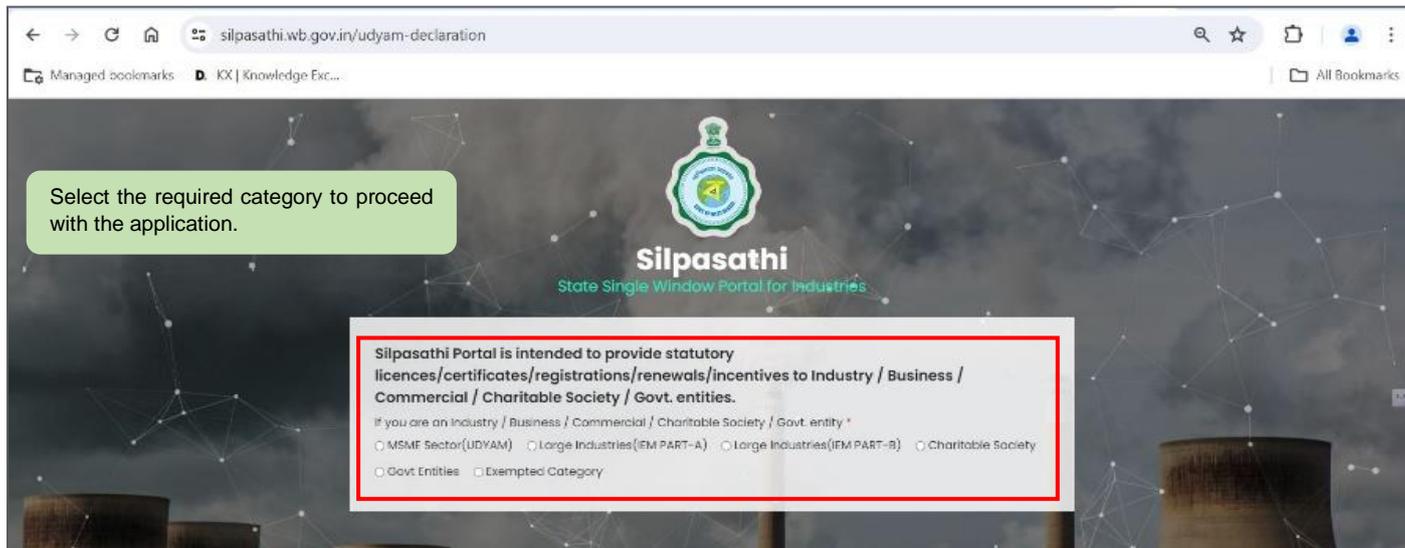
1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.



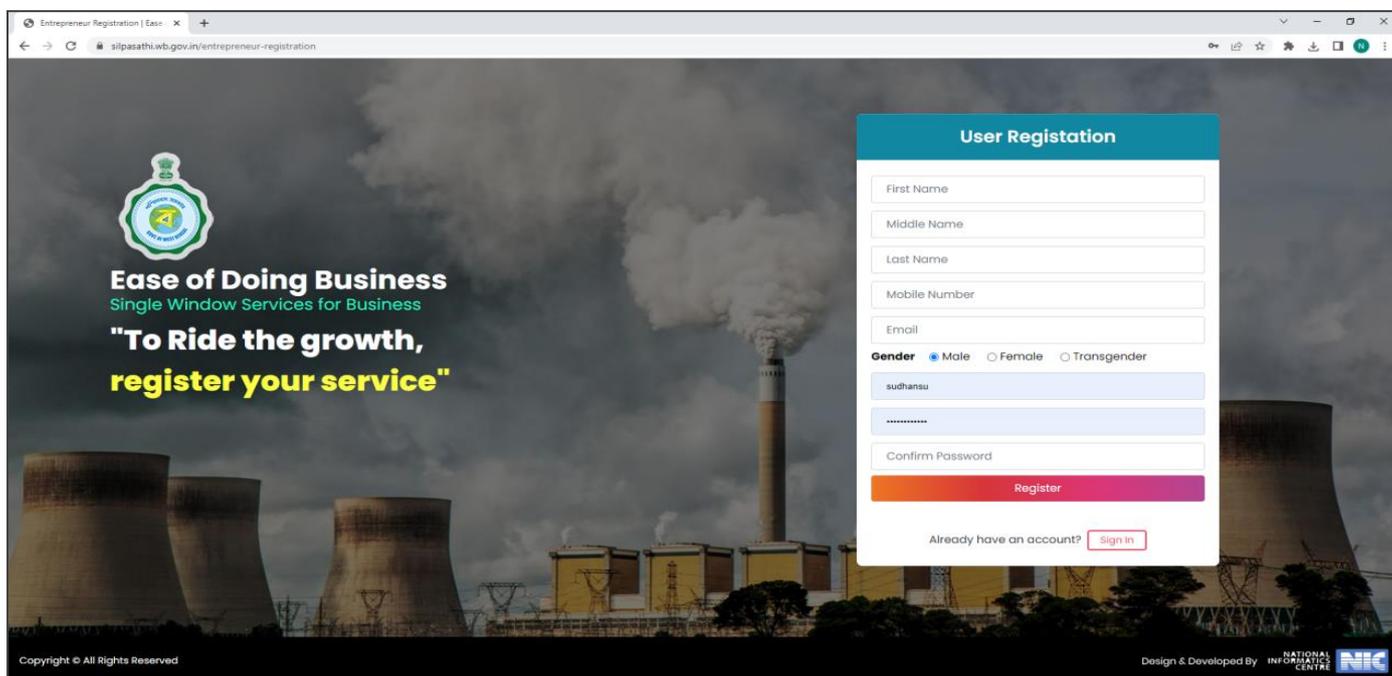
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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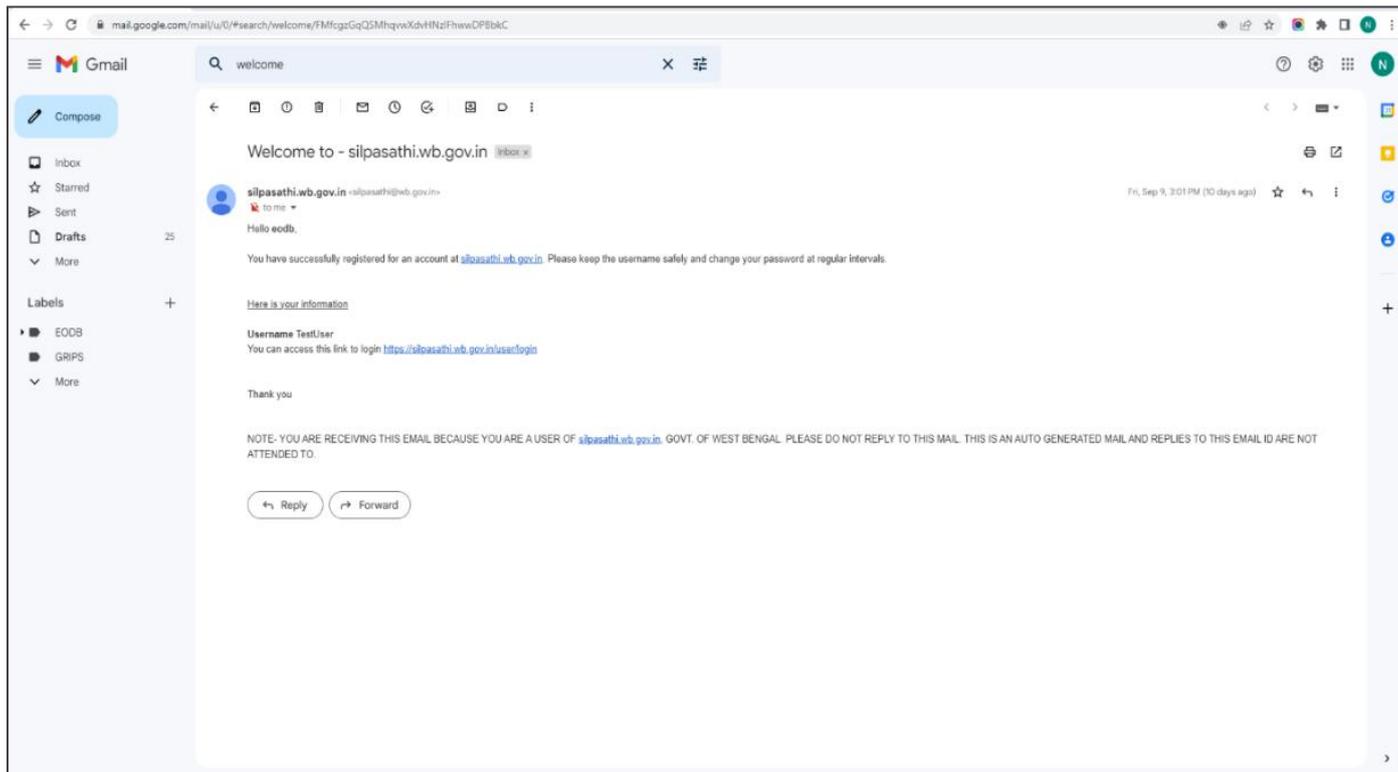
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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.**



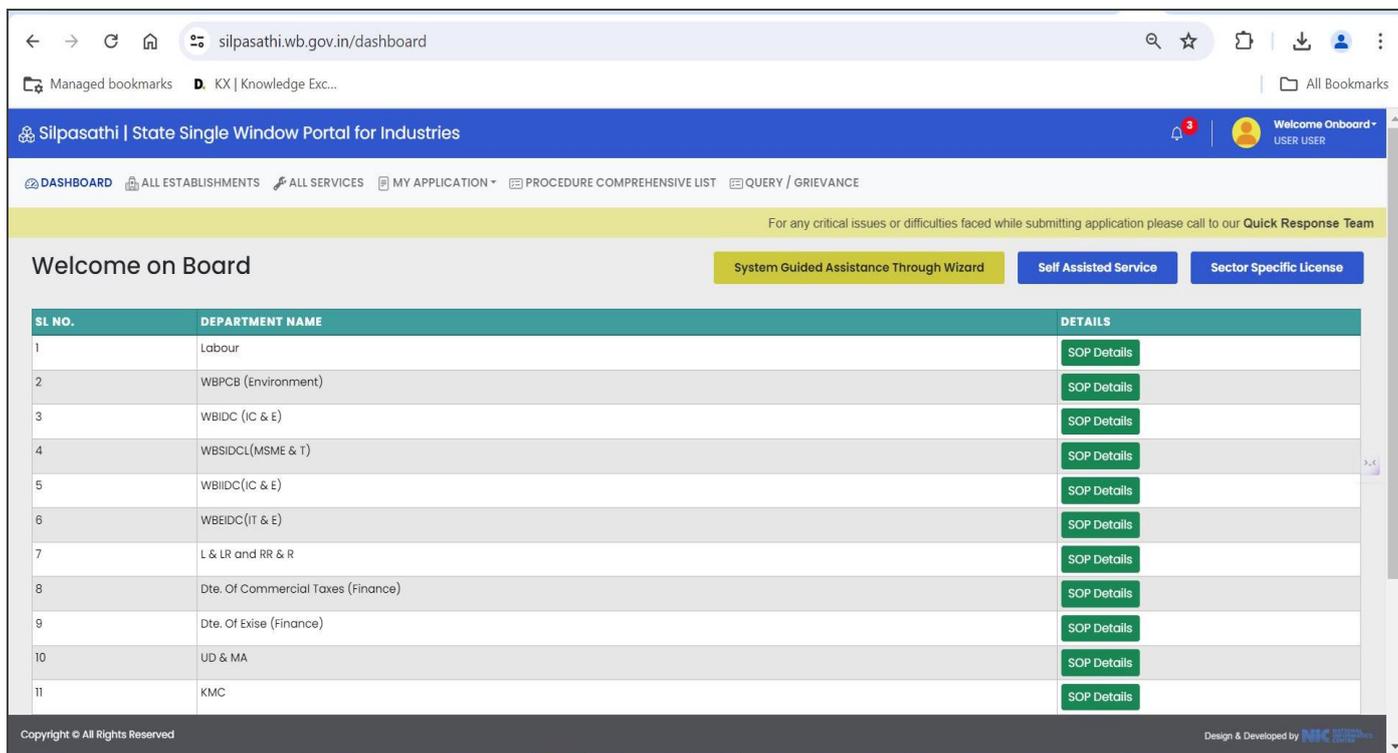
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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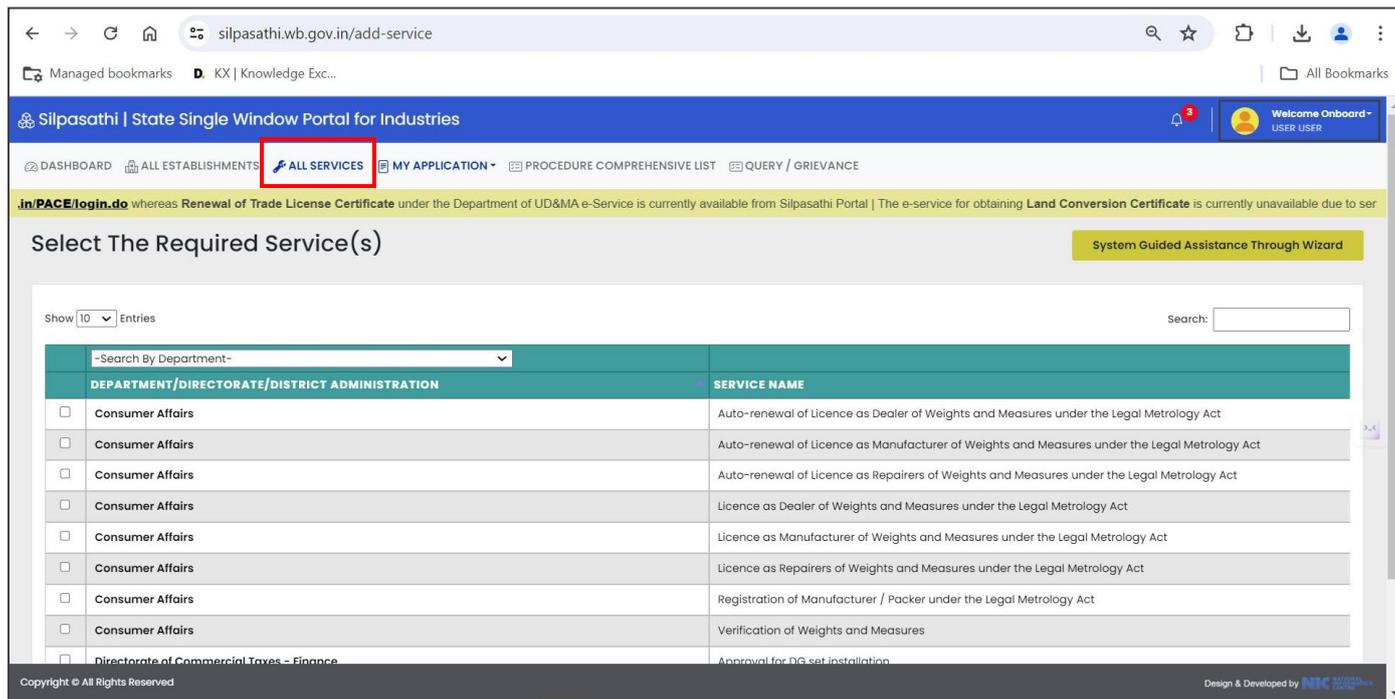
Online Application submission

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

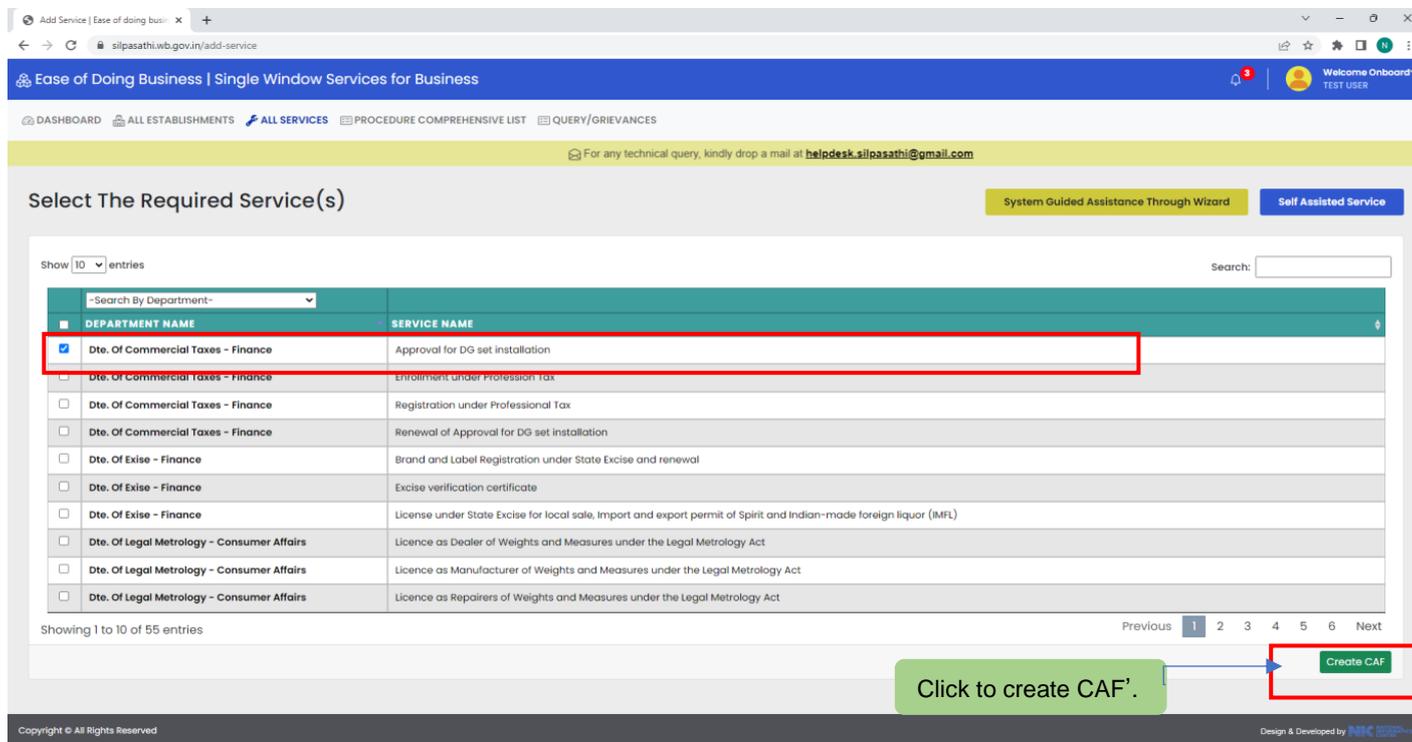


The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.

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Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Approval for DG set installation**.



After selecting the service '**Approval for DG set installation**', 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 shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green notification box at the top left states 'CAF ID generated.' A callout box at the top right says 'Click on 'Apply Online' to proceed with the application.' The dashboard features a navigation menu with 'DASHBOARD' highlighted. Below the menu, a 'Service Added Successfully' banner is visible. The main content area displays 'Your Selected Service(s)' with a table for 'Approval for DG set installation'. The table includes a progress bar and an 'Apply Online' button. The progress bar shows steps: Saved/Fees Pending, Fees Paid, Submitted, Back for Rectification (if required), Documents verified, Back for Rectification (if required), and All Verification Completed. The 'Apply Online' button is highlighted with a red box.

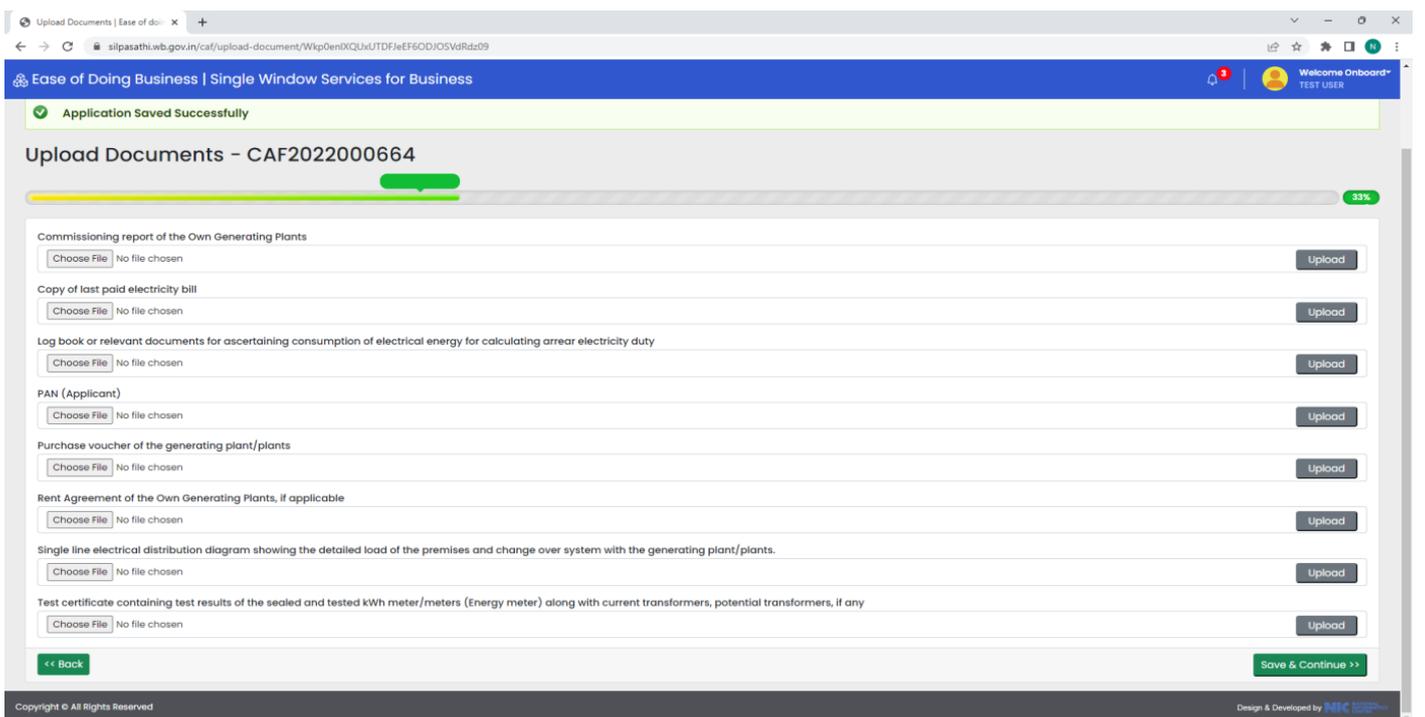
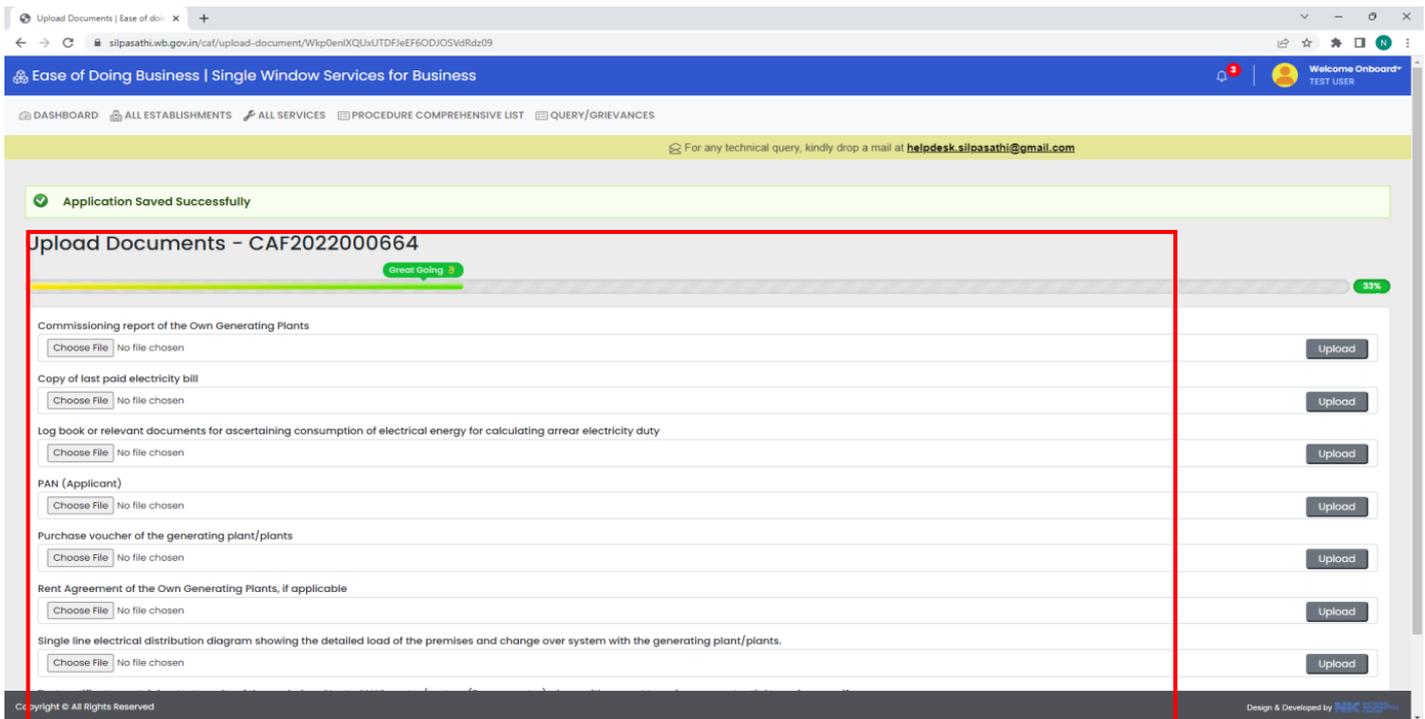
After clicking on 'Apply Online' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

The screenshot shows the 'Common Application Form - CAF2022000664' page. The form is titled 'Adding Generating Plant With existing Registration *' and includes a progress bar at the top right showing 10% completion. The form is divided into two main sections: '1. Applicant(Company) Details' and '2. Plant Address'. The 'Applicant(Company) Details' section includes fields for Name, Gender, Address with district and PIN code, District, PIN Code, PAN, and GSTIN. The 'Plant Address' section includes fields for Plan Address, District, and PIN Code. There are also fields for License and Remarks. The form is designed with a clean, professional layout and includes a 'Save & Continue >>' button at the bottom right.

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

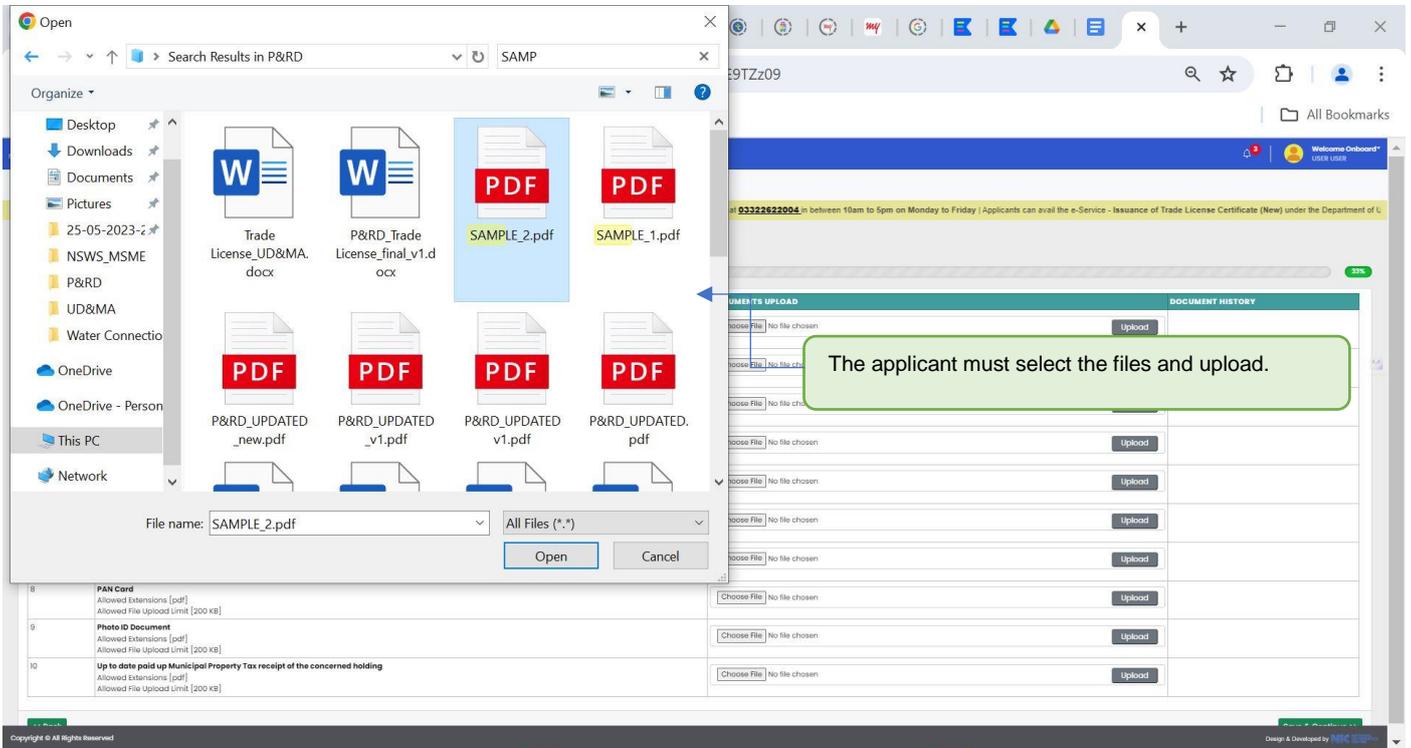
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

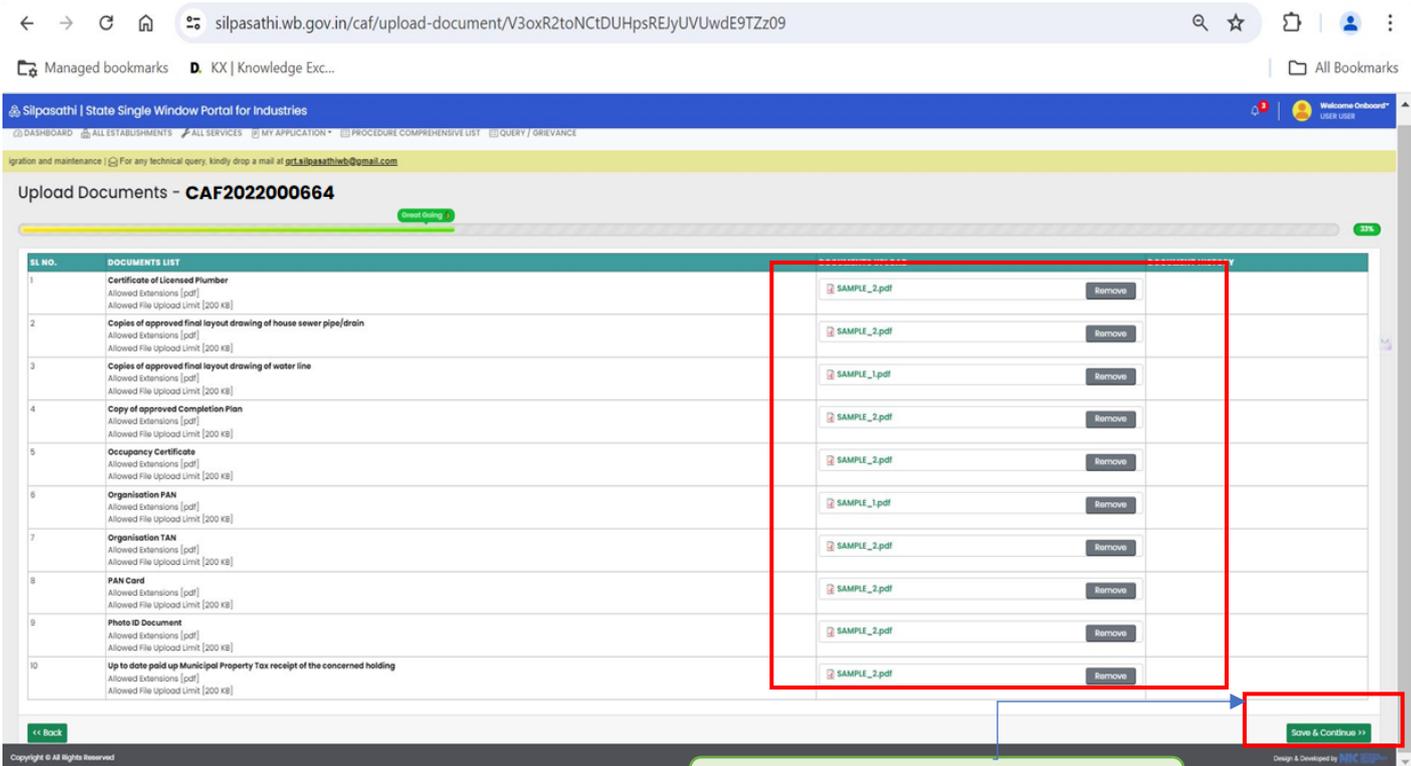


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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

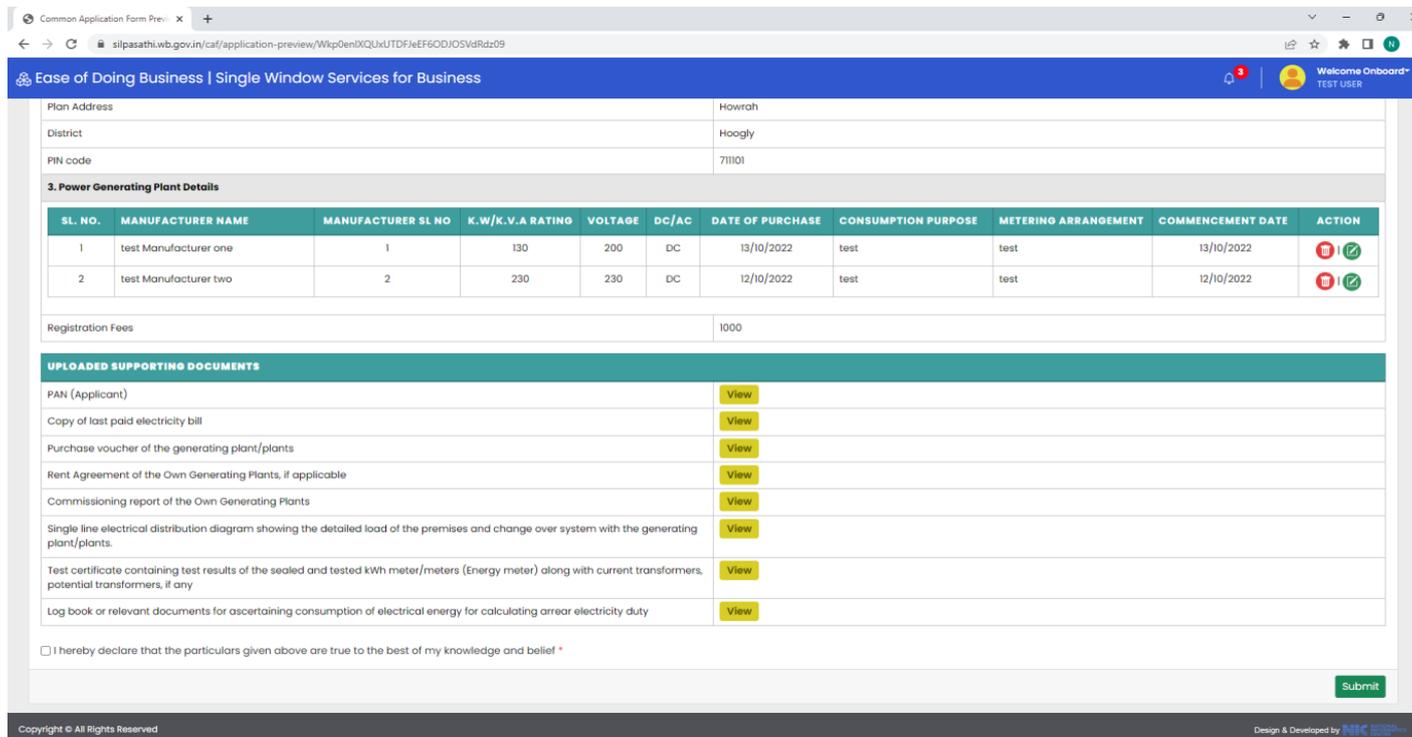
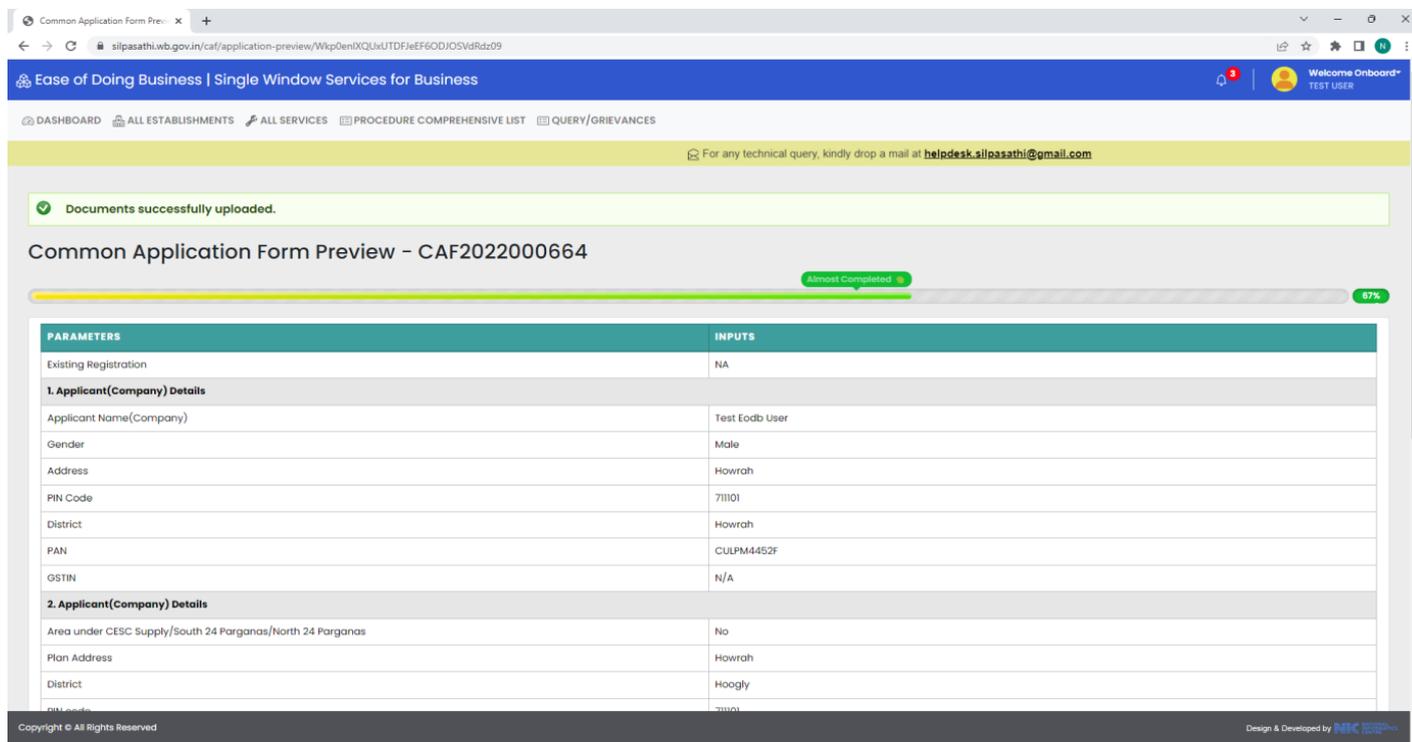


The applicant is required to upload **both the required documents in pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on 'Save and Continue' to proceed with the application.



Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots below.



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

The screenshot shows the 'Current Status-CAF2022000664' page. A table lists the status of various services. The 'Approval for DG set installation' service is highlighted with a red box, showing a status of 'Completed'. A green box with the text 'Application status updated.' is overlaid on the table.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Approval for DG set installation	Saved/Fees Pending	Completed
	Fees Paid	Pending
	Submitted	Pending
	Back for Rectification(if required)	Pending
	Documents verified	Pending
	All Verification Completed	Pending
	Back for Rectification(if required)	Pending
	Issuance of meter Approval	Pending
	Issuance of Registration certificate	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 top screenshot shows an SMS from 'VM-WBGOVT' at 7-15 10:33 AM. The message states: '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.: CAF [redacted] Dt: 13-06-2024 Silpa Sathi SWP, Govt. of WB'. A green box points to this message with the text 'Application status notified through SMS.'

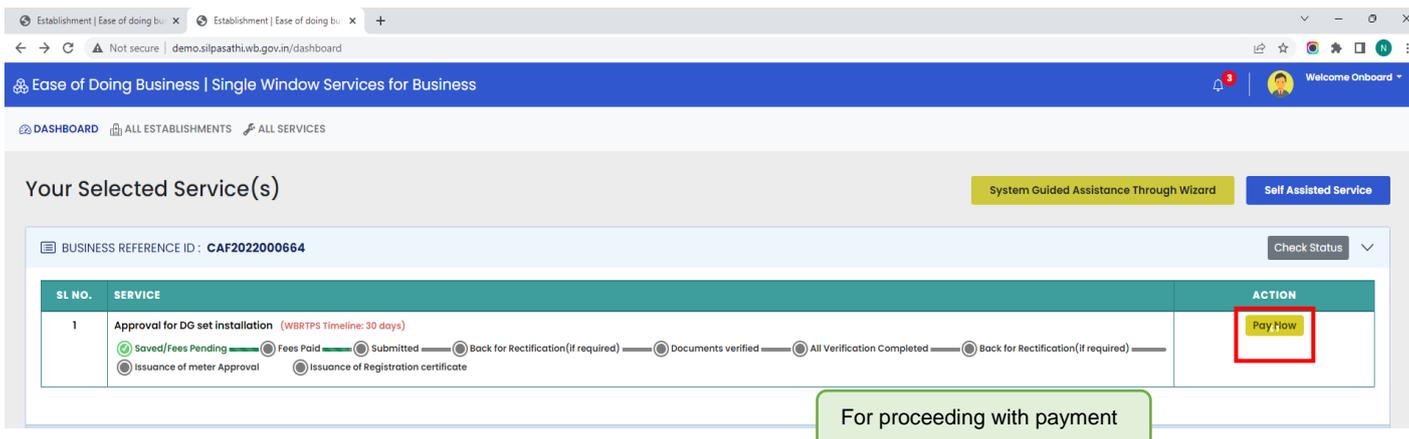
The bottom screenshot shows an email from 'silpasathi.wb.gov.in' with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email body contains the same submission details as the SMS. A green box points to the email with the text 'Application status notified through email.'

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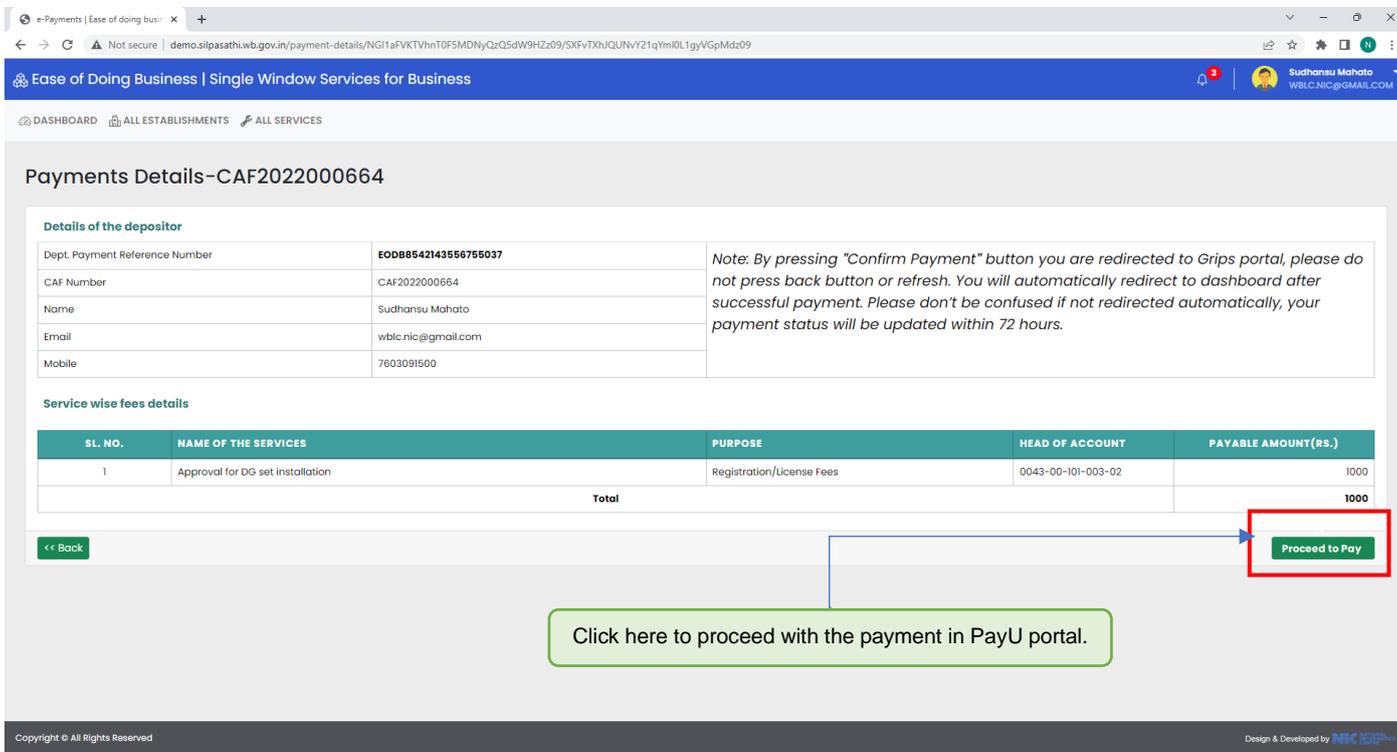
3. Online Payment of fees

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

Applicant's Dashboard



The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.



The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

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Review and Confirmation

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

Depositor Details			
Depositor Name	Mobile No.	Phone No.	Email
Sudhansu Mahato	7603091500		wblc.nic@gmail.com
Address1			Address2
Kolkata			

1. Directorate of Electricity Duty → ₹1000

Department Details			
Organization Type	Organization Name	User Type	Period From
Government	Directorate of Electricity Duty	Citizen	02/11/2022
Period To	Remarks	Identification No	Ref No
02/11/2022	Payment for -Approval for DG set installation	08230120221667373068	CAF2022000490

Service and Tax Details

Period To	Remarks	Identification No	Ref No
02/11/2022	Payment for -Approval for DG set installation	08230120221667373068	CAF2022000490

Subservice Name	HoA Description	Head of Account	Amount
Duty payable by WBSEB	Duty payable by WBSEB	0043-00-101-003-02	1000

TOTAL ₹1000

Rupees One Thousand only

Verified and checked

NEXT

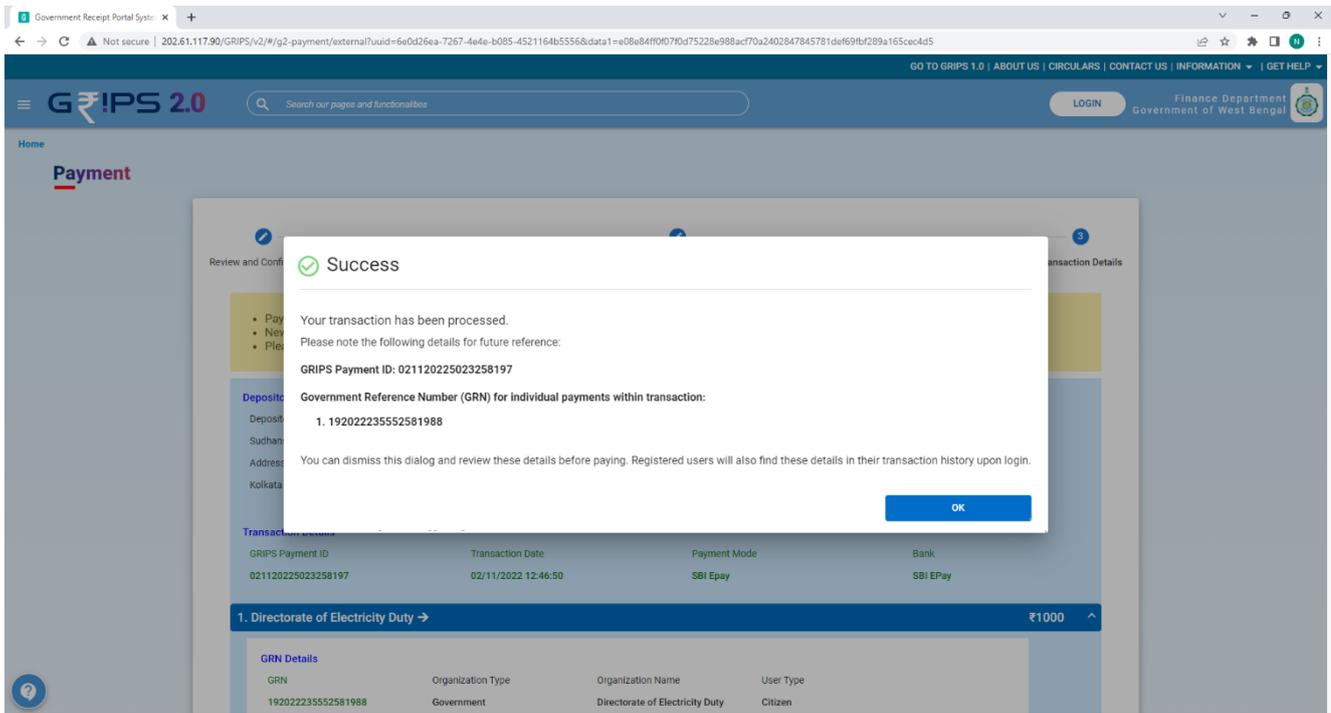
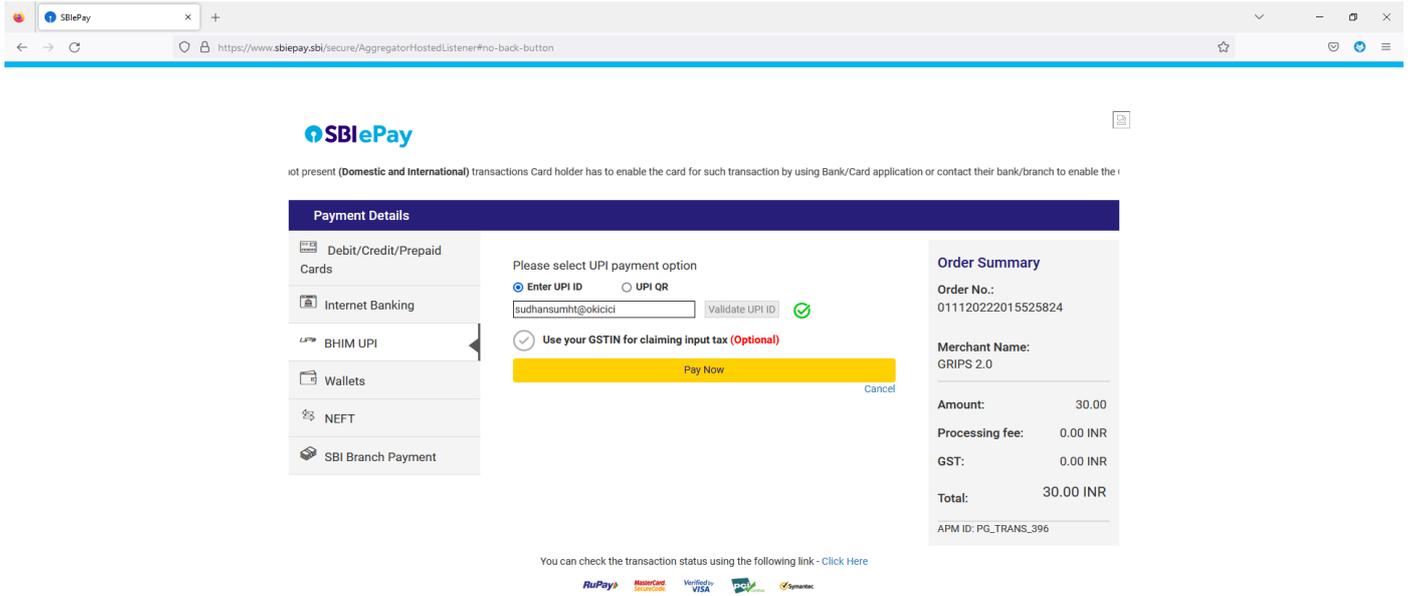
Payment Mode and Bank Selection

Payment Mode *
SBI Epay

Bank *
SBI EPay

BACK **NEXT**

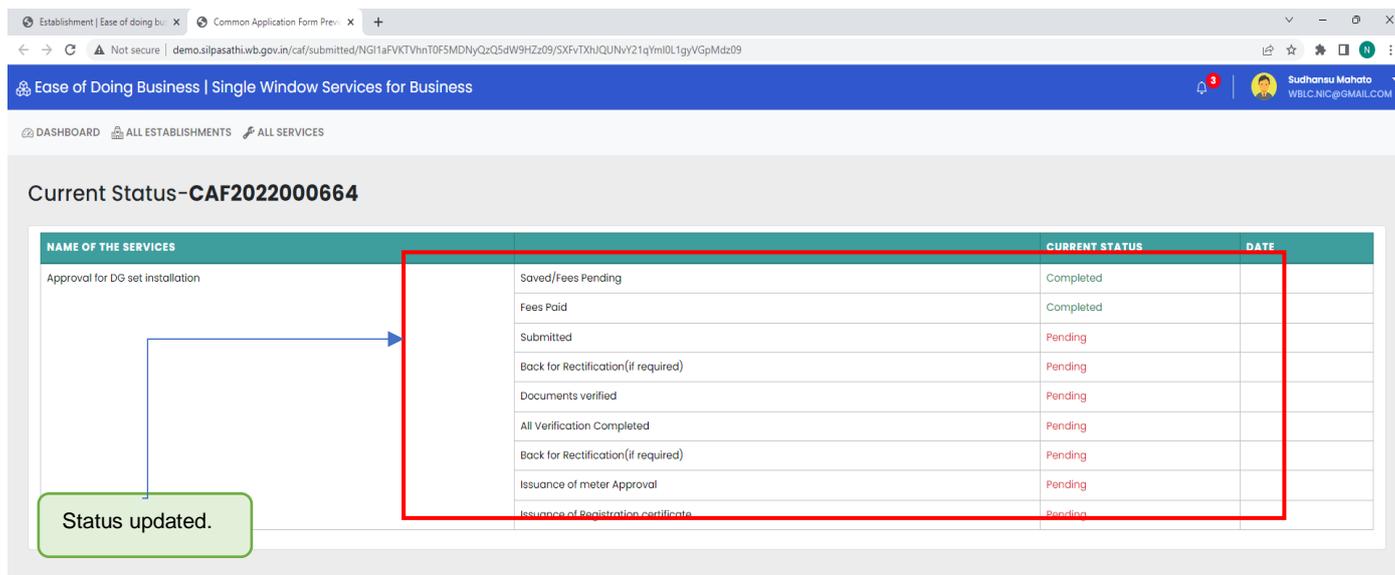
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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".

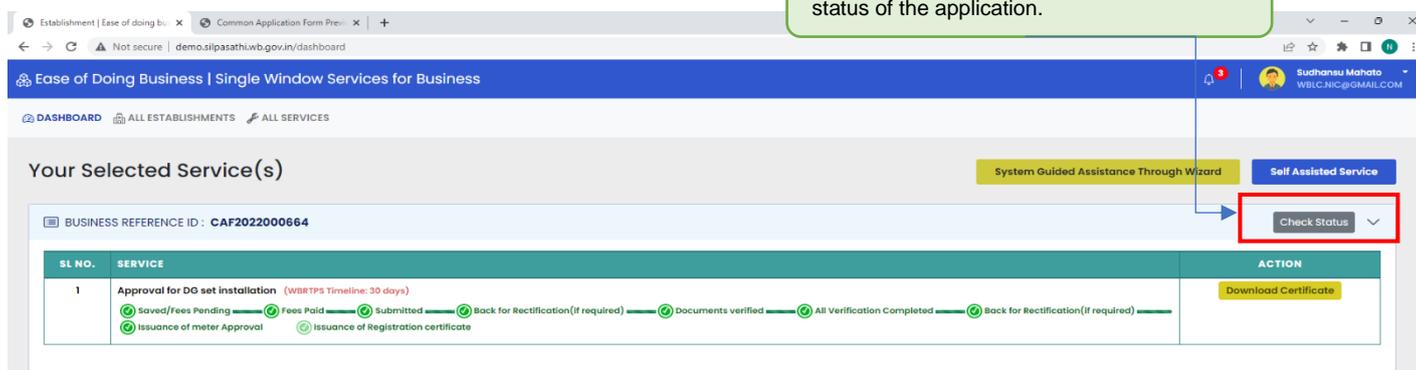


1. Track Status of Application

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

Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.



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

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

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NAME OF THE SERVICES	CURRENT STATUS	DATE
Approval for DG set installation		
Saved/Fees Pending	Completed	
Fees Paid	Completed	
Submitted	Completed	
Back for Rectification(if required)	Completed	
Documents verified	Completed	
All Verification Completed	Completed	
Back for Rectification(if required)	Completed	
Issuance of meter Approval	Completed	
Issuance of Registration certificate	Completed	

4: Online Download of final approval certificate

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

Applicant's Dashboard

SL NO.	SERVICE	ACTION
1	Approval for DG set installation (WBRTPS Timeline: 30 days) Saved/Fees Pending — Fees Paid — Submitted — Back for Rectification(if required) — Documents verified — All Verification Completed — Back for Rectification(if required) — Issuance of meter Approval — Issuance of Registration certificate	Download Certificate

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

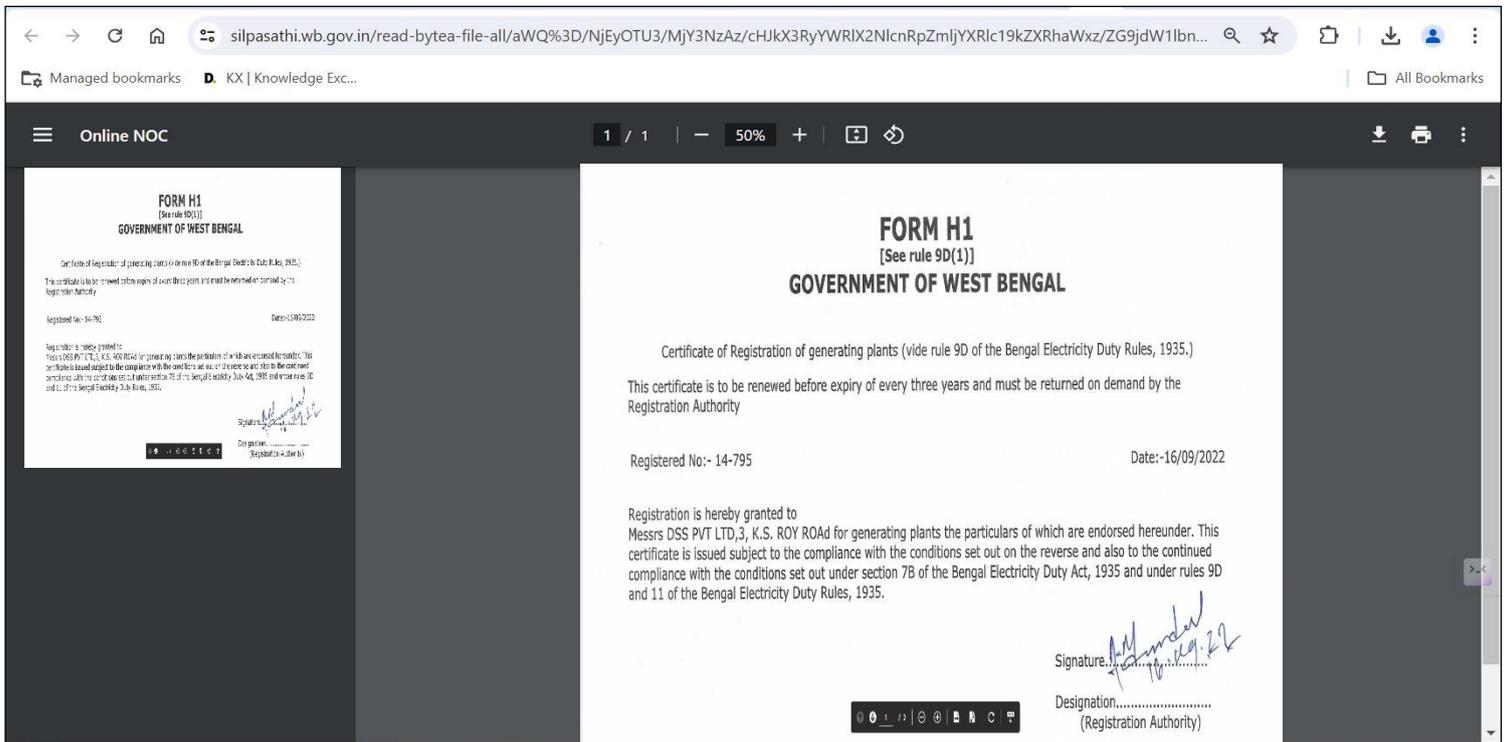
The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'PDF' icon to download the Final Approval Certificate issued.

PARAMETERS	INPUTS
Registration Number	14-795
Registration Date	16-09-2022
Registration Certificate	Download Certificate

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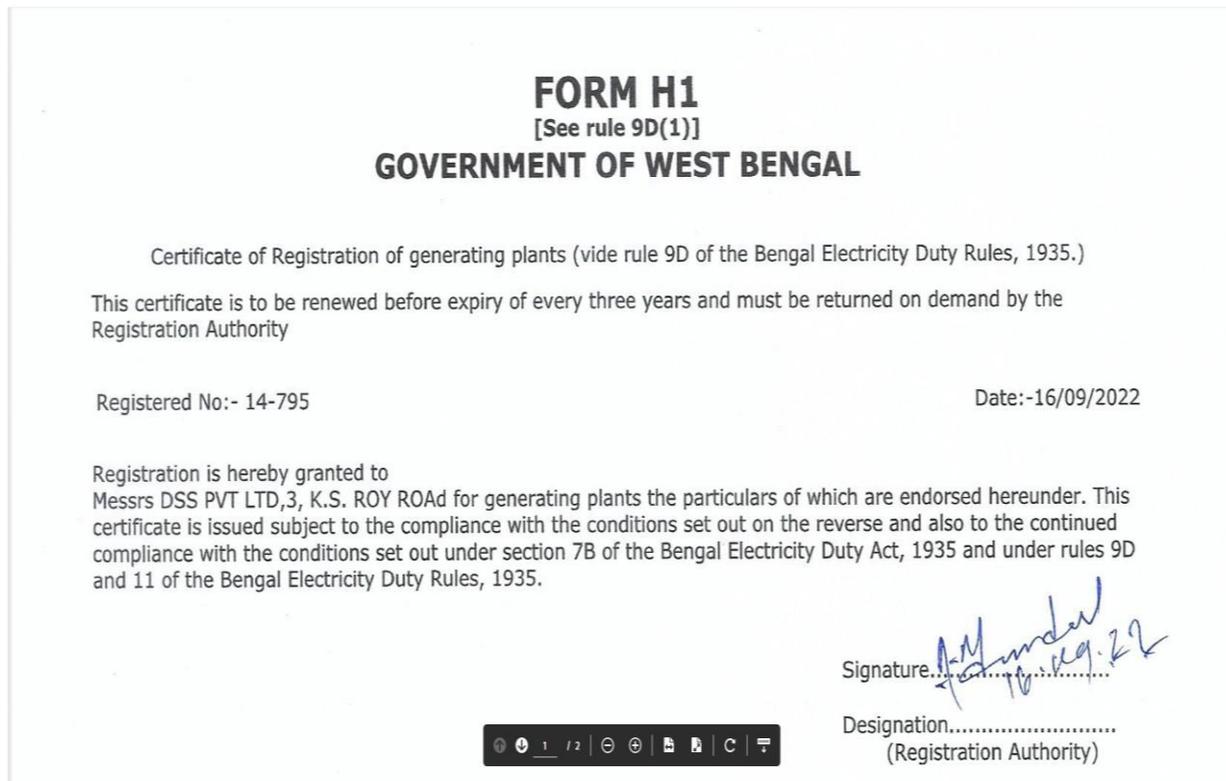
The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



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One Approval certificate document has been illustrated below:



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

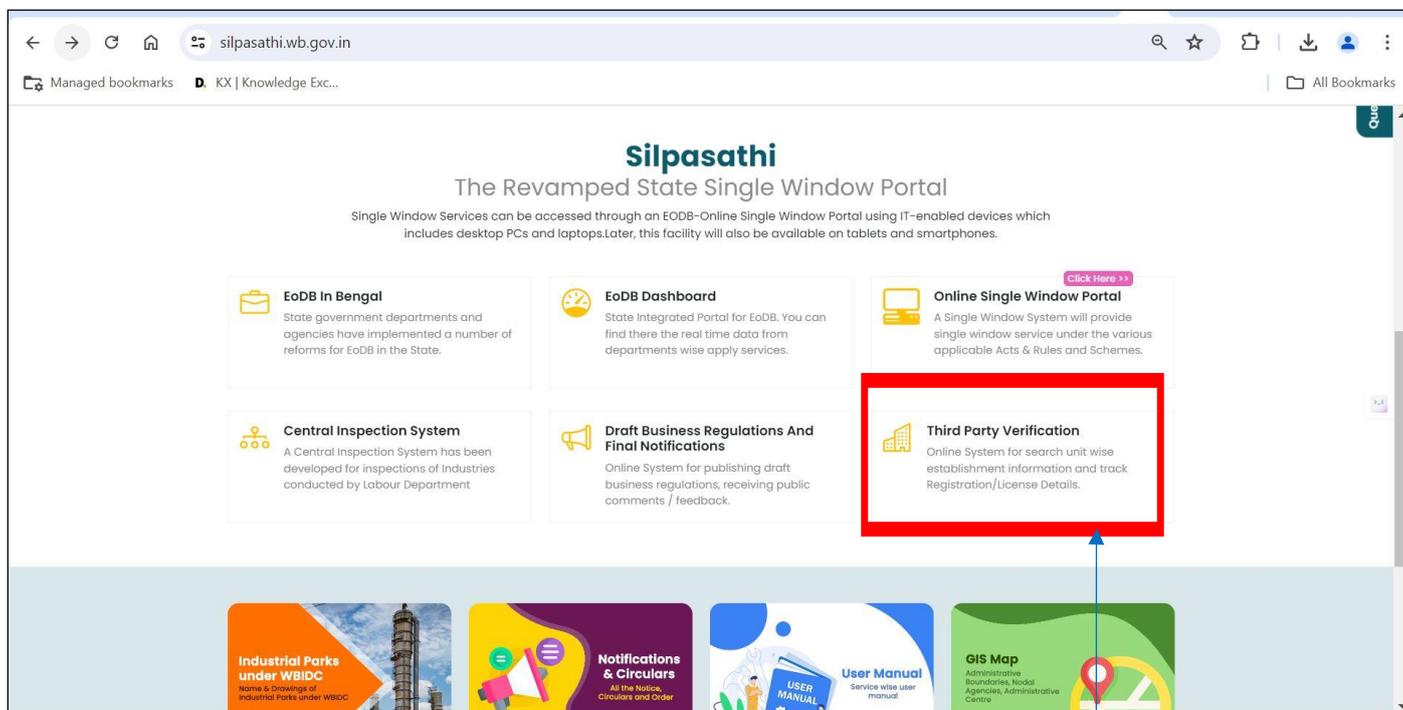
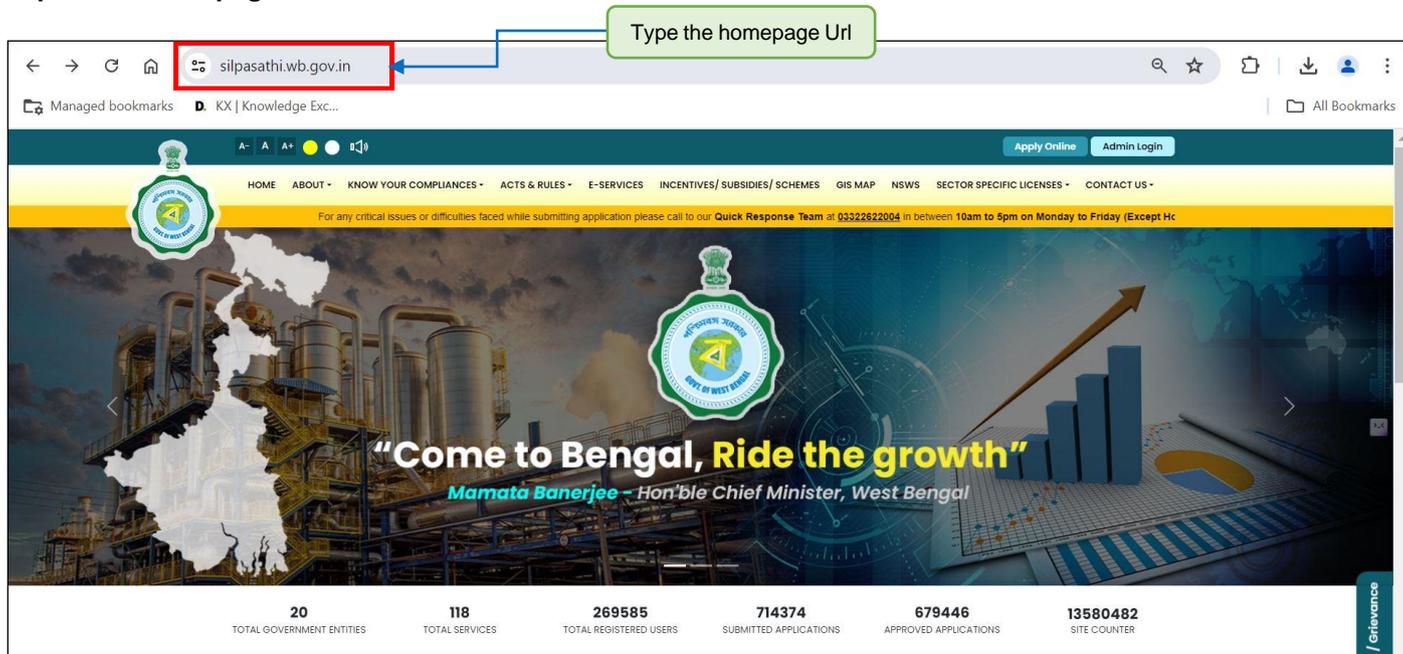
The applicant or any user has to log in to www.silpasathi.wb.gov.in.

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):

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

SilpaSathi Homepage



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.

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

User can also directly use this url

Third Party Verification

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

Select Services *
Allotment of land in Industrial Area (WBIDC) - (Industry, C

Registration Number / License Number / Others *

Search

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

Query / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Detail

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

Apply through Online Single Window Portal

Track Registration/License Details

Select Services *
Approval for DG set installation - (Dte. Of Commercial Tax

Registration Number / License Number / Others *

14-795

Search

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

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Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The third party can view the details as illustrated below:

The screenshot shows a web browser window with the URL silpasathi.wb.gov.in/third-party-verification. The page features a blue header with a language selector and a button to 'Apply through Online Single Window Portal'. Below the header is a yellow navigation bar with links: HOME, ABOUT, KNOW YOUR COMPLIANCES, ACTS RULES, INCENTIVES/ SUBSIDIES/ CREDIT SCHEMES, FAQ, GIS MAP, GALLERY, QUERY, CONTACT US. A banner image displays the text 'Ease of Doing Business Single Window Services for Business' alongside the West Bengal State Emblem. The main content area contains a form titled 'Track Registration/License Details'. The form has two input fields: 'Select Services *' with a dropdown menu showing 'Approval for DG set installation - (Dte. Of Commercial Tax)' and 'Registration Number / License Number / Others *' with the value '14-795'. A green 'Search' button is positioned to the right of the second field. A green chat bubble icon is visible on the right side of the page. The footer contains a disclaimer, the National Informatics Centre (NIC) logo, the SWAS logo, and copyright information: 'Copyright © All Rights Reserved' and 'Site Map | Privacy Policy | Disclaimer | Related Links'.