



West Bengal Pollution Control Board :

*Registration under Plastic
Waste Management Rules,
2016*

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

User Manual

User Manual

Registration under Plastic Waste Management 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 “**Registration under Plastic Waste Management Rules, 2016**” by **West Bengal Pollution Control Board** through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Registration under Plastic Waste Management Rules, 2016 is required to convert plastic waste into environmentally friendly products. 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 WBPCB	Consent to Establish is a critical document required by the West Bengal government for starting a new business or project in the state
2.	Copy of CTO granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) issues a "Consent to Operate" (CTO) to industrial units, enabling them to operate in the state.

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#	Documents Required	Detailed Description
3.	Clearance from local body / Trade License	Clearance from a local body, also known as a trade license, is a legal requirement for businesses and entrepreneurs in many jurisdictions. It ensures compliance with local laws and regulations, such as zoning laws, health and safety standards, and environmental regulations.

Timeline (WBRTPS)

Registration under Plastic Waste Management Rules, 2016 has an WBRTPS timeline of **30 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
3.	Occupier Email	Mention email id details of the industry owner
4.	Select CTE Type	From the dropdown list select the establishment type
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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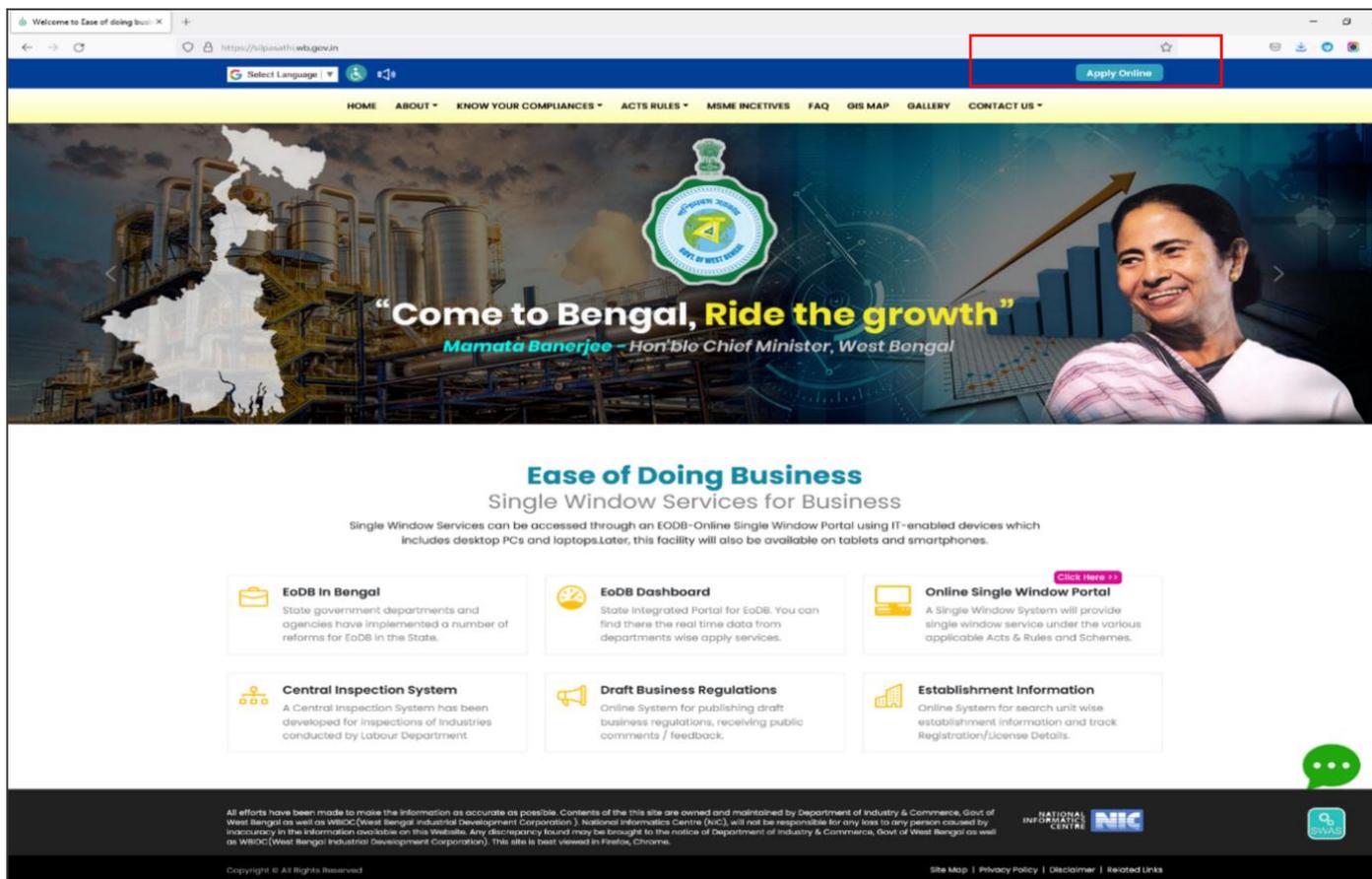
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Application Process through SilpaSathi

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.

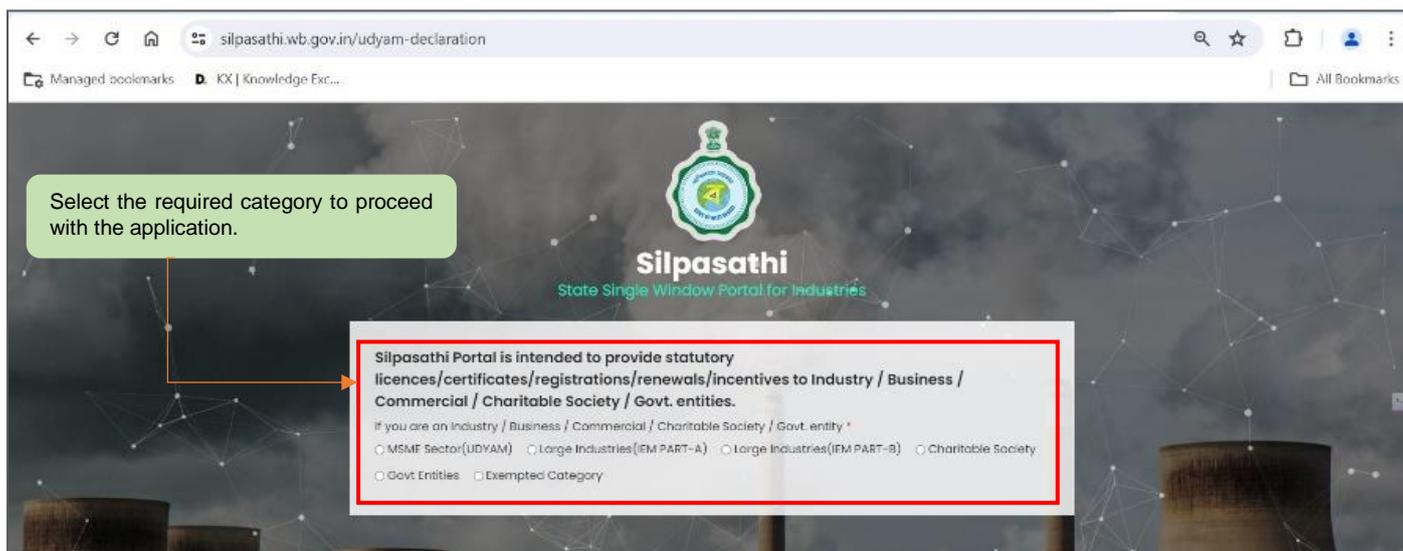


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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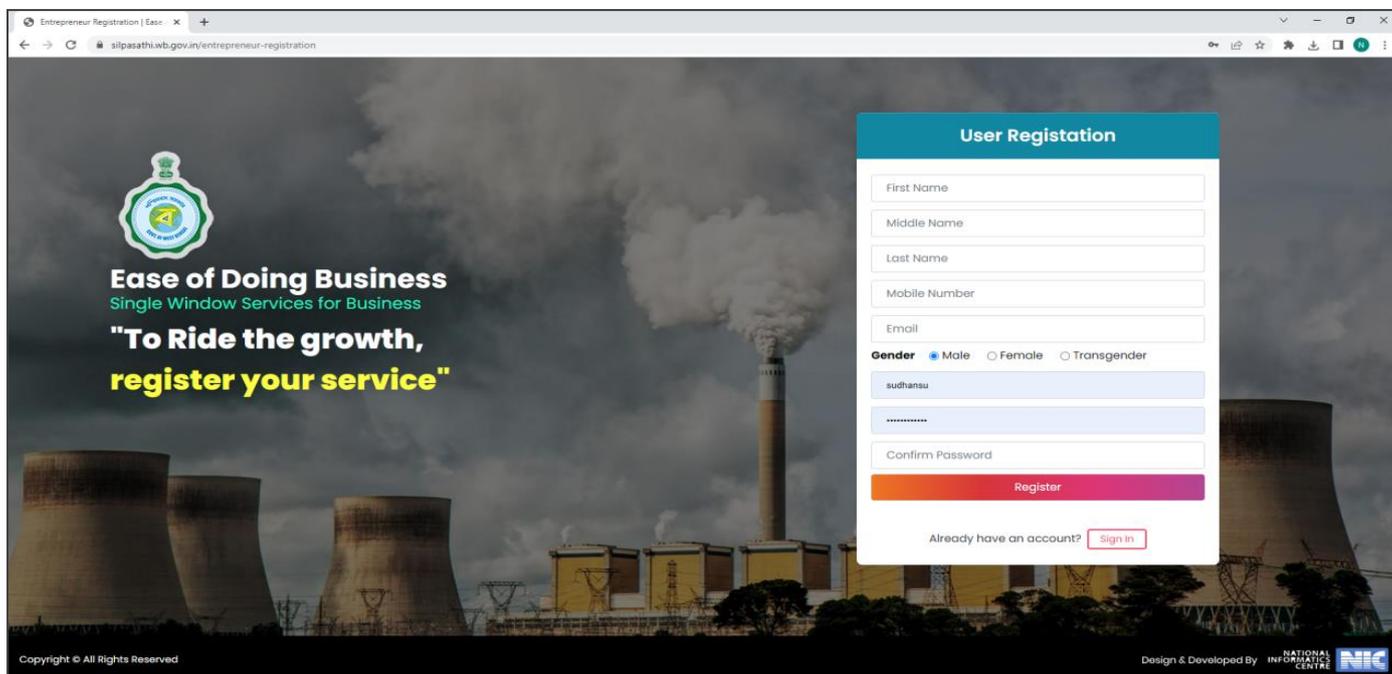
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A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.

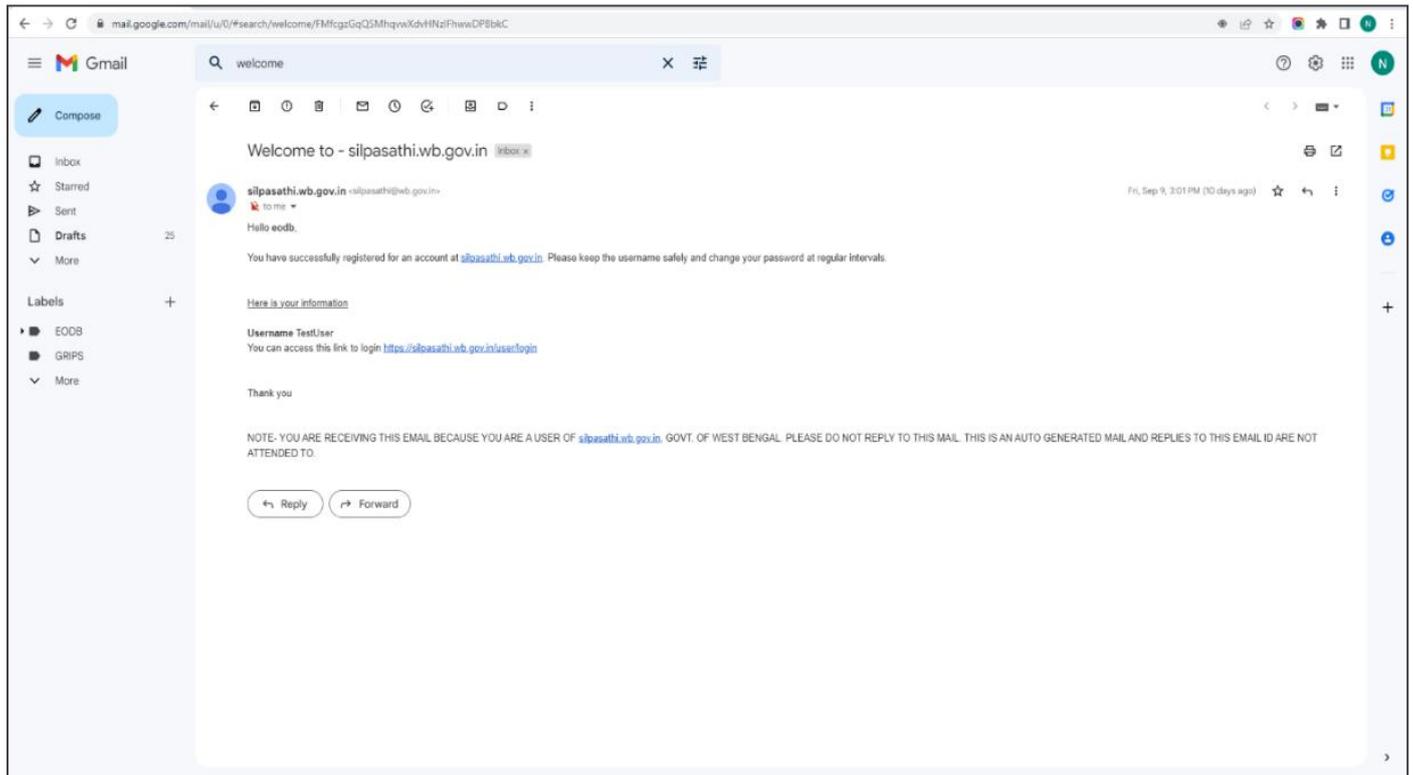


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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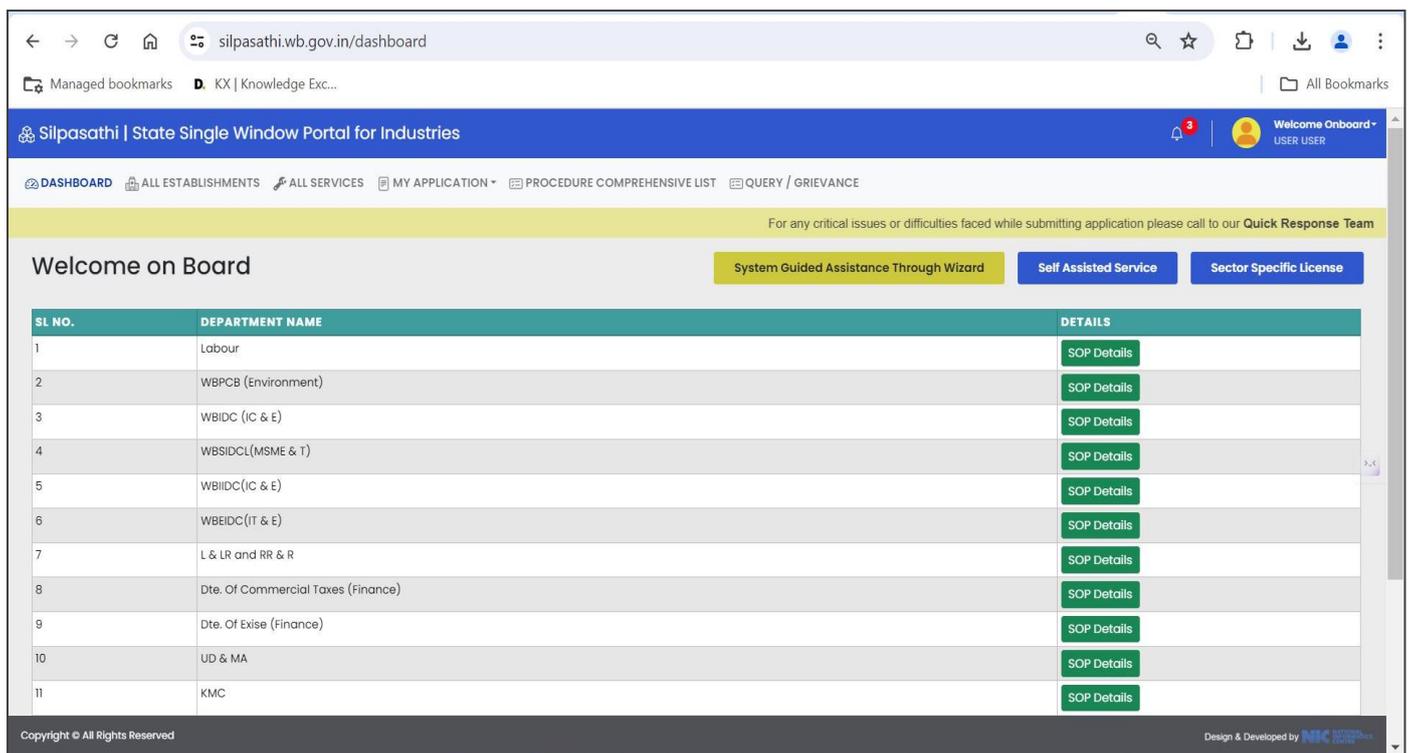
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Online Application submission

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

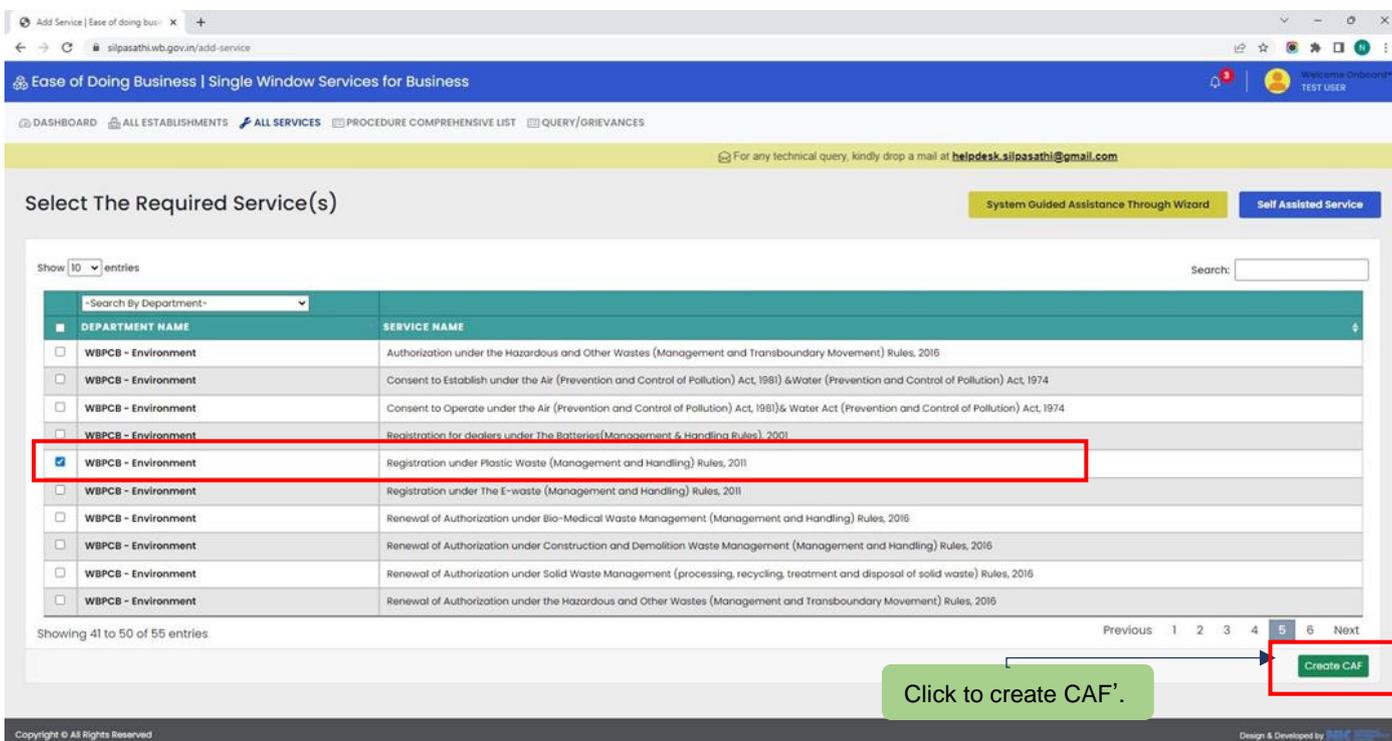
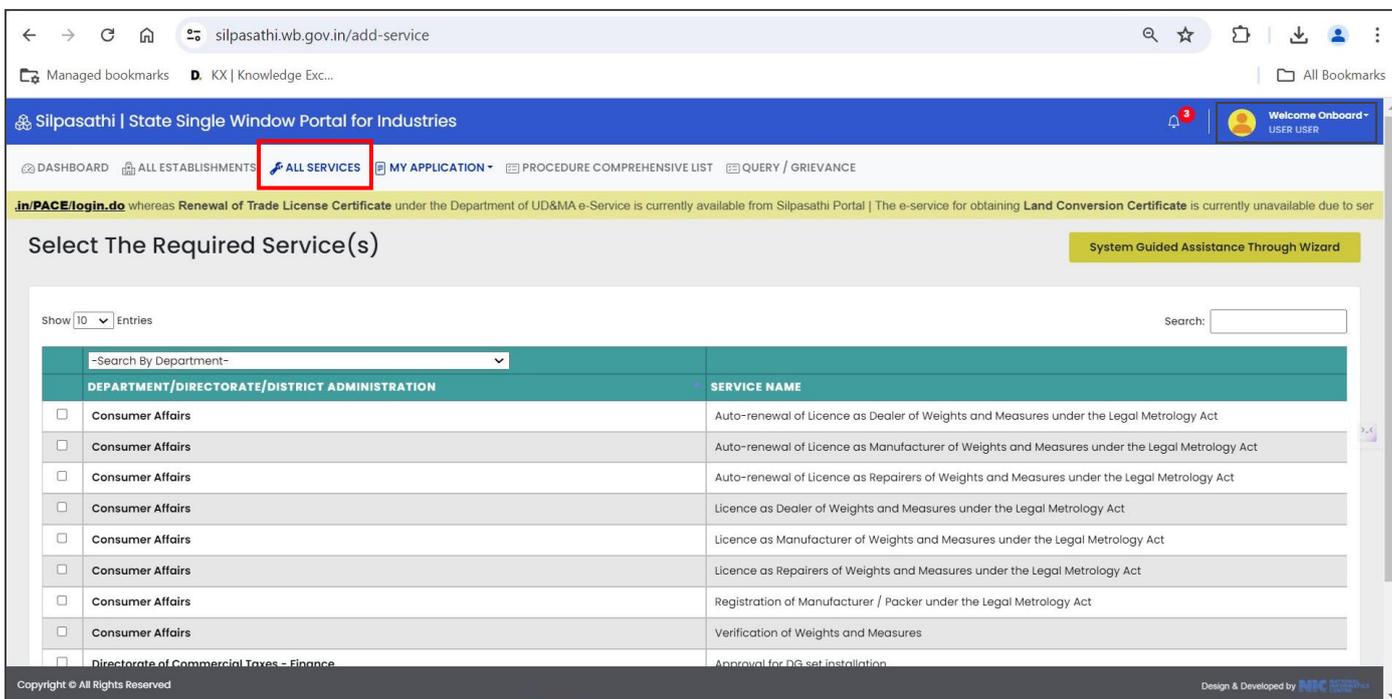


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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named "Registration under Plastic Waste Management Rules, 2016"

After selecting the service 'Registration under Plastic Waste Management Rules, 2016', the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

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

Sl. No.	SERVICE	ACTION
1	Registration under Plastic Waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 30 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 - CAF2022000669

Process Start 10%

Registration under Plastic Waste Management Rules, 2016

Application Details

Select Establishment * Sample establishment name	Name of Industry * Sample establishment name	Occupier Email * test5@gmail.com
Service Id * 110	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

[Back](#) [Save & Continue >>](#)

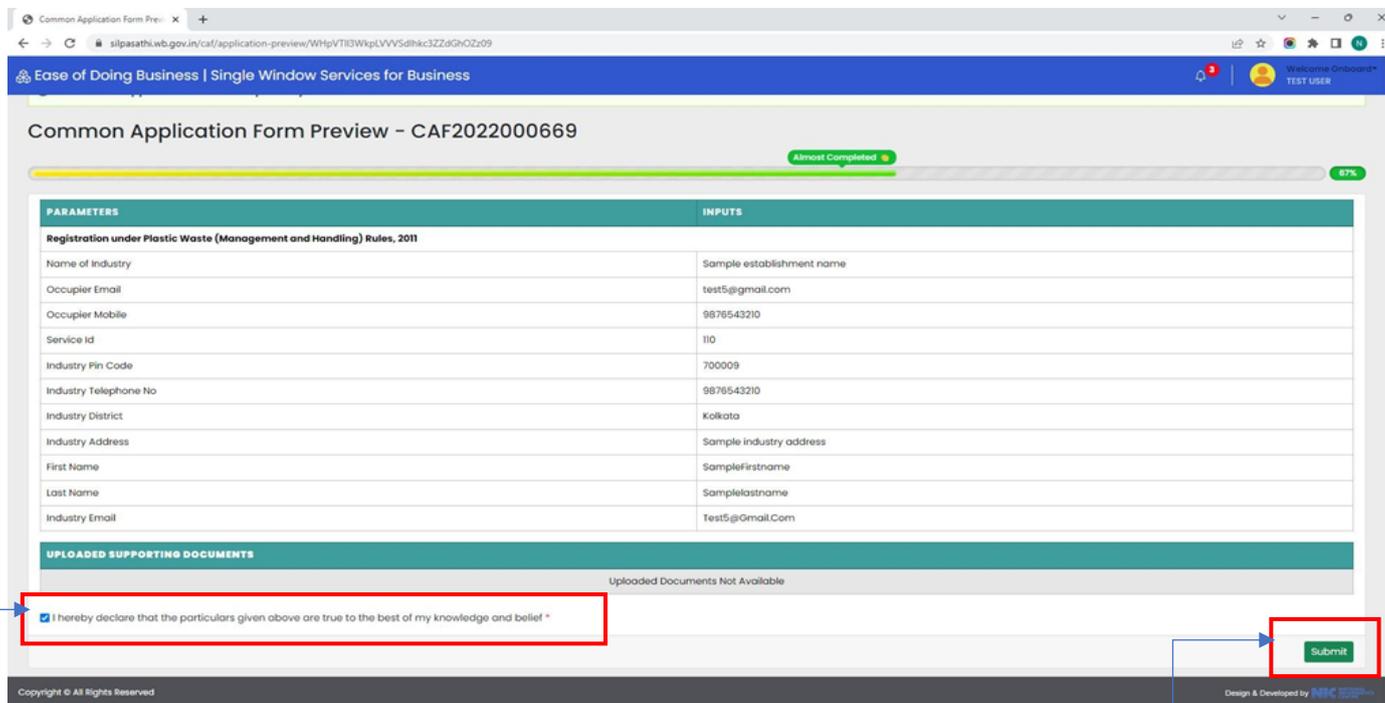
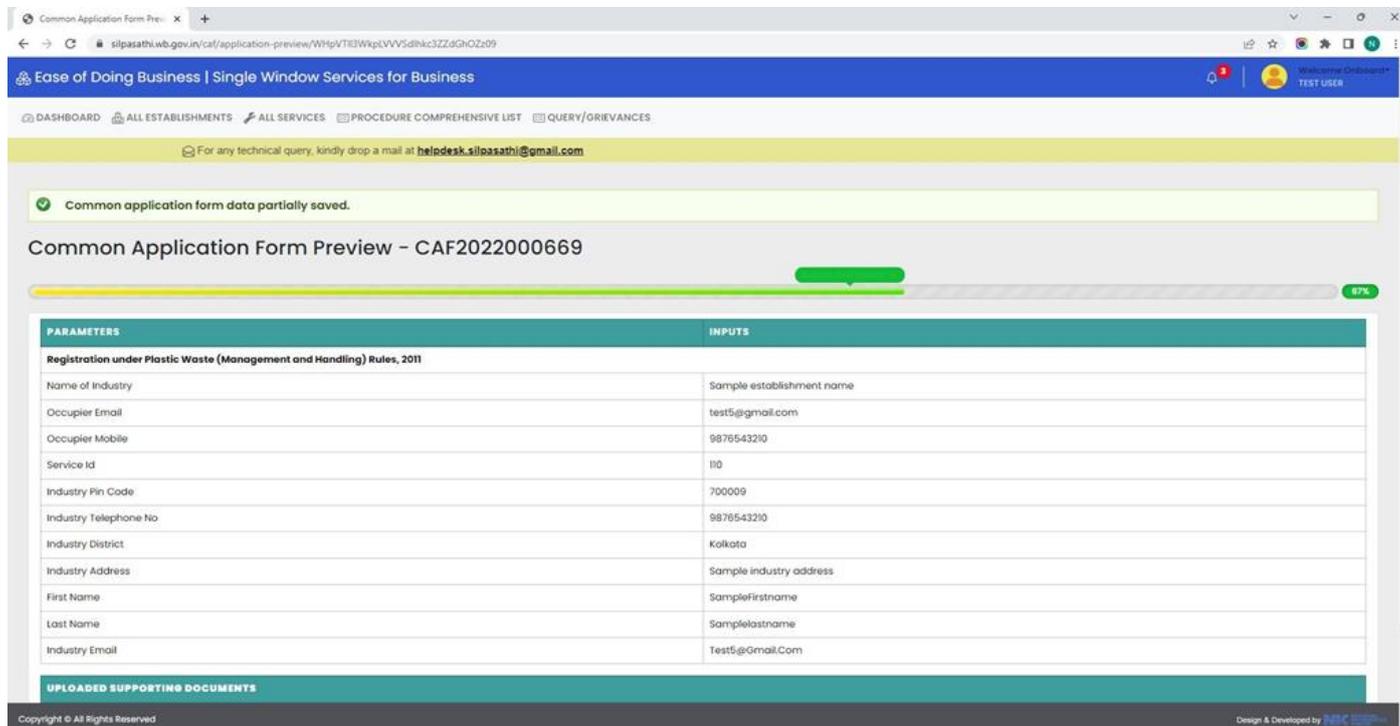
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The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding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



Declaration Statement

Click to continue with the application process.

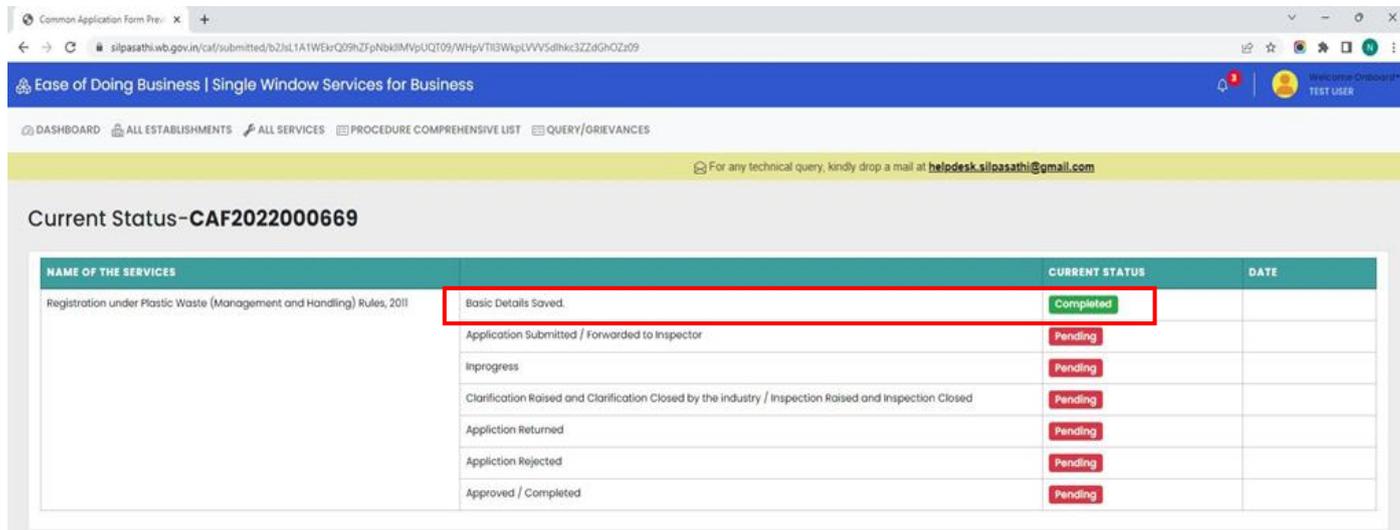
Upon completion of the application process the applicant clicks on the '**Submit**' button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

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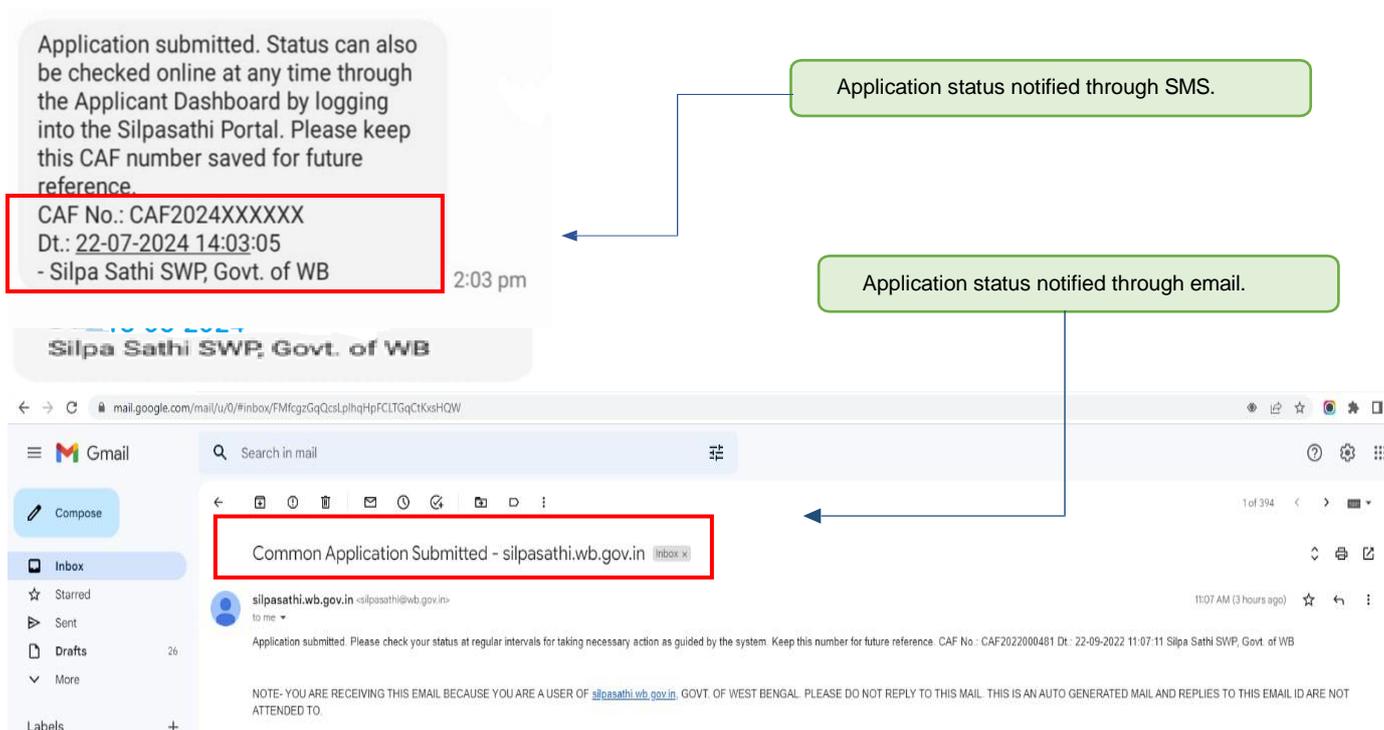
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On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.



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

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

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

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000669

SL NO.	SERVICE	ACTION
1	Registration under Plastic Waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 30 days) Progress: 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

Common Application Form Pre: X

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Current Status - CAF2022000669

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under Plastic 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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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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'TEST USER'. The dashboard features several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Below these, under 'Your Selected Service(s)', a table shows the progress of the 'Registration under Plastic Waste (Management and Handling) Rules, 2016' application. The progress bar indicates the following steps: Basic Details Saved (completed), Application Submitted / Forwarded to Inspector (completed), In Progress (current), Clarification Raised and Clarification Closed by the Industry / Inspection Raised and Inspection Closed (pending), Application Returned (pending), Application Rejected (pending), and Approved / Completed (pending). A 'Click to Proceed' button is visible in the 'ACTION' column.

SL NO.	SERVICE	ACTION
1	Registration under Plastic Waste (Management and Handling) Rules, 2016. (WBSPS Timeline: 30 days)	Click to Proceed

The screenshot displays the 'Common Application Form - CAF2022000669' for 'Registration under Plastic Waste Management Rules, 2016'. The form includes the following fields:

- indName: Sample establishment name
- caf_unique_no: 49
- occ_email: test5@gmail.com
- occ_mobile: 9876543210
- industry_pin_code: 700009
- serviceId: 114
- industry_telephone_no: 9876543210
- industry_district_name: Kolkata
- industry_address: Sample industry address
- industry_address: test
- industry_email: Test5@Gmail.Com
- eodb_app_id: 1705
- caf_ld_no: CAF2022000669

A blue banner at the bottom of the form states: '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.

The screenshot shows the 'Solid Waste Management' tab of the application form. The form includes the following sections:

- General:** Nodal Officer Details (Name: Rohit, Designation: Test), Authorization required (Waste Processing, Recycling, Treatment, Disposal at landfill), and Authorization Type (Fresh application, Renewal application).
- Documents:** Attach copies of the Documents section with fields for Site clearance, Proof of Environmental Clearance, Consent for establishment, Agreement between municipal authority and operating agency, and Investment on the project and expected returns.
- Processing / Recycling / Treatment of Solid Waste:** Total Quantity of waste to be processed per day, with sub-questions for recycled, treated, and landfilled waste.
- Utilisation programme for waste processed (Product Utilisation):** Yes/No with a dropdown menu.
- Measures to be taken for prevention and control of:** Yes/No.

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

The screenshot shows the 'Documents Details' section of the application form. It includes a table for document uploads and a 'Save' button.

S.NO	Document Name	Document Path

Buttons: Upload, Delete

* Instructions:
For Online Document Upload:
Click link "Upload" to upload the document
Click "Browse" to select the document
Click "Save" button to upload the document
Message "Document successfully uploaded" will be displayed

Do You Want To Save The Application as Completed In Progress

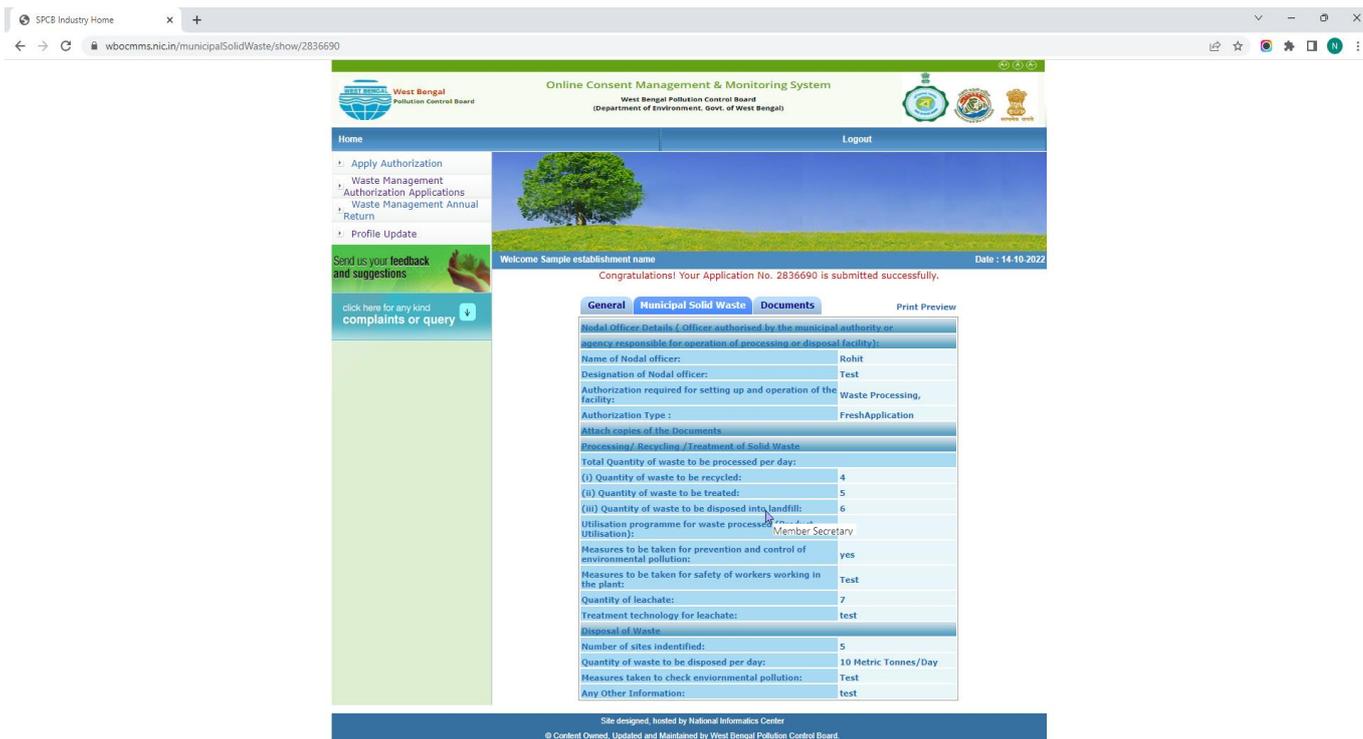
Fields marked * are mandatory

Save

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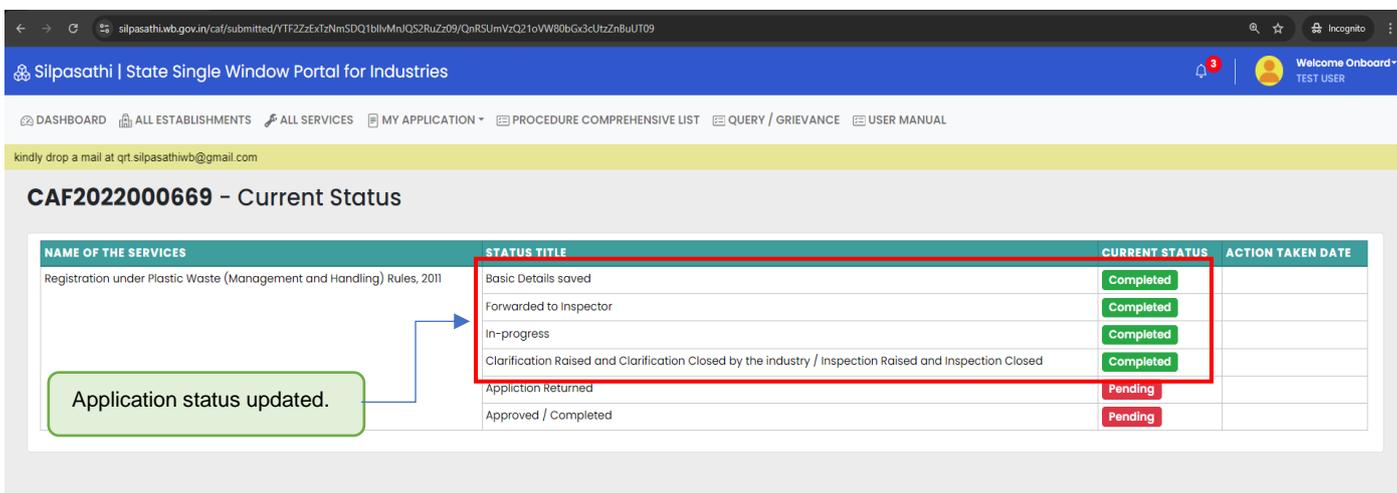
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Note: The application is saved in draft mode in the Department portal

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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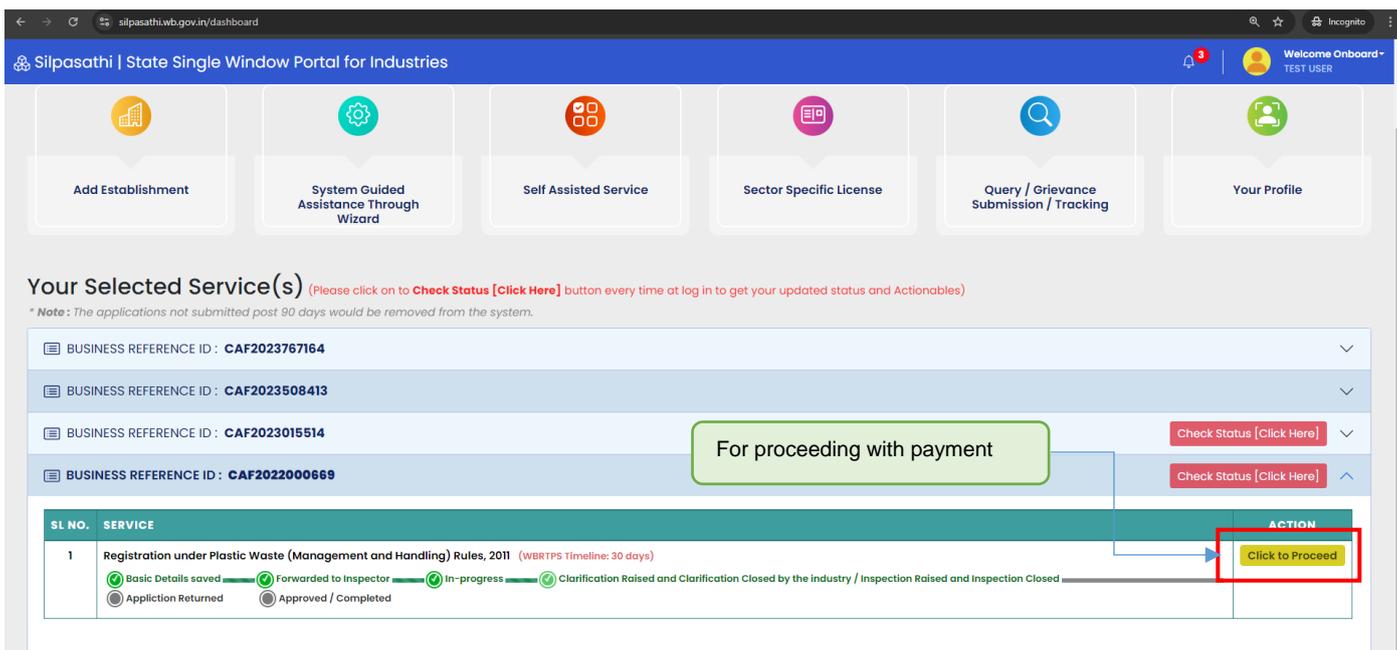
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3. Online Payment of fees

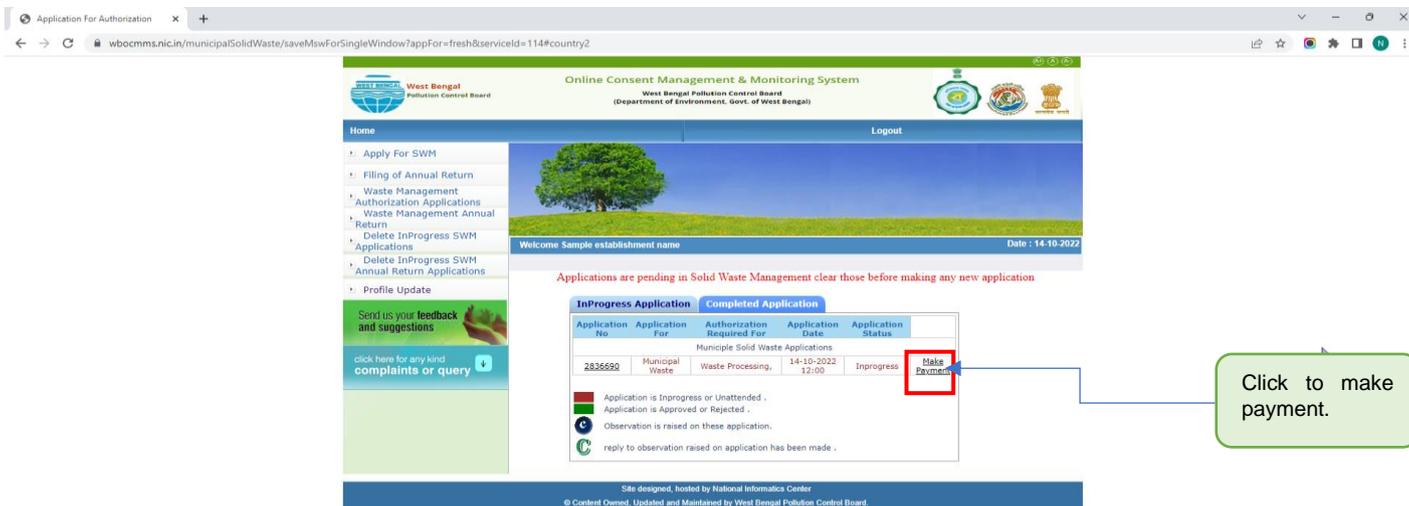
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Click to Proceed**' option and proceed with the payment procedure. The screenshot below provides an illustration:

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:	<input checked="" type="radio"/> 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](#)

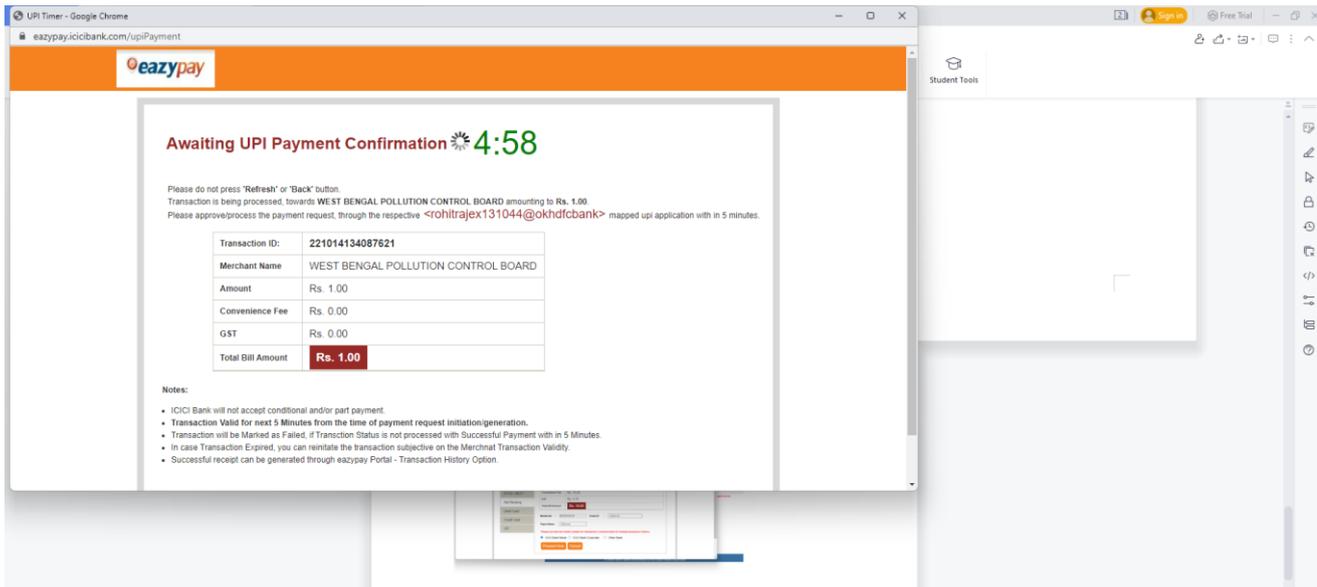
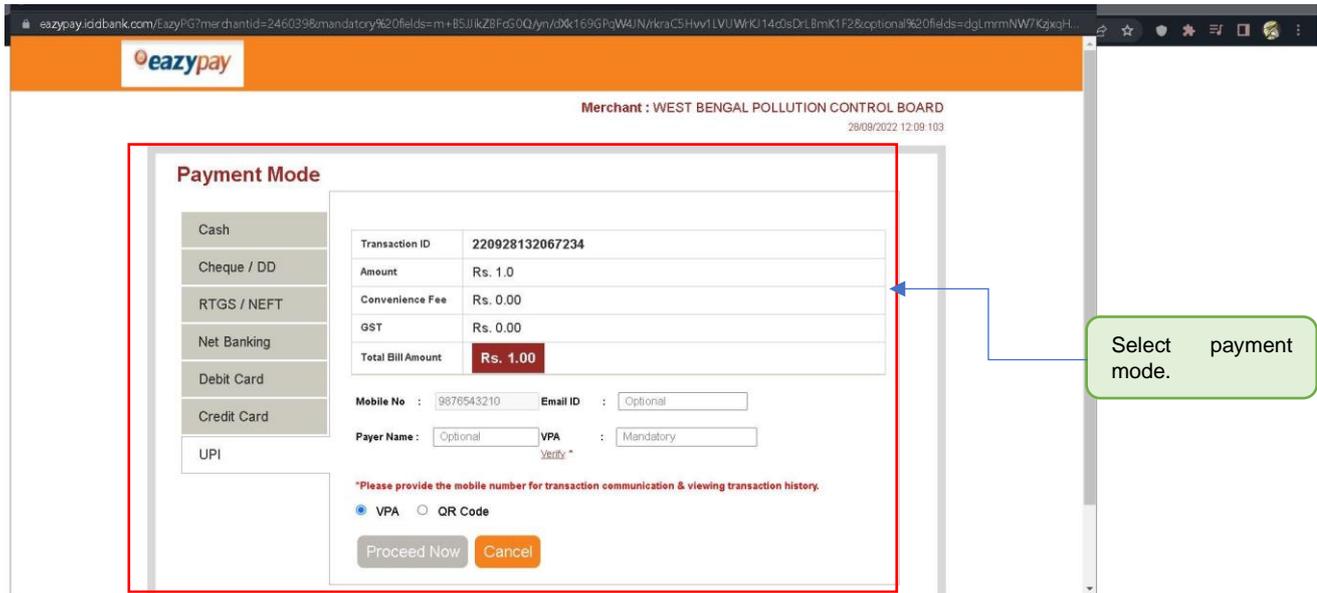
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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

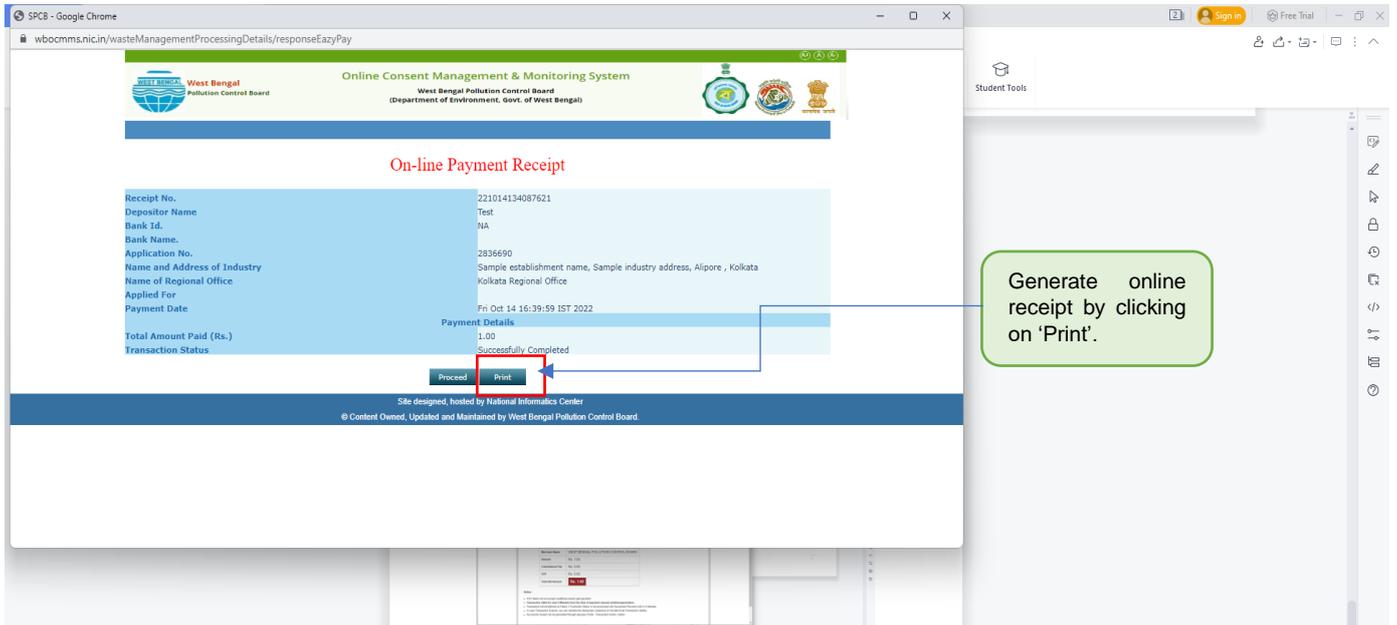


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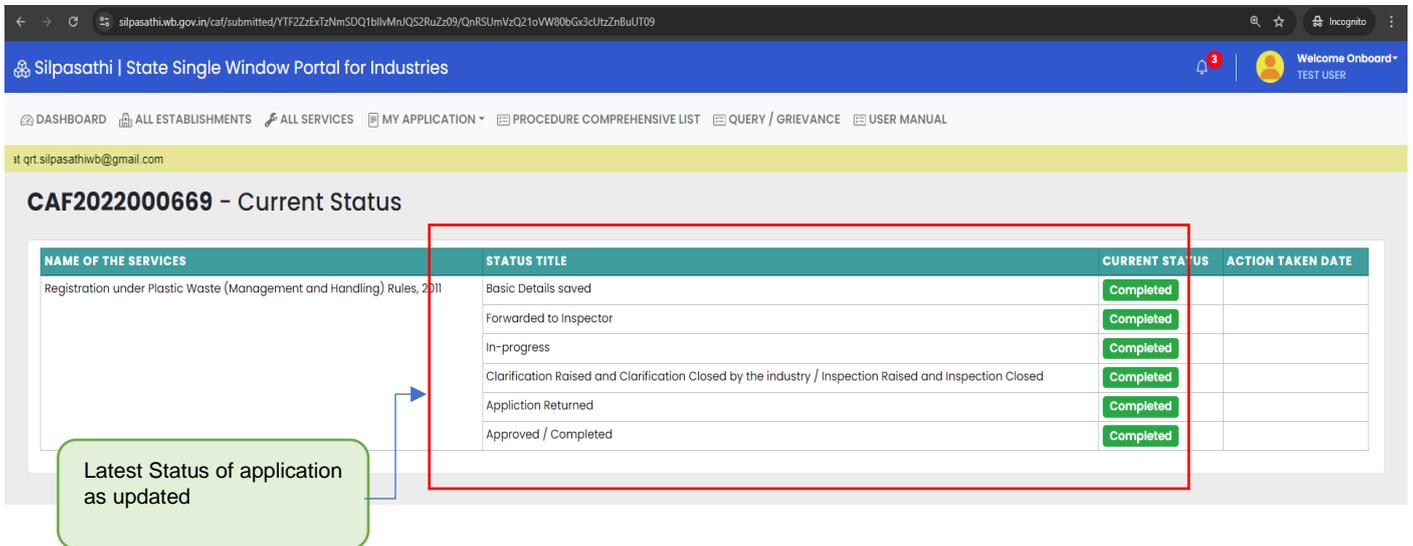
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The applicant can view the online receipt as generated. He can also print the same for reference.



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

Status Dashboard



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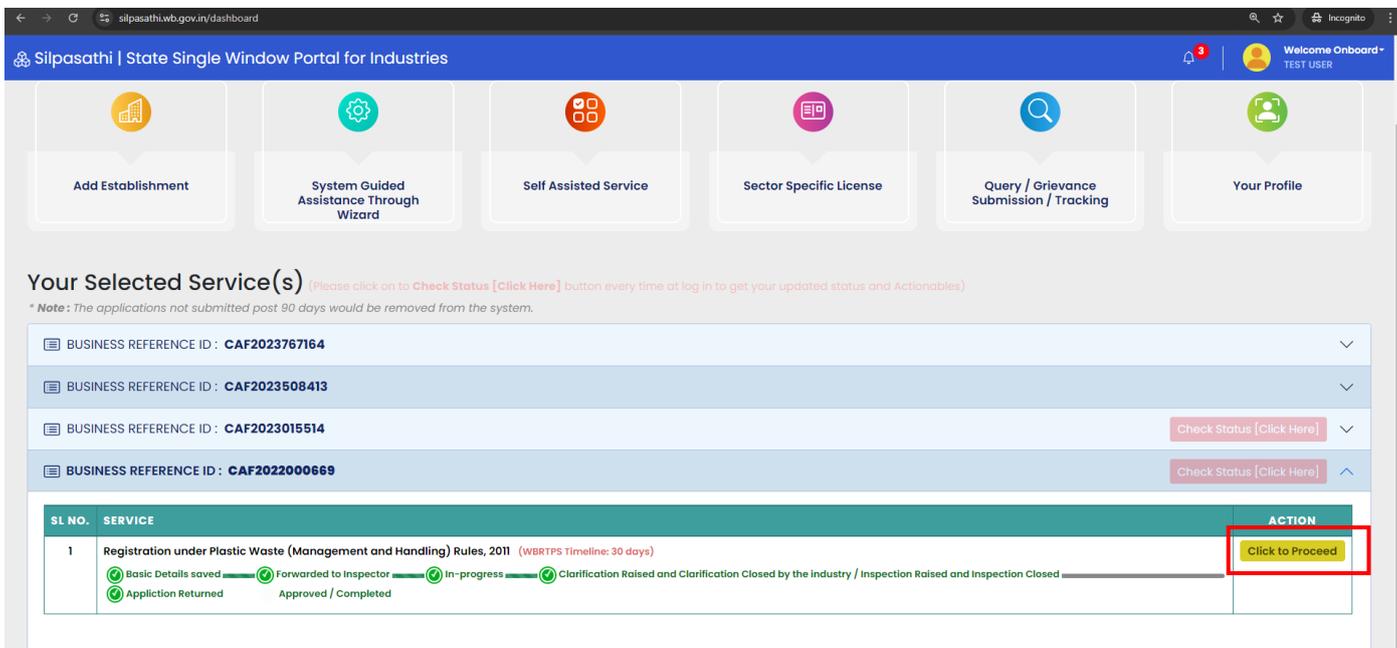
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4: Online Download of final approval certificate

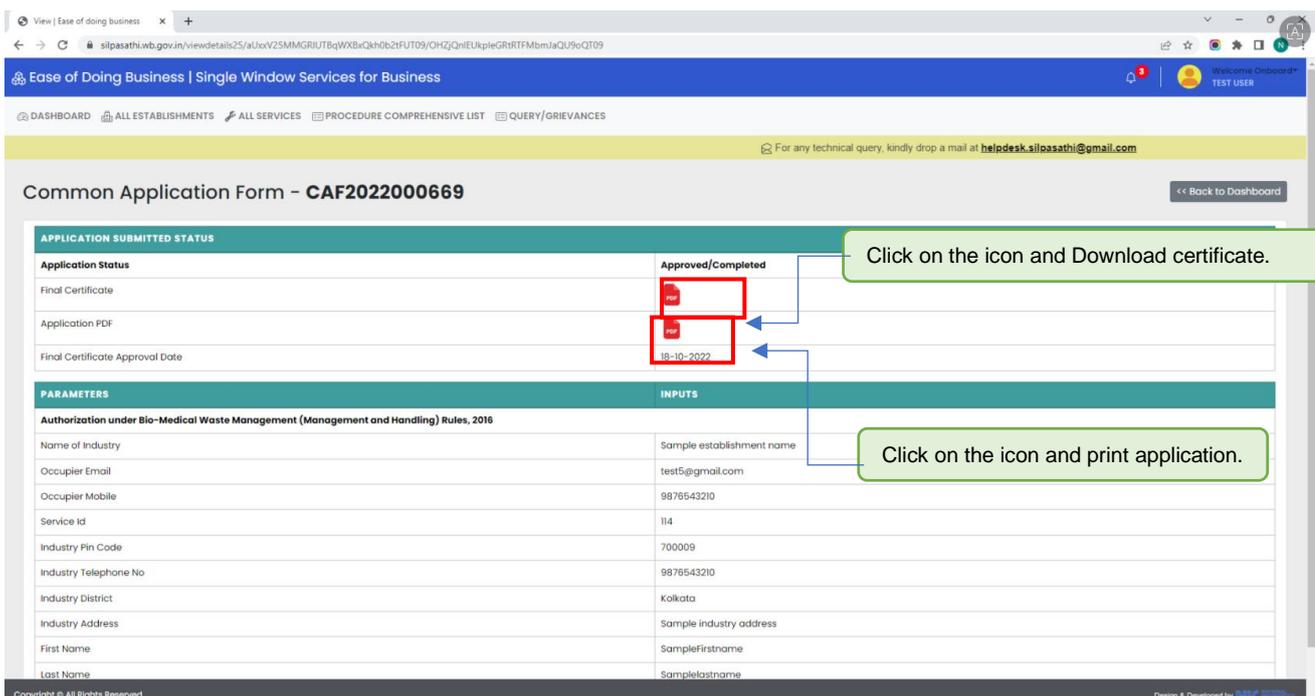
The applicant can now click on 'Download Certificate' to download the final certificate.

Applicant's Dashboard



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

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

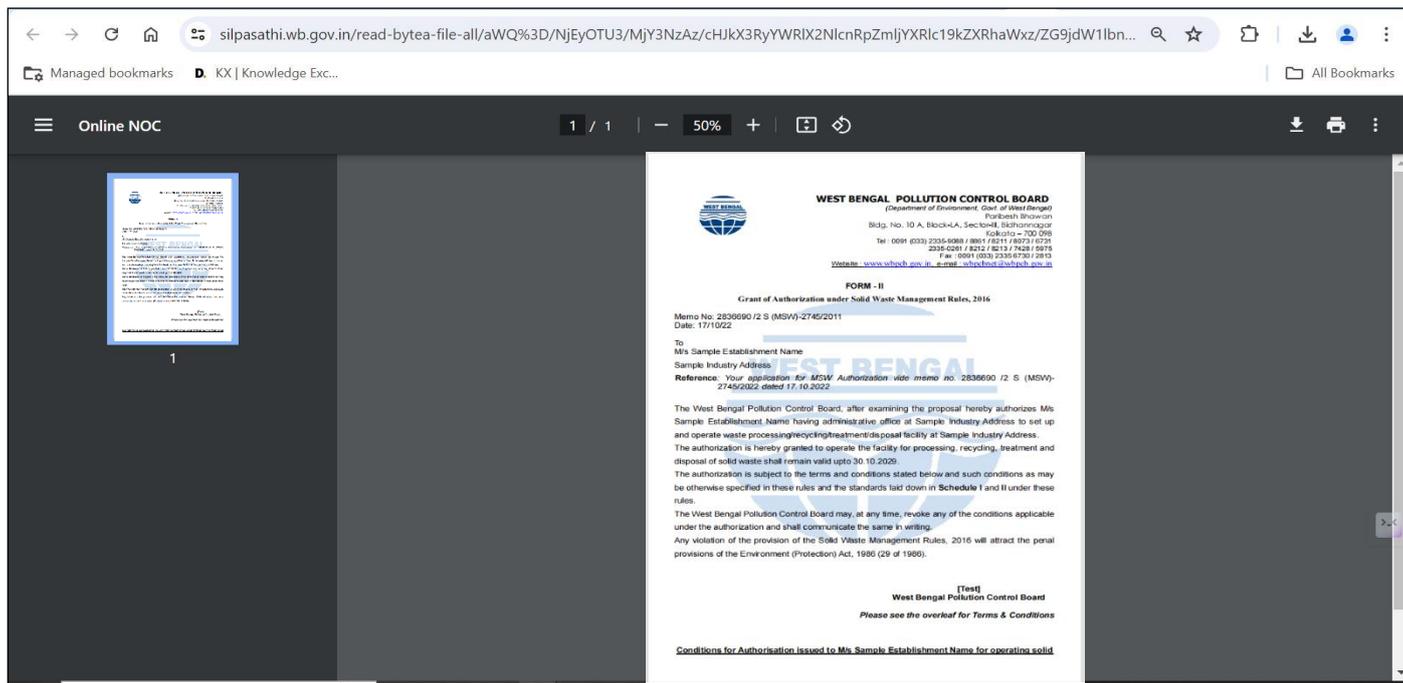


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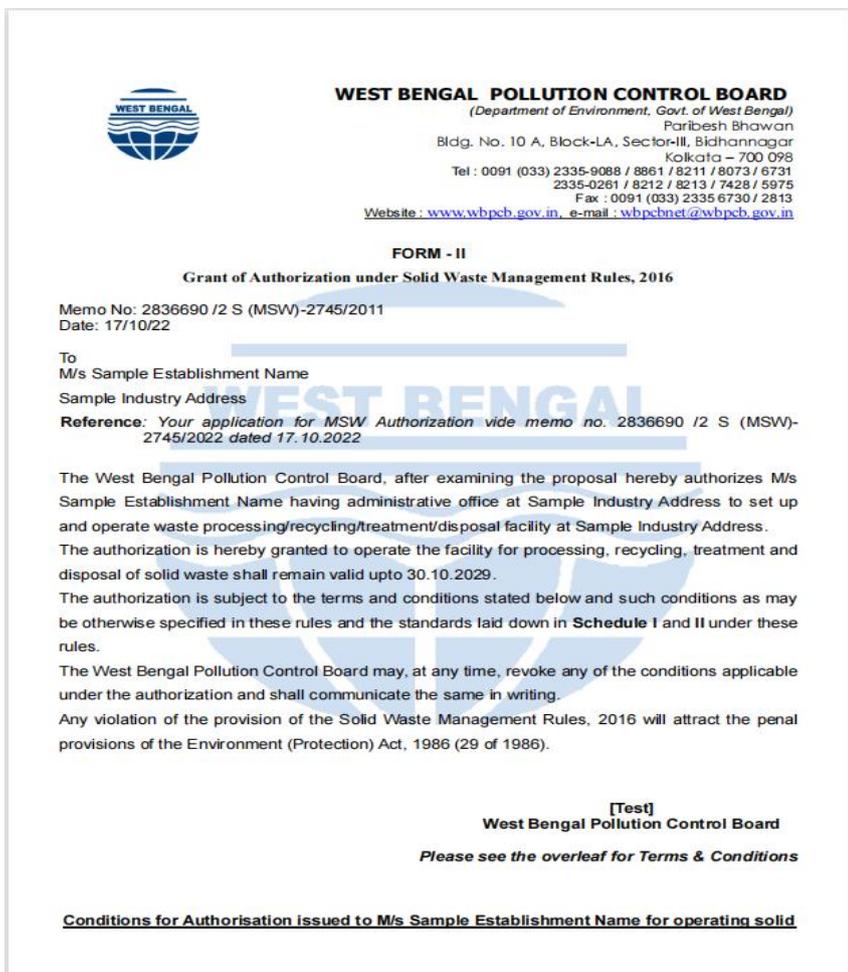
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The Final Certificate gets downloaded (Screenshot)



One Approval certificate document has been illustrated below:



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5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate

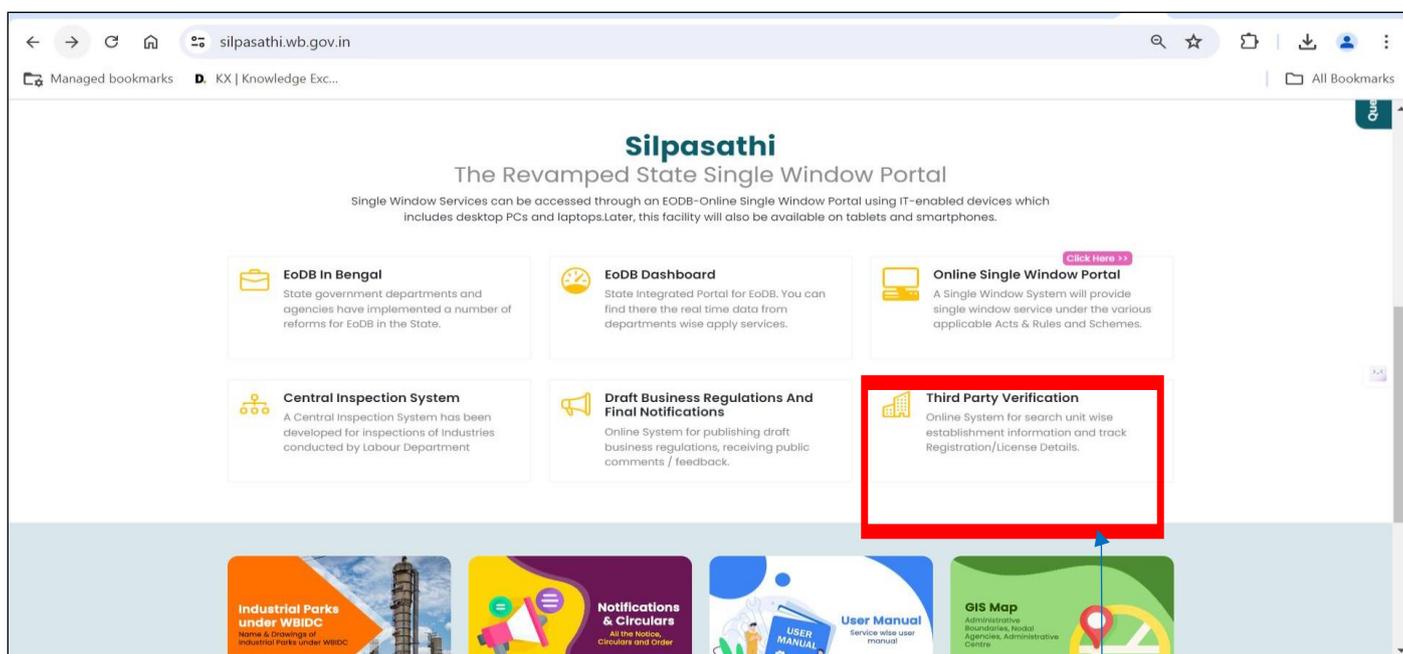
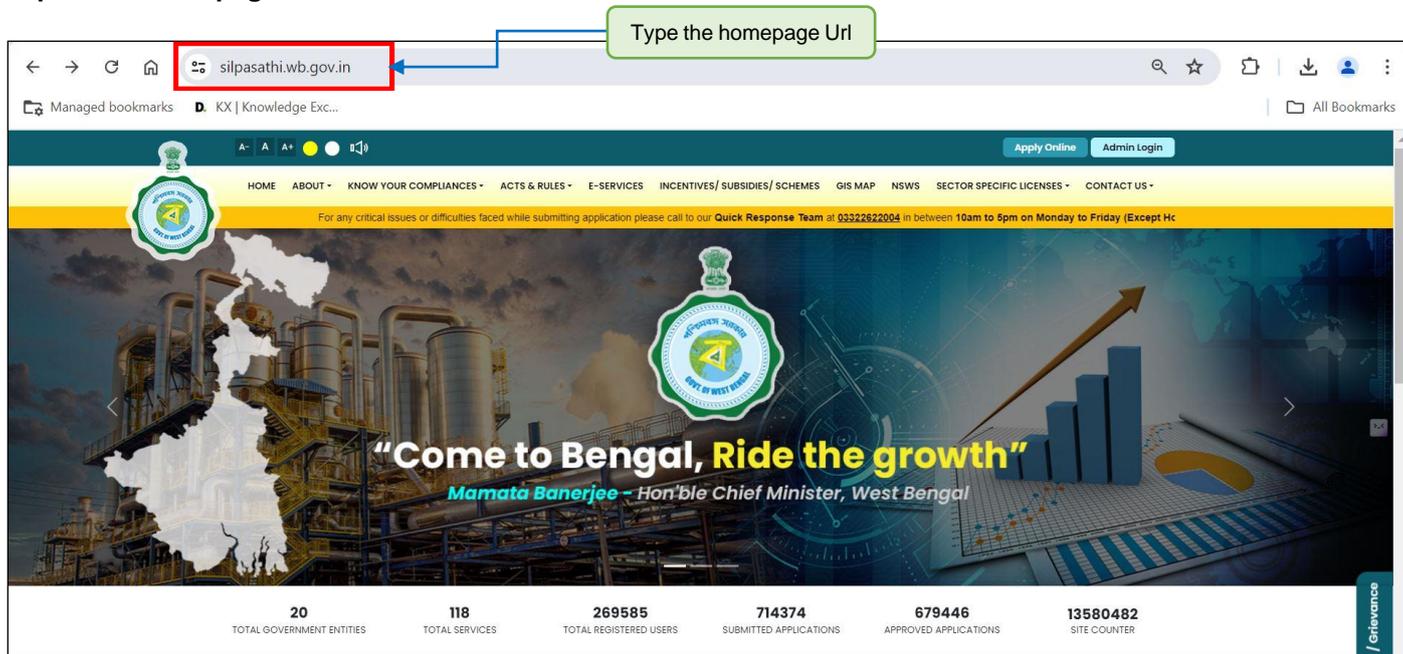
Third part verification process

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

A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage



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

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 *

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

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services *
Authorization under Plastic Waste Management (processir

Registration Number / License Number / Others *
2836690/25(MSW)-2745/2011

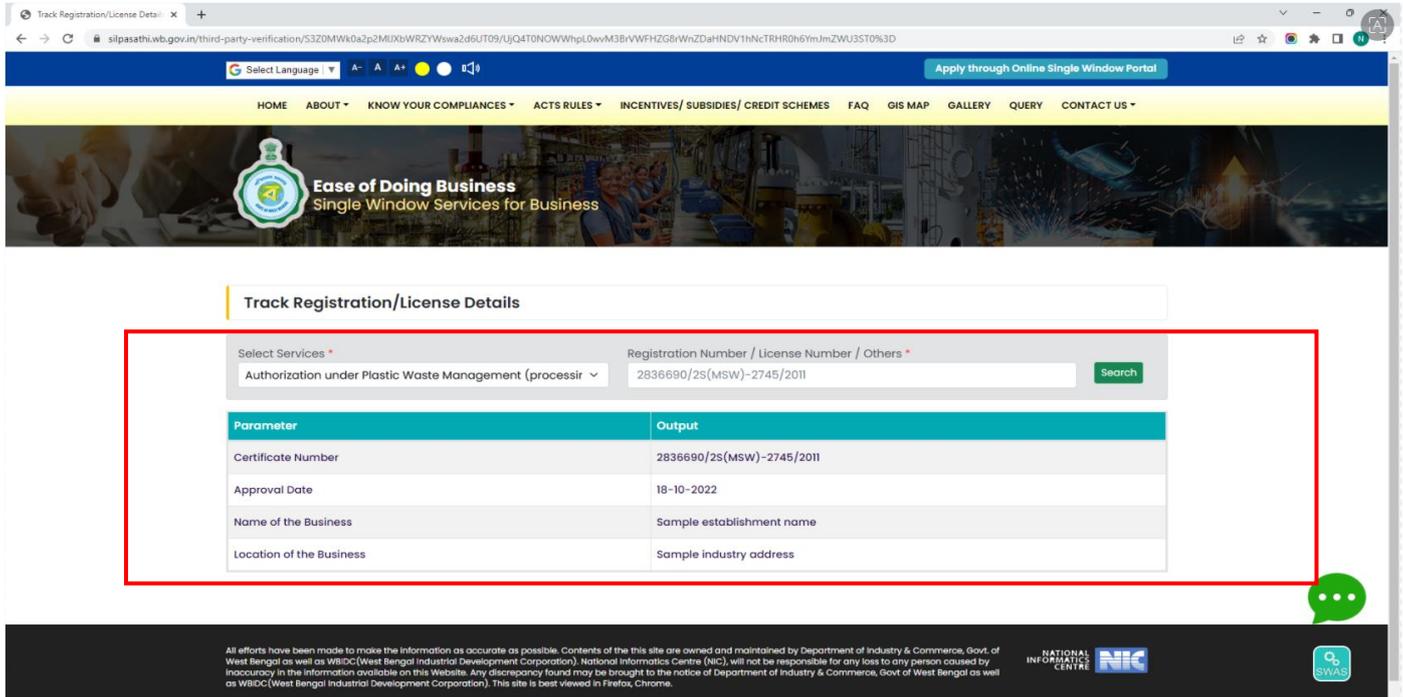
License details can be viewed after entering correct license number and clicking on Search.

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The third party can view the details as illustrated below:



Track Registration/License Details

Select Services *
Authorization under Plastic Waste Management (processir)

Registration Number / License Number / Others *
2836690/2s(MSW)-2745/2011

Search

Parameter	Output
Certificate Number	2836690/2s(MSW)-2745/2011
Approval Date	18-10-2022
Name of the Business	Sample establishment name
Location of the Business	Sample industry address

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