



West Bengal Pollution Control Board :

*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

User Manual

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 “**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

Registration under The E-waste (Management and Handling) Rules, 2011 is required to dismantle end-of-life electrical and electronic equipment (EEE) into components. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

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

#	Documents Required	Detailed Description
1.	Copy of CTE granted by 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	<p>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. Here's a summary of the categories and associated codes:</p> <p>Category & Code of E-Waste:</p> <p>Computers</p> <p>Code: C1</p> <p>Includes desktops, laptops, notebooks, and servers.</p> <p>Consumer Electronics</p> <p>Code: C2</p> <p>Includes televisions, VCRs, and audio equipment.</p> <p>Mobile Phones</p> <p>Code: C3</p> <p>Encompasses all types of mobile devices, including smartphones.</p> <p>Electrical and Electronic Tools</p> <p>Code: C4</p> <p>Includes tools used for construction and maintenance, such as drills and saws.</p> <p>Toys, Leisure, and Sports Equipment</p>

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#	Documents Required	Detailed Description
		<p>Code: C5</p> <p>Covers electronic toys, games, and sports equipment.</p> <p>Medical Devices</p>
		<p>Code: C6</p> <p>Involves all types of medical and monitoring devices, except for those that are radioactive.</p> <p>Monitoring and Control Instruments</p>
		<p>Code: C7</p> <p>Includes instruments for monitoring temperature, pressure, and other controls.</p> <p>Automatic Dispensers</p>
		<p>Code: C8</p> <p>Includes vending machines and other electronic dispensers.</p> <p>Photovoltaic Panels</p>
		<p>Code: C9</p> <p>Covers solar panels and solar inverters.</p> <p>Batteries</p>

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#	Documents Required	Detailed Description
		<p>Code: C10</p> <p>Includes lithium-ion batteries, lead-acid batteries, and others.</p> <p>Management and Processing:</p> <p>The rules outline responsibilities for manufacturers, dealers, and recyclers to ensure proper management and recycling of e-waste. Each category requires specific processing methods to minimize environmental impact and public health risks. Entities involved in e-waste management must follow guidelines for collection, transportation, segregation, and recycling.</p> <p>Compliance with these rules not only helps in achieving sustainable waste management but also promotes the circular economy in the electronics industry.</p>
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)

Timeline (WBRTPS)

Registration under The E-waste (Management and Handling) Rules, 2011 has an WBRTPS timeline of **120 days** till approval by the authorities.

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Instructions related to the application form

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

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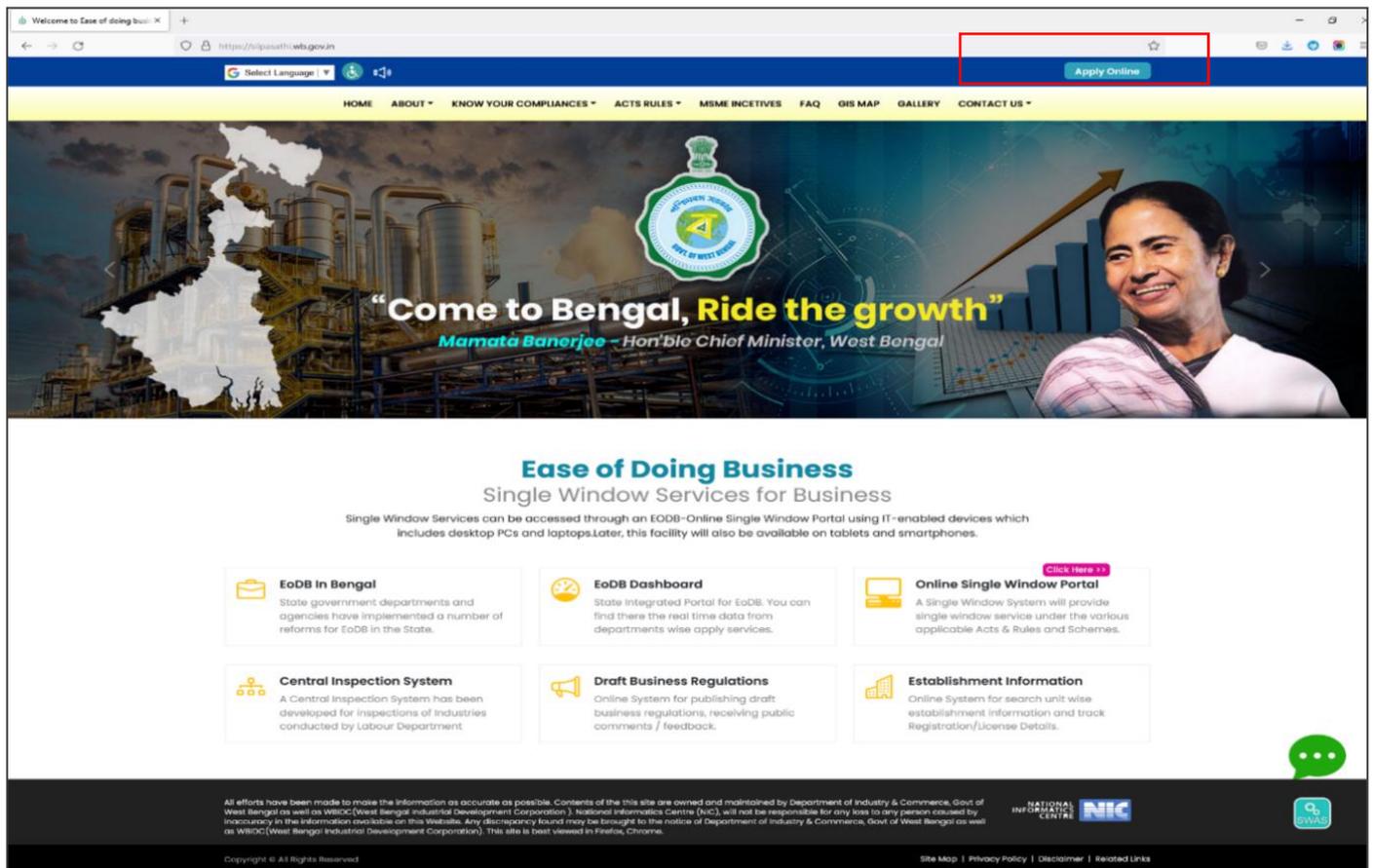
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Application Process through SilpaSathi

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.

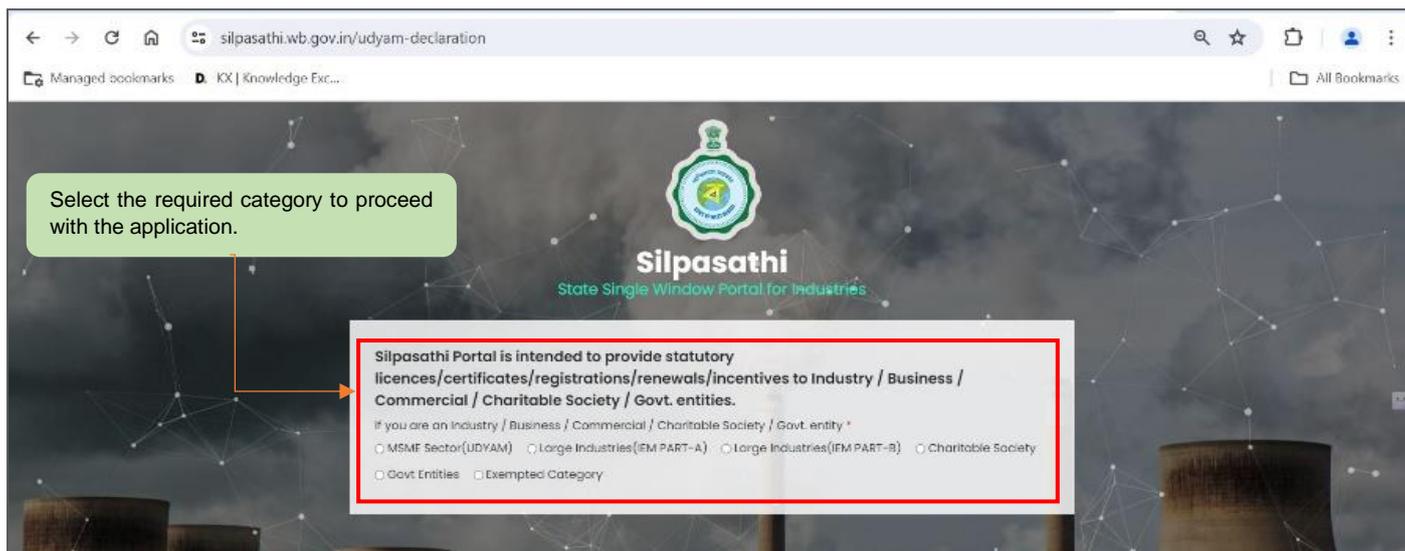


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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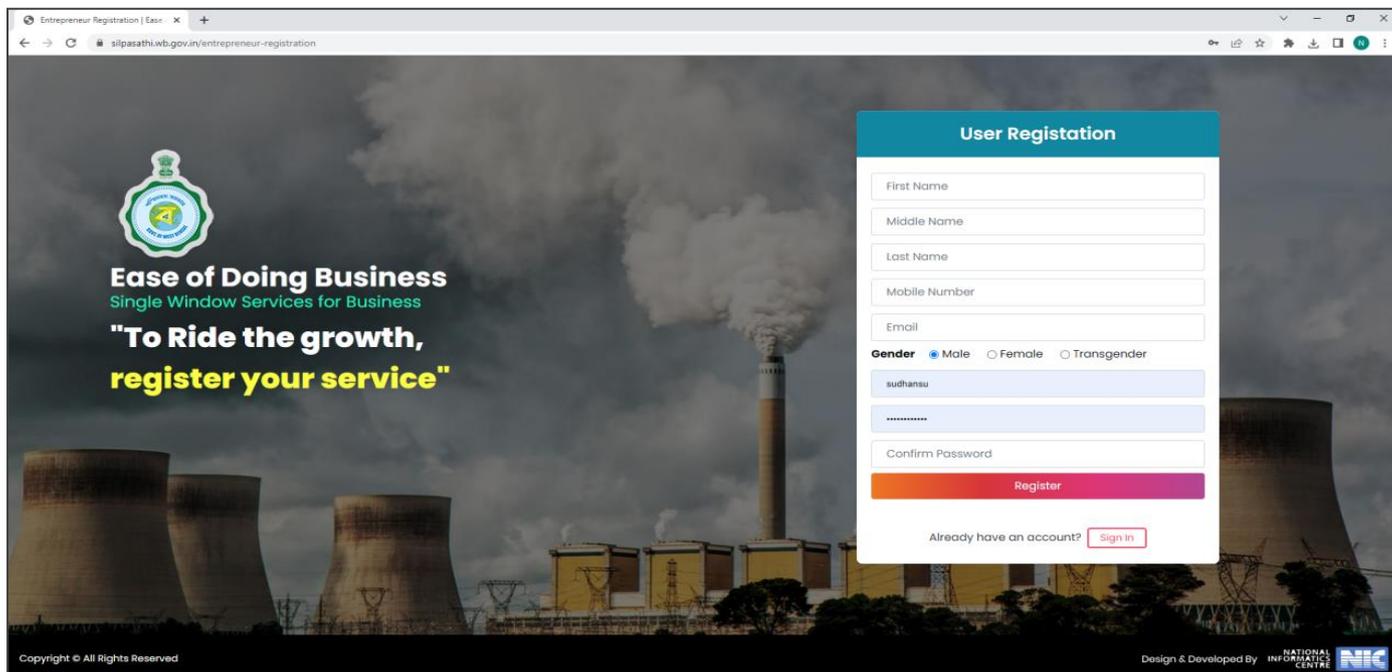
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

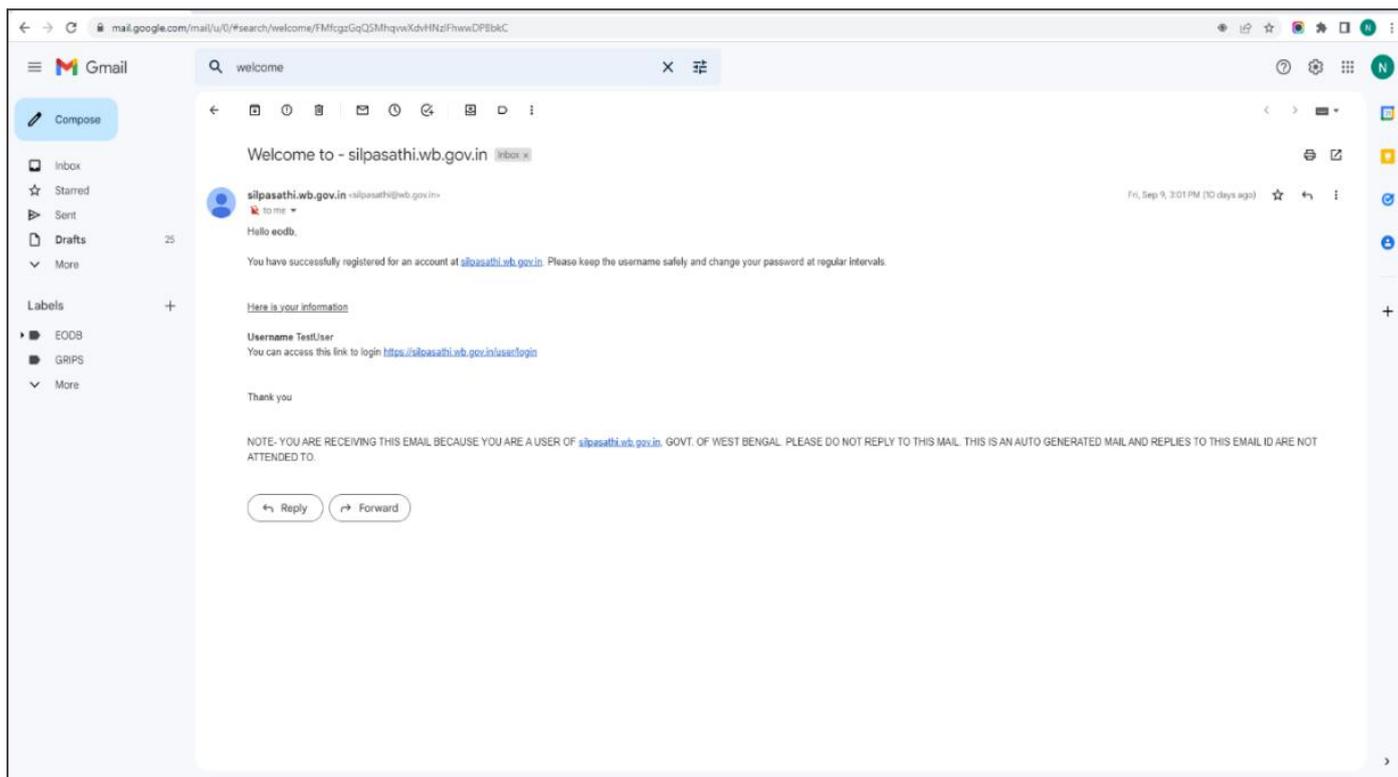


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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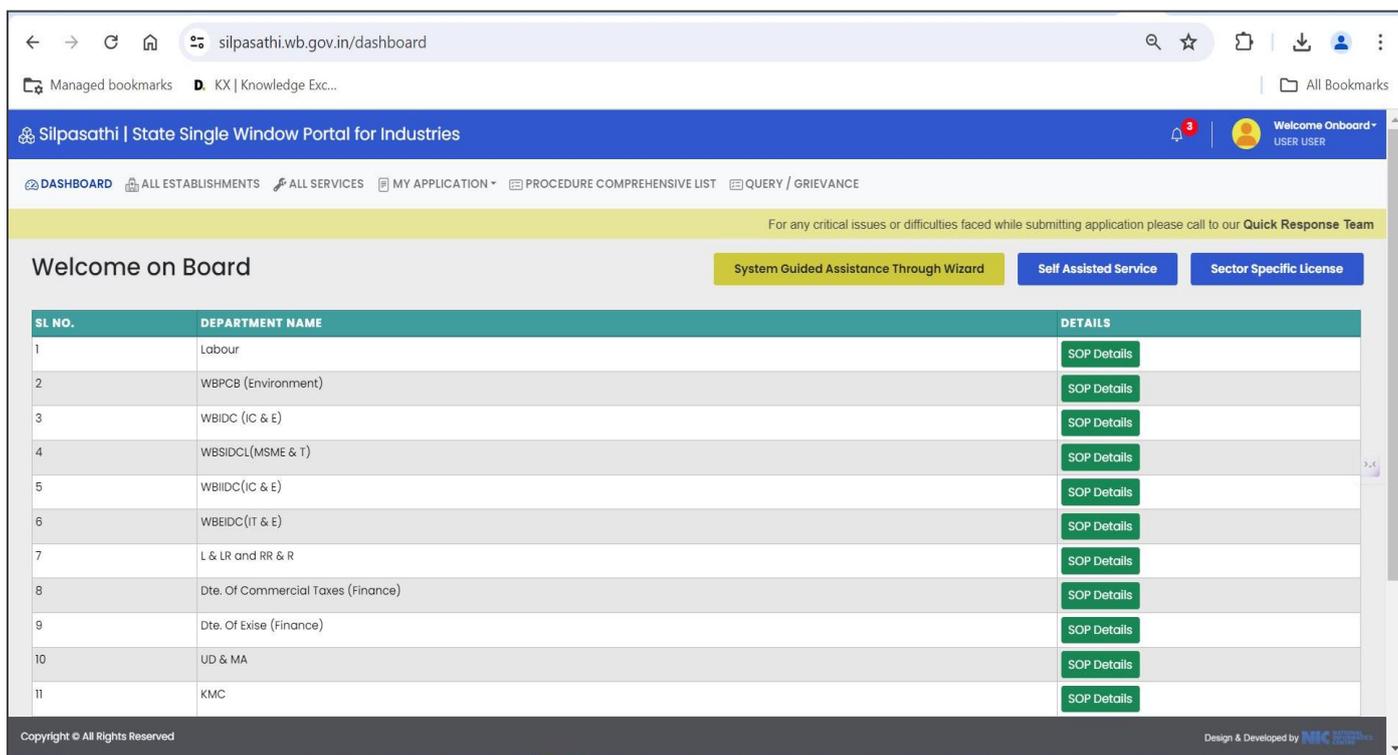
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Online Application submission

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

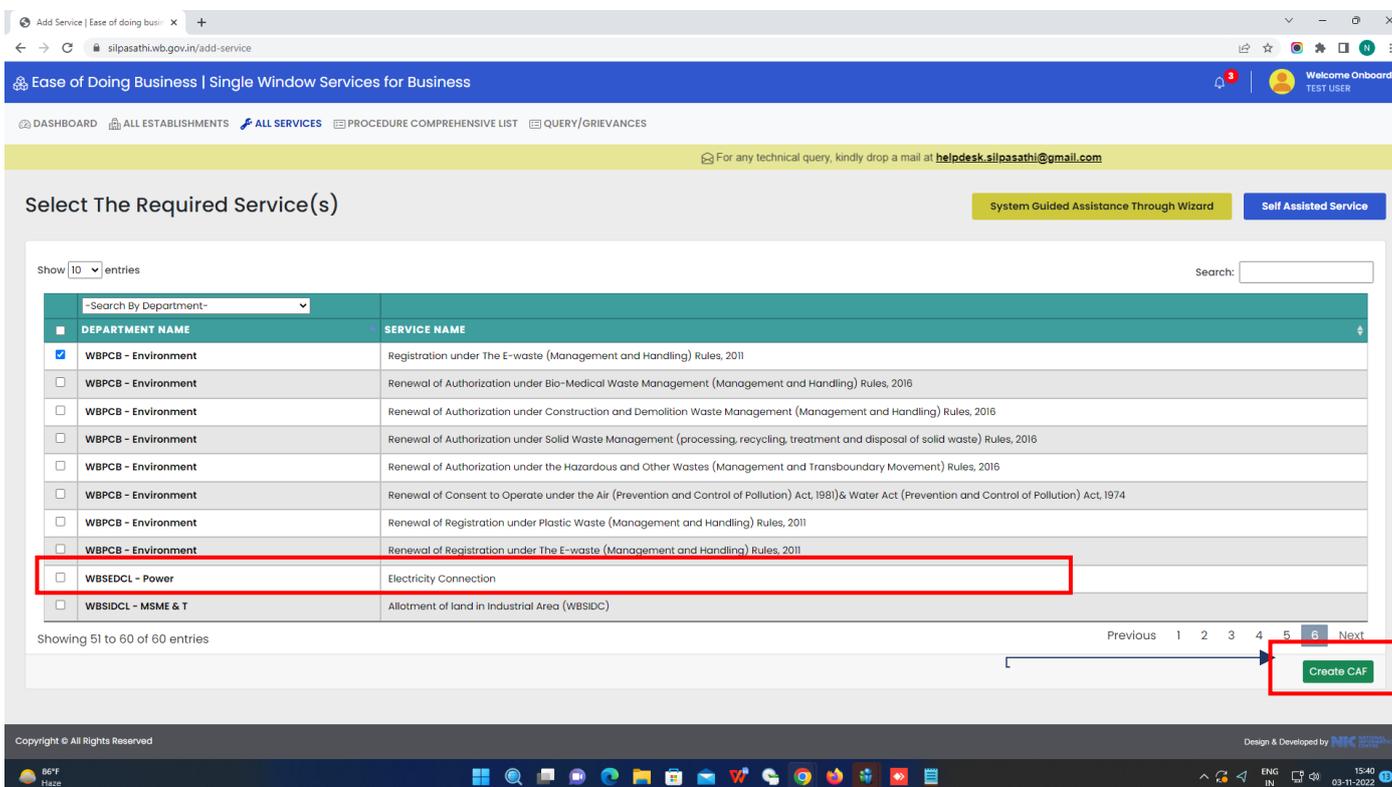
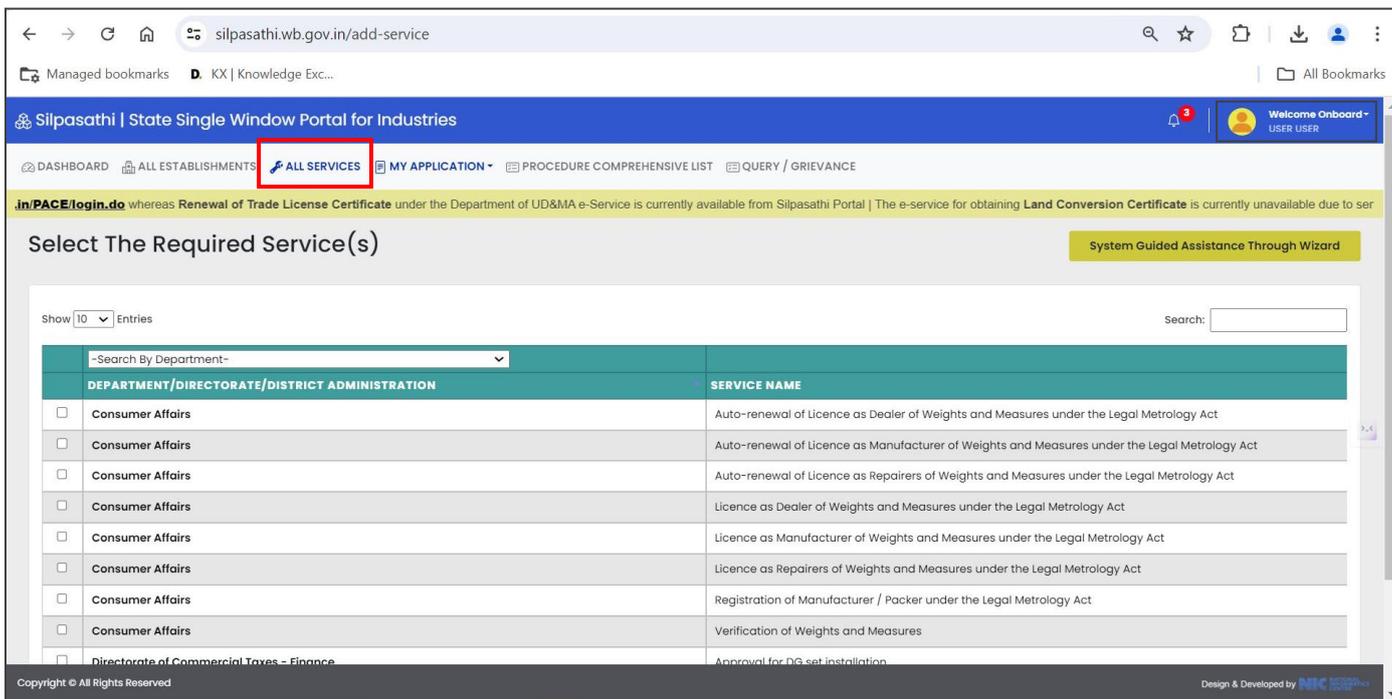


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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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**

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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.

Applicant's Dashboard

CAF ID generated.

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

Service Added Successfully

Add Establishment | System Guided Assistance Through Wizard | Self Assisted Service | Licenses For Tourism Industry | Query Submission / Tracking | Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000853

Apply Online

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	

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 - CAF2022000853

Application Details

Select Establishment *
-Select-

Name of Industry *
Occupier Email *
test@gmail.com

Service Id *
108

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 *
Test@gmail.com

<< Back | Save & Continue >>

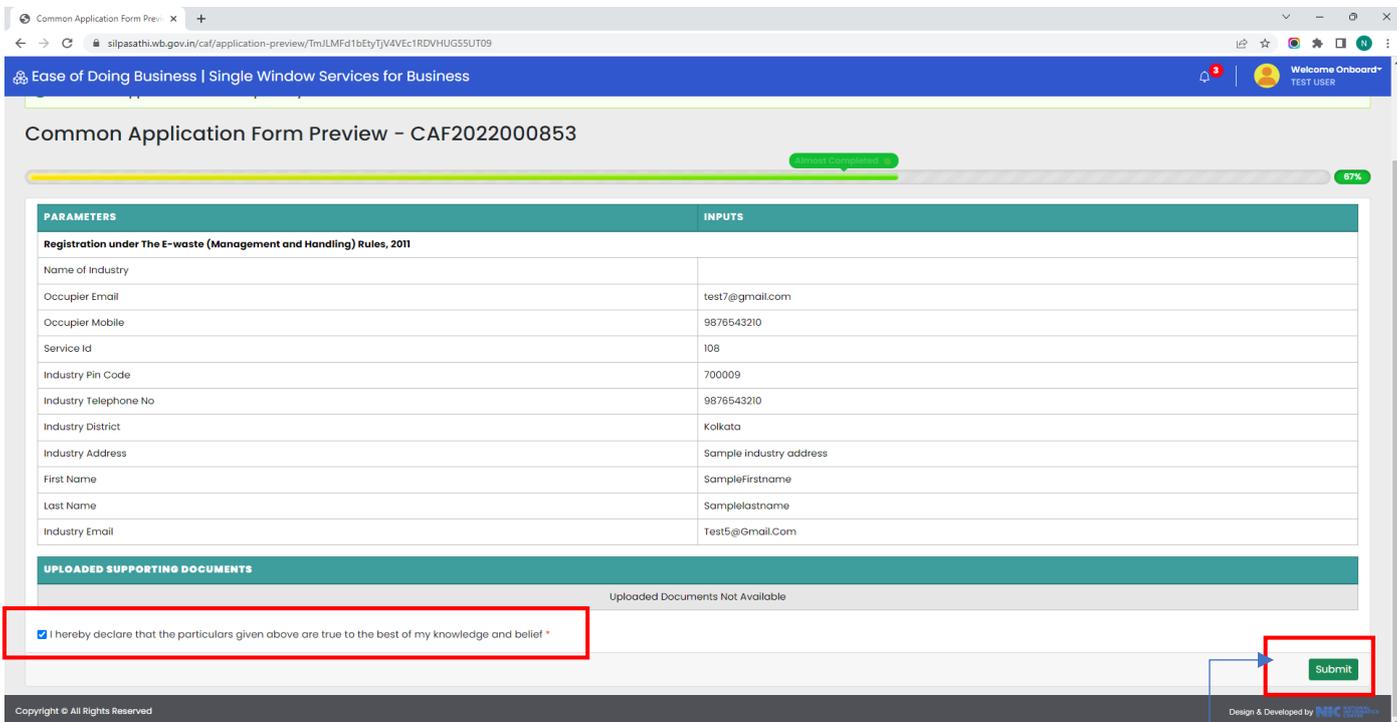
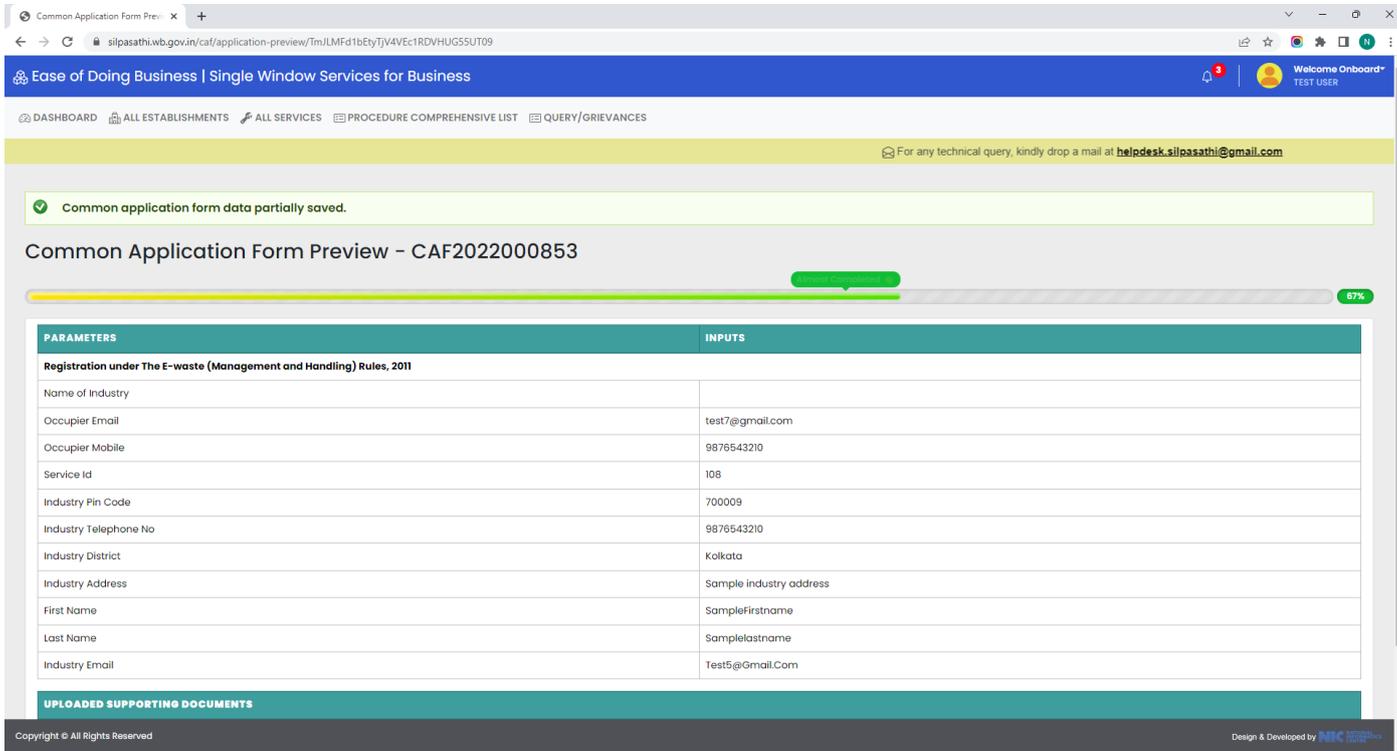
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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



Declaration Statement

Click to continue with the application process.

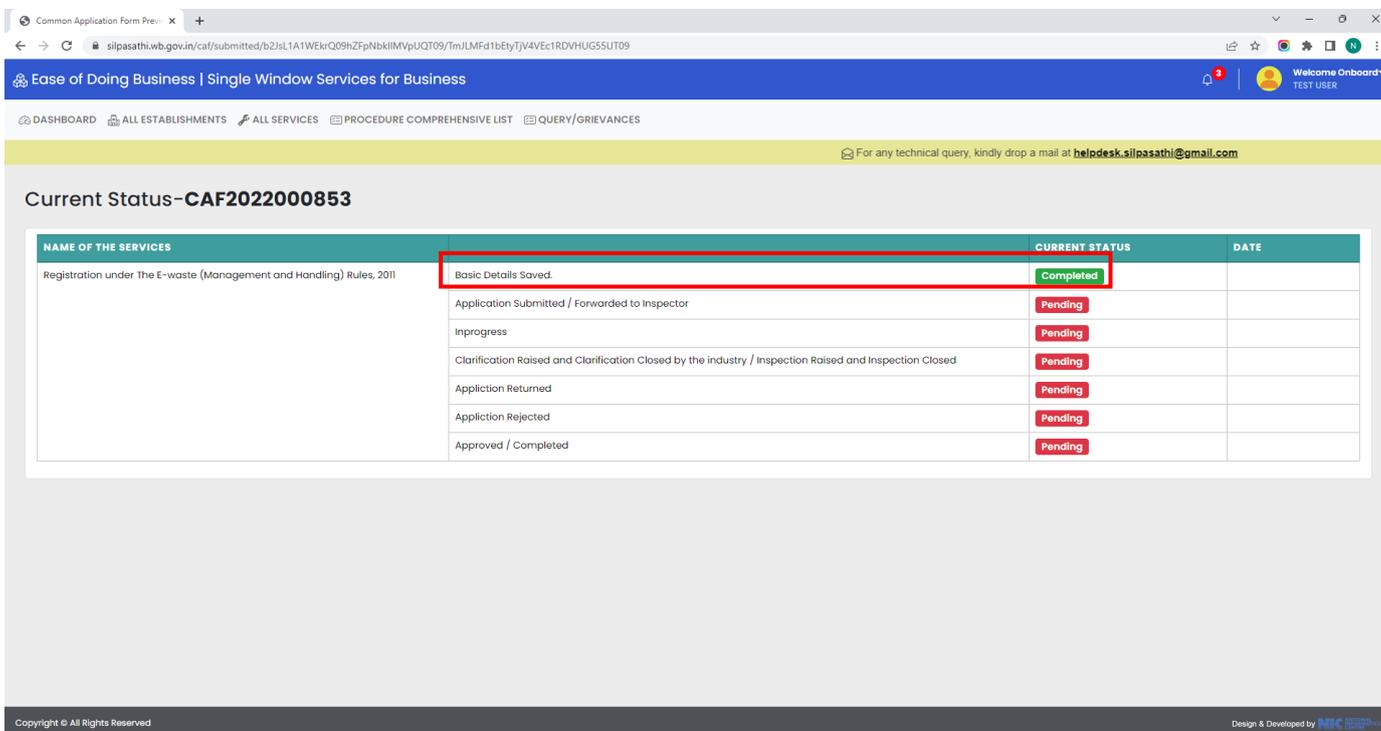
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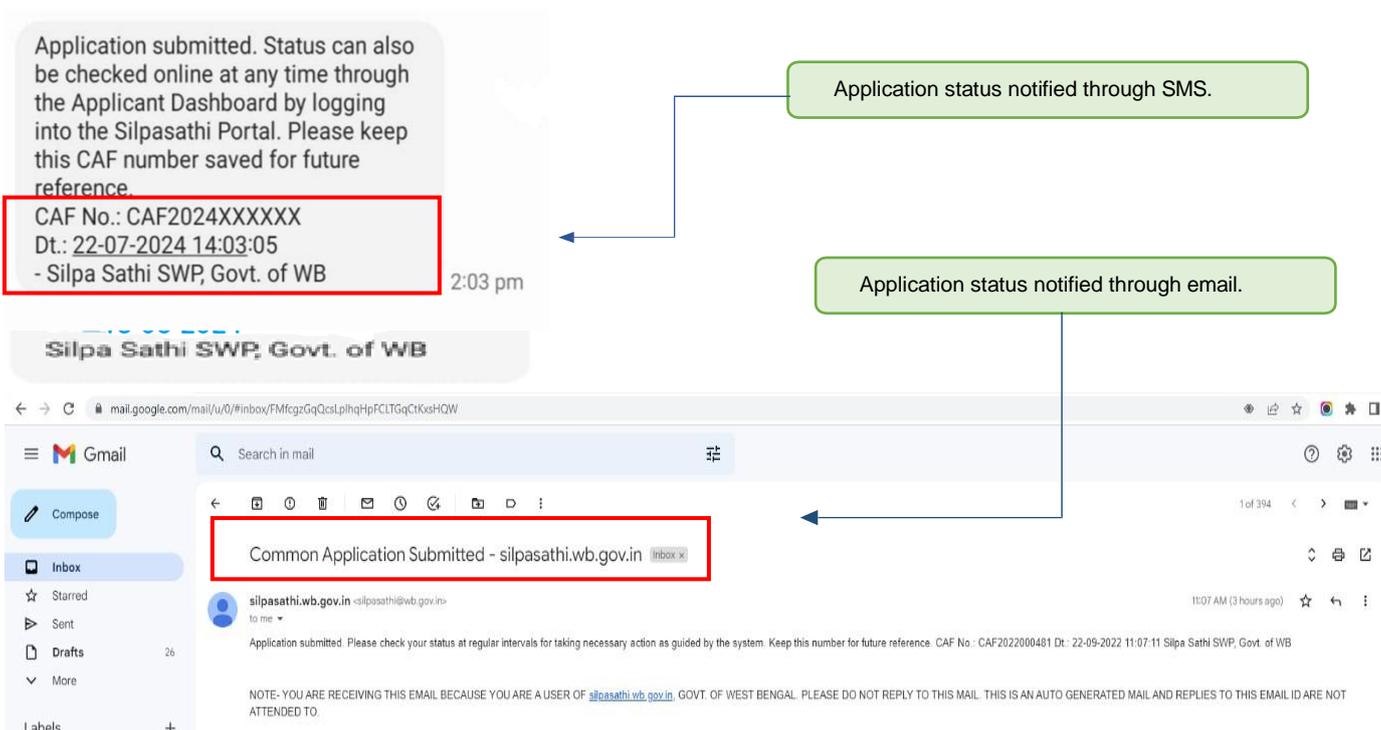
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Upon completion of the application process the applicant clicks on the **'Submit'** button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

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



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.



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2. Track Status of Application

Applicant's Dashboard

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

Ease of Doing Business | Single Window Services for Business

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

Business Reference ID: **CAF2022000853**

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

Status Dashboard

Current Status-CAF2022000853

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The E-waste (Management and Handling) Rules, 2011	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.

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.

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Current Status - CAF2022000853

NAME OF THE SERVICES	CURRENT STATUS	DATE
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.

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

Process illustrated in the screenshots below:

Common Application Form - CAF2022000853

Application Details

indName *	caf_unique_no *	occ_email *
		test7@gmail.com
occ_mobile *	industry_pin_code *	serviceld *
9876543210	700009	108
industry_telephone_no *	industry_district_name *	industry_address *
9876543210	Kolkata	Sample industry address
industry_address *	industry_email *	eodb_app_id *
test	Test5@gmail.Com	1959
caf_id_no *		
CAF2022000853		

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

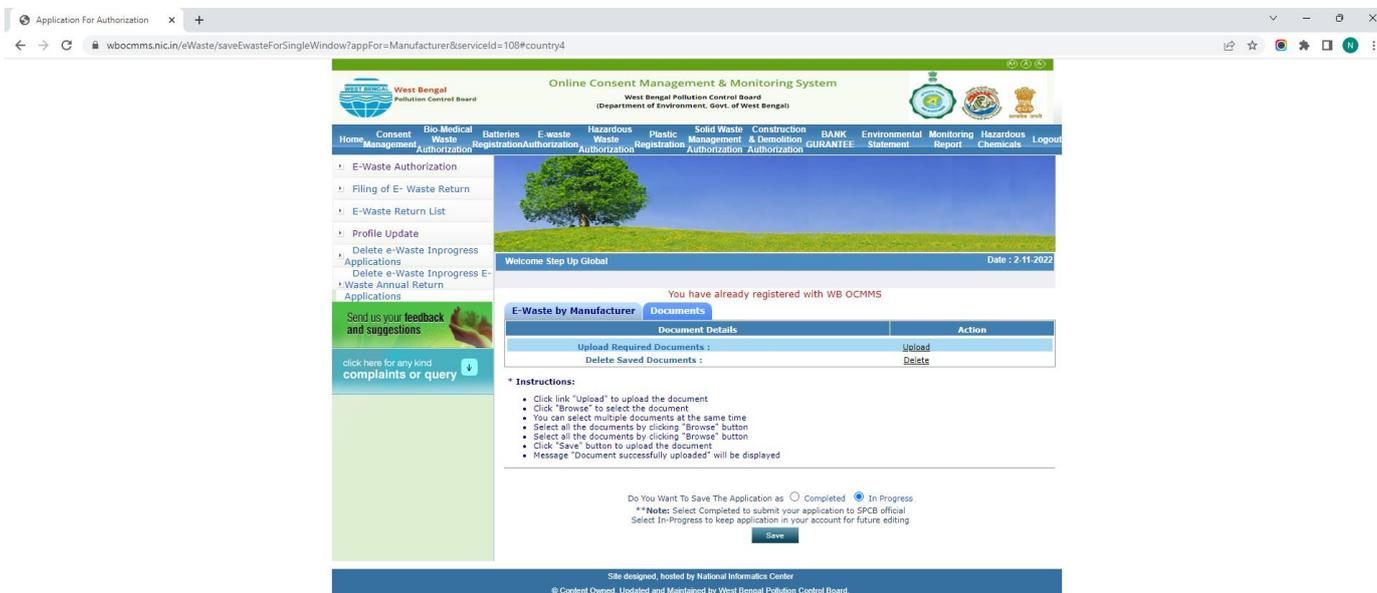
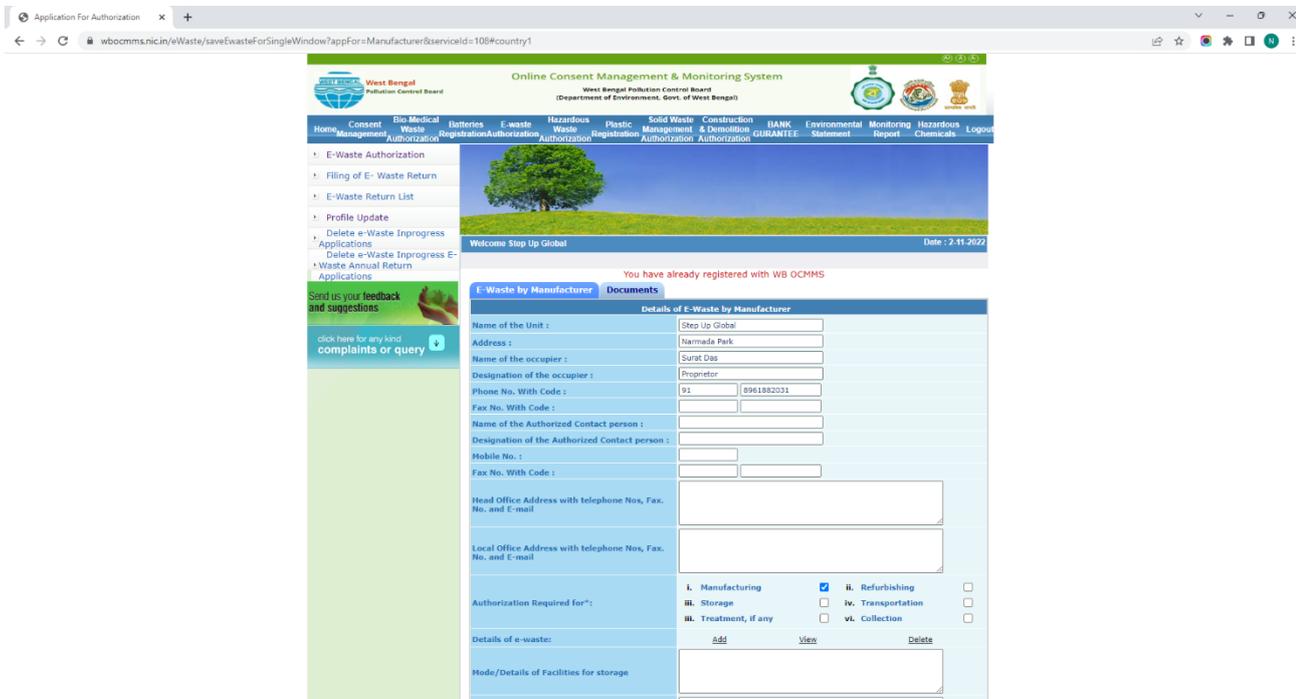
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The applicant can now view his submitted applications in the **West Bengal Pollution Control Board (WBPCB) page**. Once reviewed, the application will be submitted successfully with a **unique application ID** along with the downloadable form, as mentioned in the preceding screenshots below:

Enter necessary details.



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

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The screenshot shows a web browser window with a document upload form. The form has three rows, each with a 'Document Applicable For' column, a 'Document Name' column, and a 'Document Path' column. The rows are for 'E-Waste Copy of Consent to Establish certificate*', 'E-Waste Copy of Consent to Operate certificate*', and 'E-Waste Copy of Hazardous waste Authorization certificate*'. Each row has a 'Choose File' button and the text 'No file chosen'. Below the form is a 'Save' button and a 'Saved Documents' section. A message box contains instructions: 'Instructions: Please follow below steps to Upload the documents' and 'a) Attachment with file type pdf, jpeg, jpg, gif and bmp are allowed. b) Size of each file should not be more than 5MB.' At the bottom, there is a 'Do You Want To Save The Application as' section with radio buttons for 'Completed' and 'In Progress', and a 'Save' button. The footer of the page reads 'Site designed, hosted by National Informatics Center © Content Owned, Updated and Maintained by West Bengal Pollution Control Board.'

The screenshot shows the 'Details of E-Waste by Manufacturer' page in the SPCS portal. The page has a header with the West Bengal Pollution Control Board logo and the title 'Online Consent Management & Monitoring System'. A navigation menu is visible on the left. The main content area displays a message: 'E-Waste Application No 2898807 is Submitted Successfully'. Below this, there is a 'Details of E-Waste by Manufacturer' table. The table has two columns: 'Name of the Unit' and 'Step Up Global'. The data in the table is as follows:

Name of the Unit	Step Up Global
Address :	Narmada Park
Name of the occupier :	Surat Das
Designation of the occupier :	Proprietor
Phone No. With Code :	91 - 8961882031
Fax No. With Code :	-
Name of the Authorized Contact person :	
Designation of the Authorized Contact person :	
Mobile No. :	
Fax No. With Code :	-
Head Office Address with telephone Nos, Fax, No. and E-mail	
Local Office Address with telephone Nos, Fax, No. and E-mail	
Authorization Required for*:	Manufacturing,
Details of e-waste:	View
Mode/Details of Facilities for storage	
Mode/Details of Facilities for handling	
Mode/Details of Facilities for treatment	
Mode/Details of Facilities for refurbishing	
Mode/Details of Facilities for Disposal	
In case of renewal of authorization previous authorization no. and date and details of annual returns:	

The footer of the page reads 'Site designed, hosted by National Informatics Center © Content Owned, Updated and Maintained by West Bengal Pollution Control Board.'

Note: The application can be saved in draft mode at any stage in the Department portal

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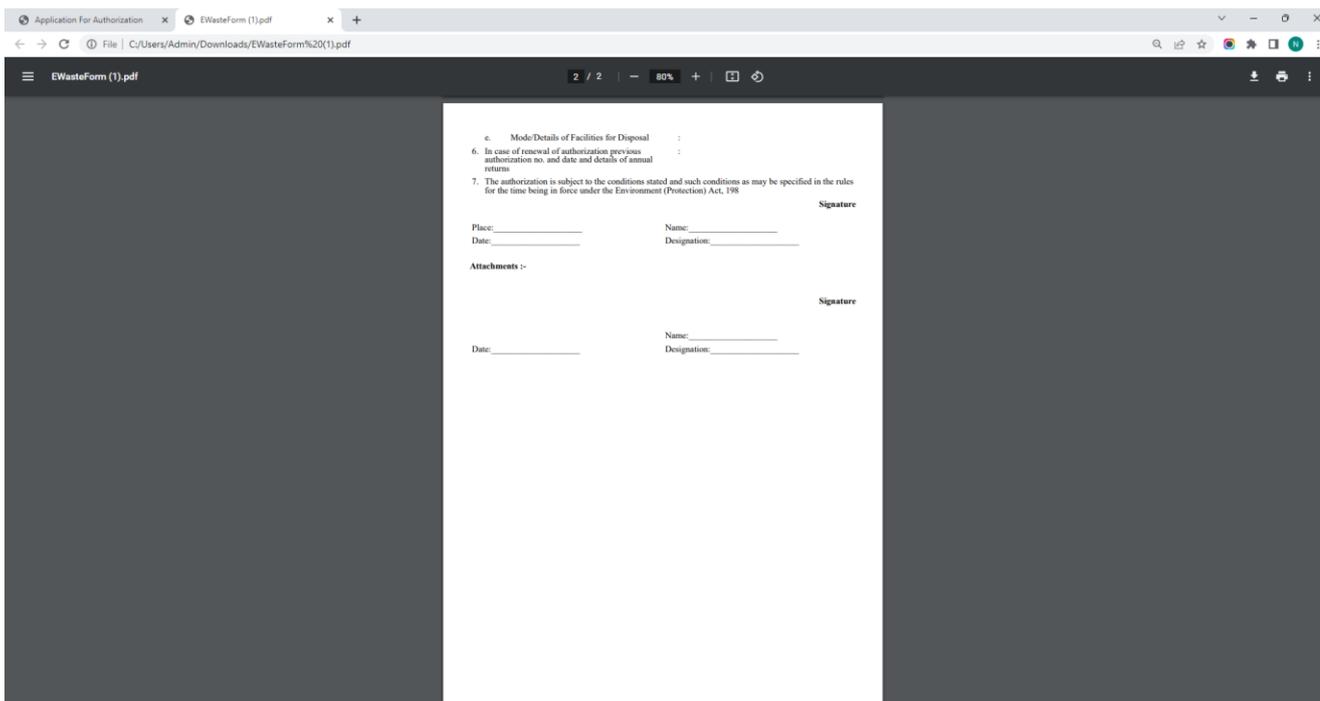
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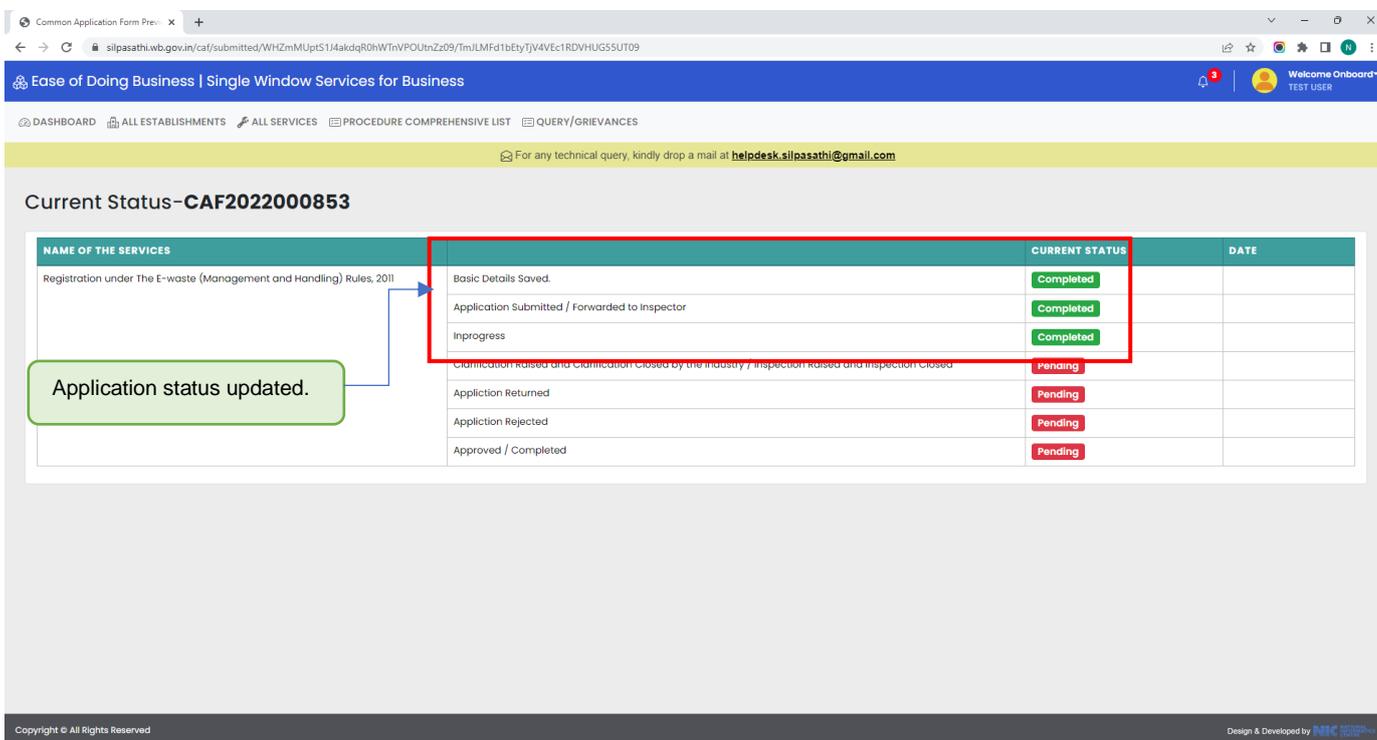
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The applicant after successful submission of application can view latest status of the submitted application in the Status Dashboard.



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

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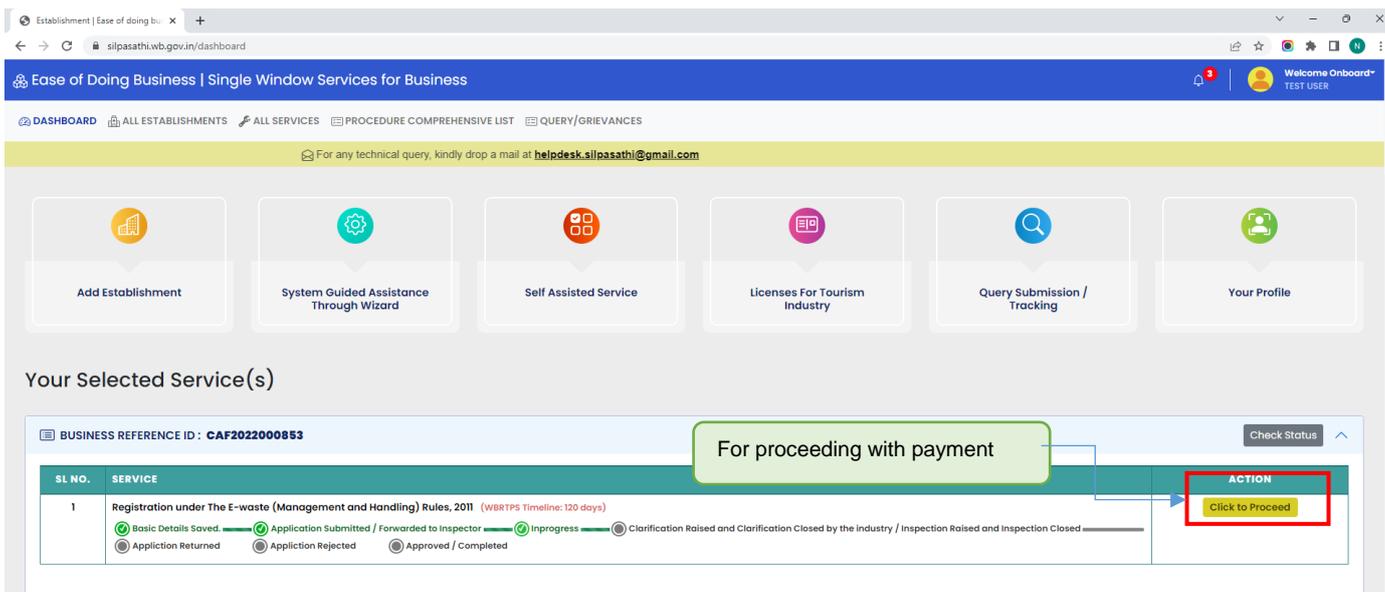
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3. Online Payment of fees

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.

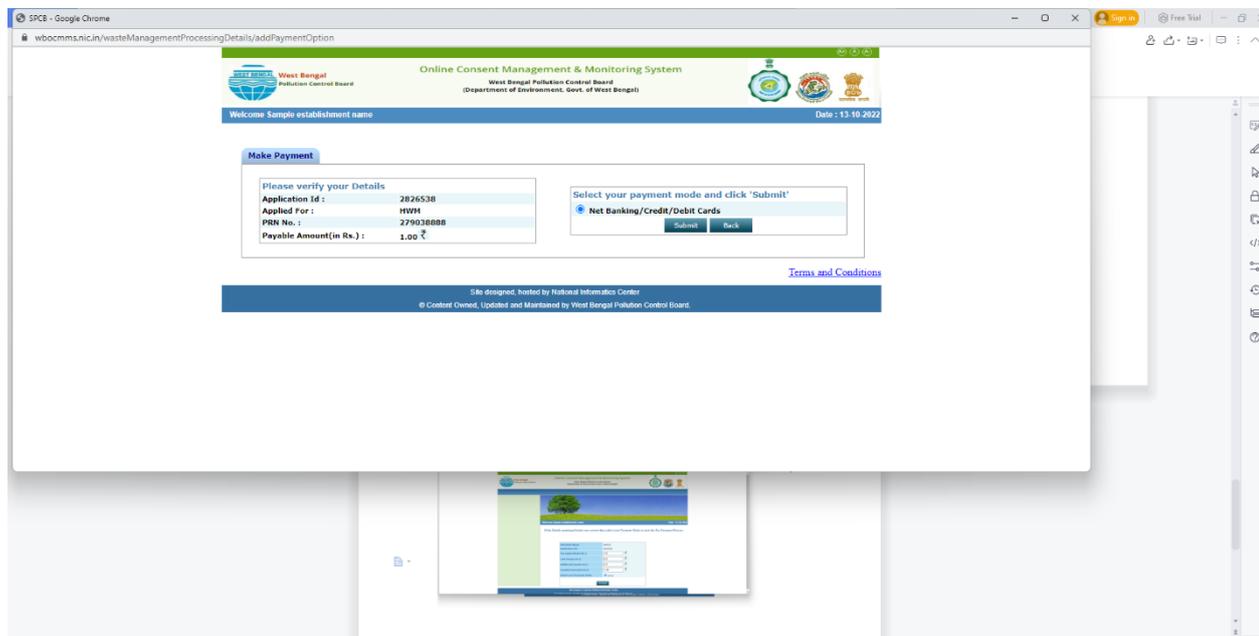
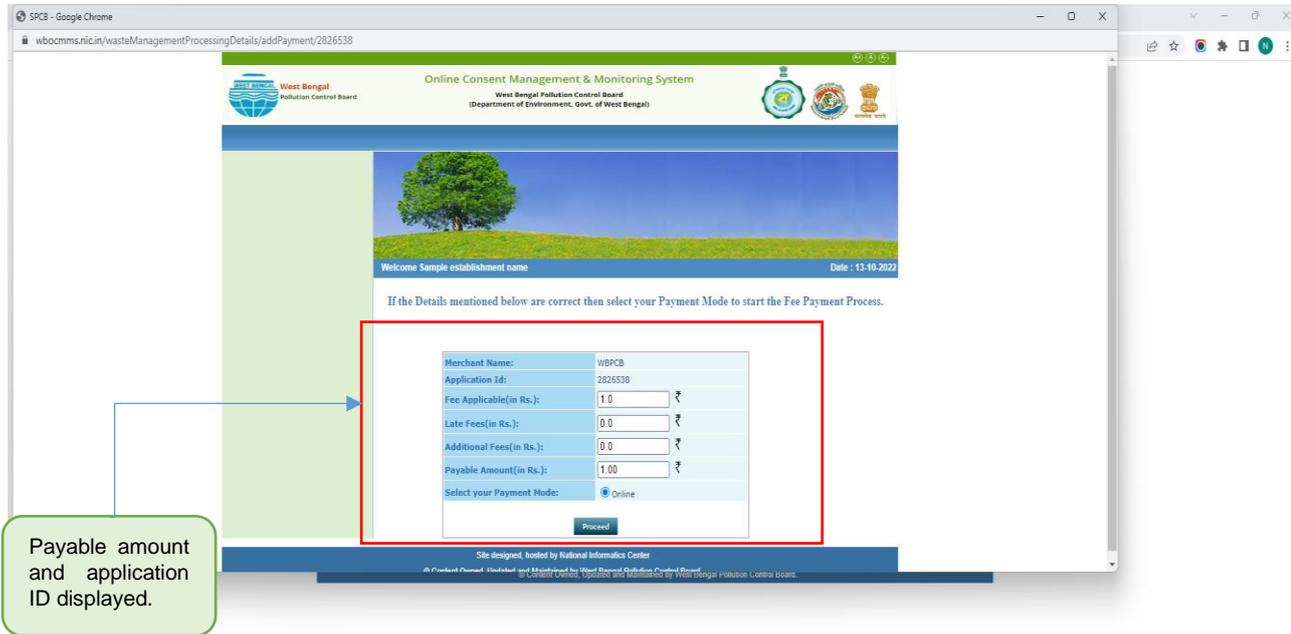


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The fees details and other necessary application details as displayed.

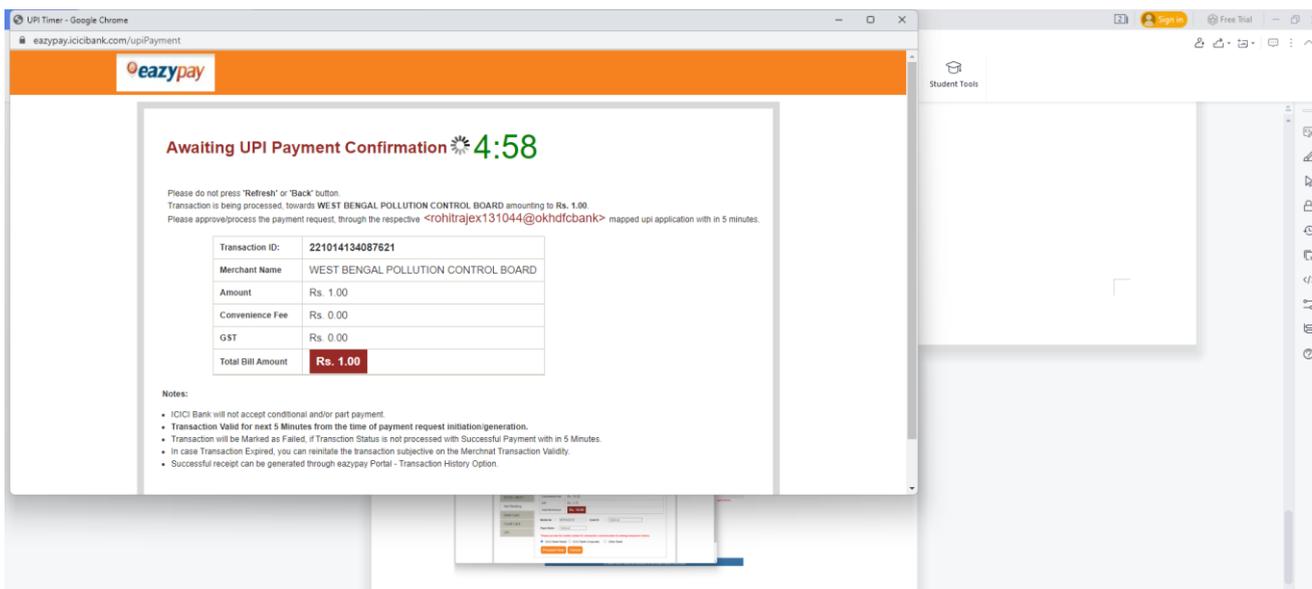
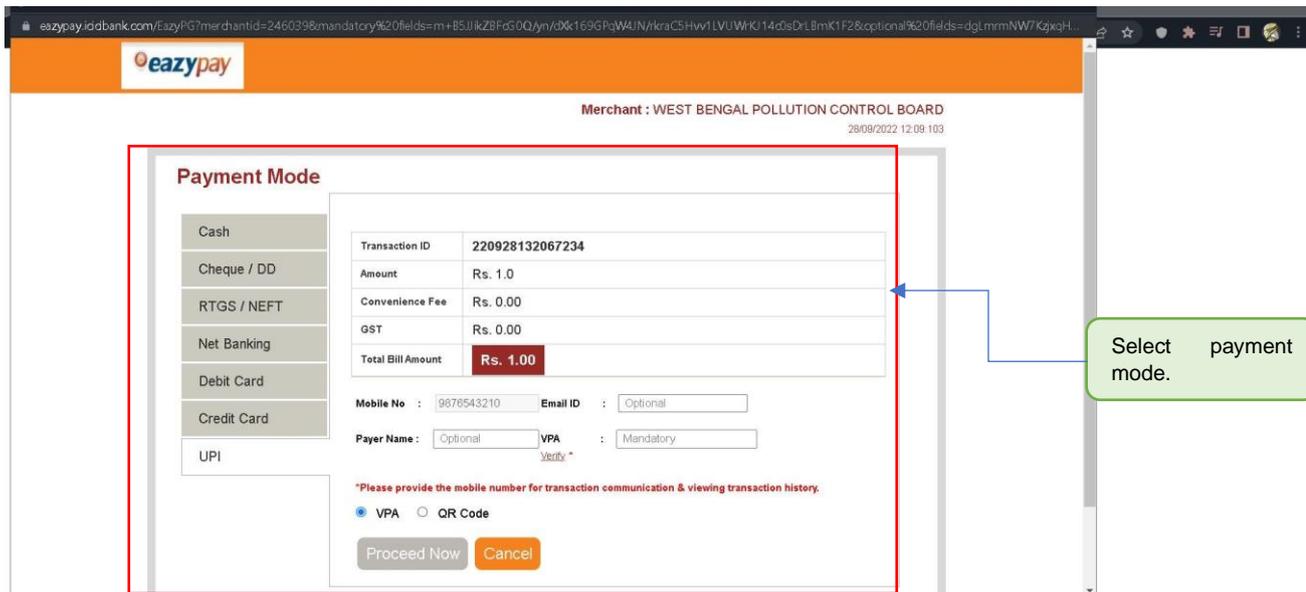


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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

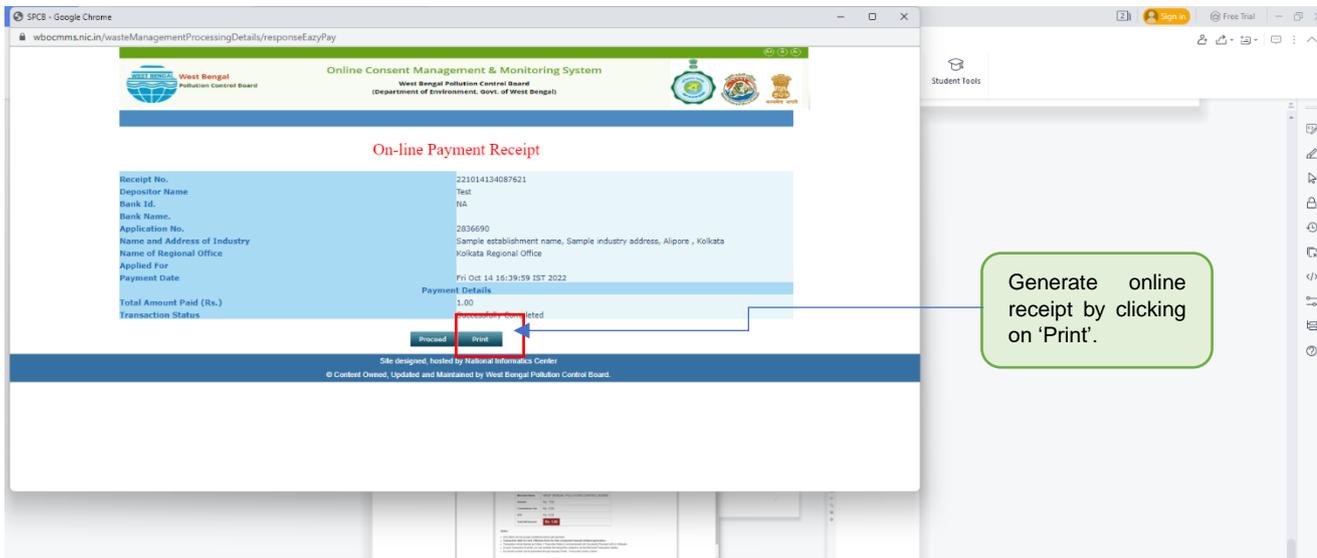


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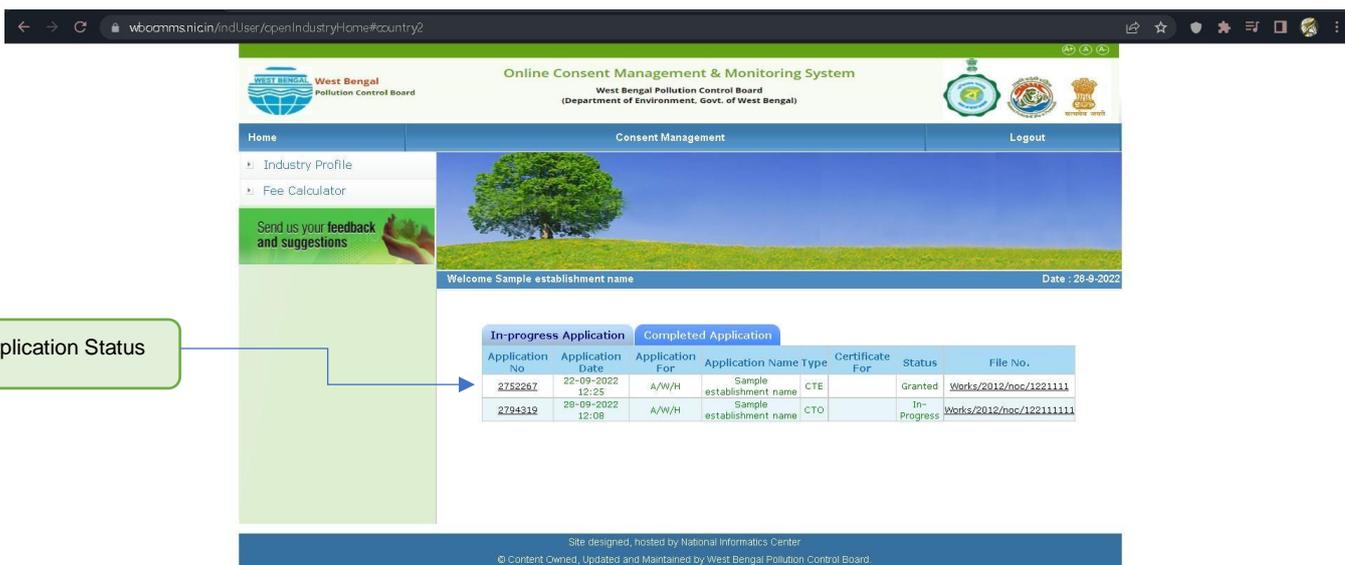
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The applicant can view the online receipt as generated. He can also print the same for reference.



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

The screenshot shows the 'Current Status-CAF2022000853' 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 green callout box points to it with the text 'Latest Status of application as updated'.

NAME OF THE SERVICES	CURRENT STATUS	DATE
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 stages: 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, and Approved / Completed. A red box highlights a '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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The certificate as downloaded has been illustrated in the screenshot below:

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' portal. The main heading is 'Common Application Form - CAF2022000853'. Below this, there is a section titled 'APPLICATION SUBMITTED STATUS'. Under 'Application Status', there are two items: 'Final Certificate' and 'Application PDF'. Both items have a red 'PDF' icon next to them. A green callout box points to the 'Final Certificate' icon with the text 'Click on the icon and Download certificate.' Another green callout box points to the 'Application PDF' icon with the text 'Click on the icon and print application.'

The Final Certificate gets downloaded (Screenshot)

The screenshot shows the downloaded 'Final Certificate' document. The document is titled 'WEST BENGAL POLLUTION CONTROL BOARD' and is dated 13/10/22. It is a 'FORM 2' Grant of Authorization under the provisions of the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016. The certificate is issued to 'M/s. Sample establishment name located at Sample establishment name'. The document includes a table with the following data:

Sl. no.	Category of Hazardous Waste as per the Schedule I, II and III of these rules.	Authorized mode of disposal or recycling or utilization or co-processing etc.	Quantity (MT/year)
1	ABC	CB&W IT	10 MT/year

Sl. no.	Category of Hazardous Waste as per the Schedule I, II and III of these rules.	Authorized mode of disposal or recycling or utilization or co-processing etc.	Quantity (MT/year)
1	51	U&OIL	5 MT/year

The document also includes conditions of authorization and is signed by 'Rohit Raj, [Test Officer], West Bengal Pollution Control Board'. The page number is 'Page 1 of 3'.

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One Approval certificate document has been illustrated below:



WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Govt. of West Bengal)
Paribesh Bhawan
Bldg. No. 10 A, Block-LA, Sector-III, 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)-2898833/2018 Date: 03 /11 / 2022

Grant of Authorization under the provisions of the E-Waste Management Rules, 2016
Ref.: Application for E-Waste authorization dated 29/03/2018

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

1. **M/s. Step Up Global** is hereby granted an authorization for collection, storage, and dismantling of e-waste on the premises situated at Narmada Park for the E-Wastes listed in Schedule I of the E-Waste Management Rules, 2016 (Quantity permitted-180 MT per annum).

Details of Authorisation

Sl. no.	Categories of electrical and electronic equipment listed in Schedule I of the rules.	Electrical and electronic equipment code listed in Schedule I of the rules	Quantity (ton/annum)
	Information technology and telecommunication equipment:		
1.	Centralised data processing: Mainframes, Minicomputers	ITEW1	20
2.	PersComputers(Central Processing Unit with input and output devices)	ITEW2	20
3.	Laptop Computers(Central Processing Unit with input and output devices)		10
4.	Note book Computers	ITEW4	3
5.	Notepad Computers	ITEW5	2
6.	Printers including Cartridges	ITEW6	5
7.	Copying Equipment	ITEW7	5
8.	Facsimile	ITEW10	2
9.	Telephones	ITEW12	3
10.	Cellular Telephones	ITEW15	8
10.	Answering System	ITEW16	2
	Consumer electrical and electronics:		

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

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.

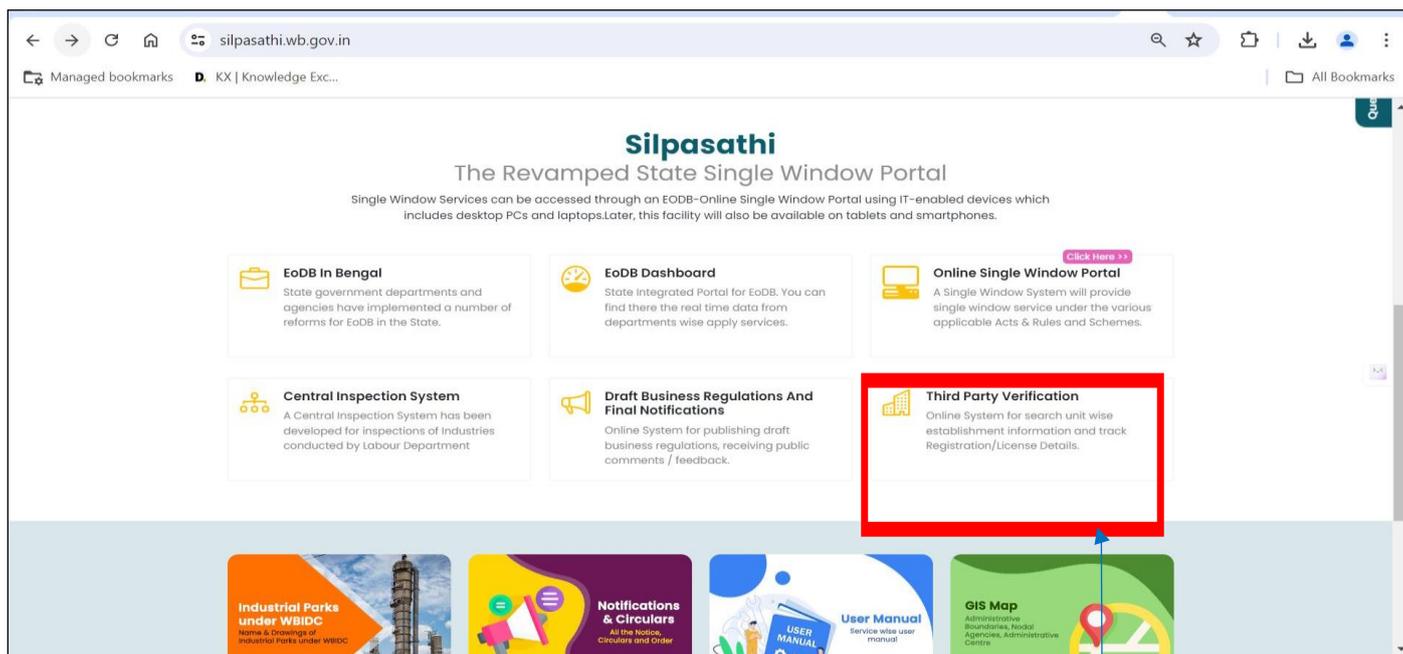
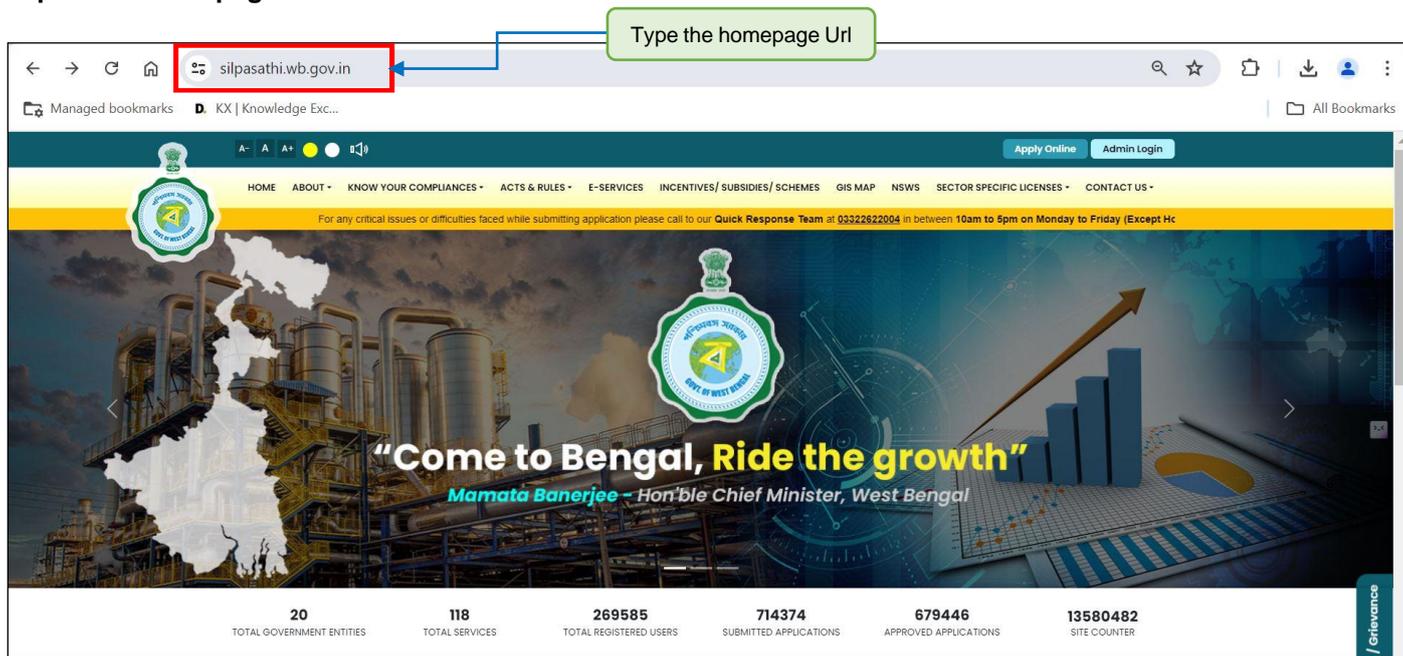
(Screenshots below):

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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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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

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.

Track Registration/License Details

Select Services *
Registration under The E-waste (Management and Handli

Registration Number / License Number / Others *
2S(HW)/(EW)-2898833/2018

Search

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 *

Registration under The E-waste (Management and Handling) 2S(HW)/(EW)-2898833/2018 Search

Parameter	Output
Certificate Number	2S(HW)/(EW)-2898833/2018
Approval Date	01-01-1970
Name of the Business	New Establishment one
Location of the Business	Sample industry address

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