



# West Bengal Pollution Control Board :

*Renewal under Plastic Waste  
Management Rules, 2016*

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

*User Manual*

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# User Manual

## Renewal of Registration under Plastic Waste Management Rules, 2011

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

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# User Manual

## Renewal of Registration under Plastic Waste Management Rules, 2011

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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

**Renewal under Plastic Waste Management Rules, 2016** is required to renew license for registration of plastic waste. It involves the sanction of the authority of the Board for the discharge of the effluent (sewage or trade effluent into a stream or well or sewer or on land) or emission of air pollutant into the atmosphere. 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.
4.	An action plan endorsed by the Secretary in charge of urban development of the state for setting of plastic waste management system	The action plan endorsed by the Secretary in charge of urban development in the state aims to establish an effective plastic waste management system. The plan focuses on reducing, recovering, and recycling plastic waste to minimize its impact on the environment. Key strategies include increasing waste segregation, setting up recycling centers, and strengthening enforcement of plastic bag bans. Additionally, the plan promotes public awareness and education campaigns to encourage responsible plastic consumption and waste disposal practices.

## 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.	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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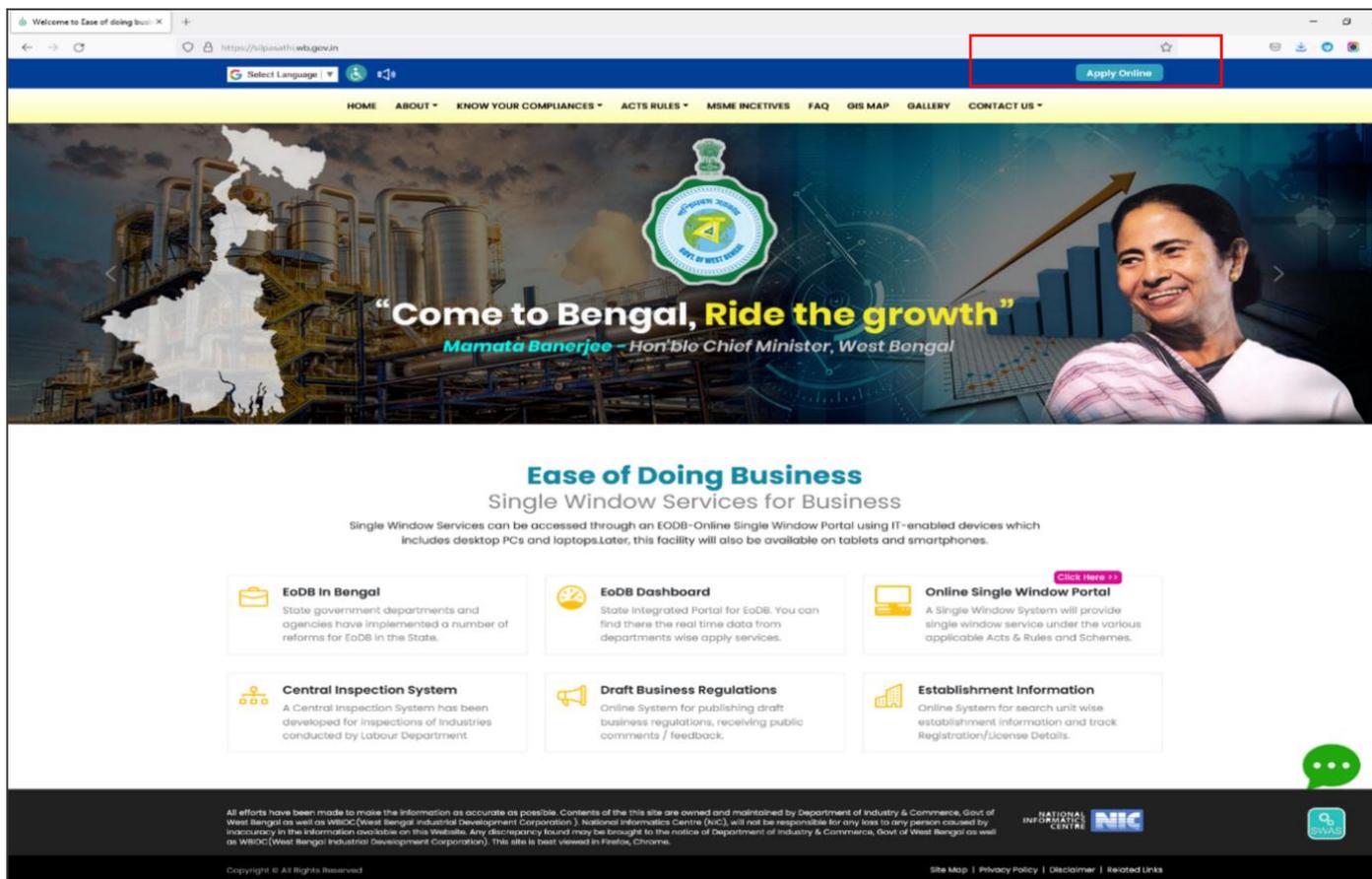
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## Application Process through SilpaSathi

### 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](http://www.silpasathi.wb.gov.in) and click on 'Apply online' button.

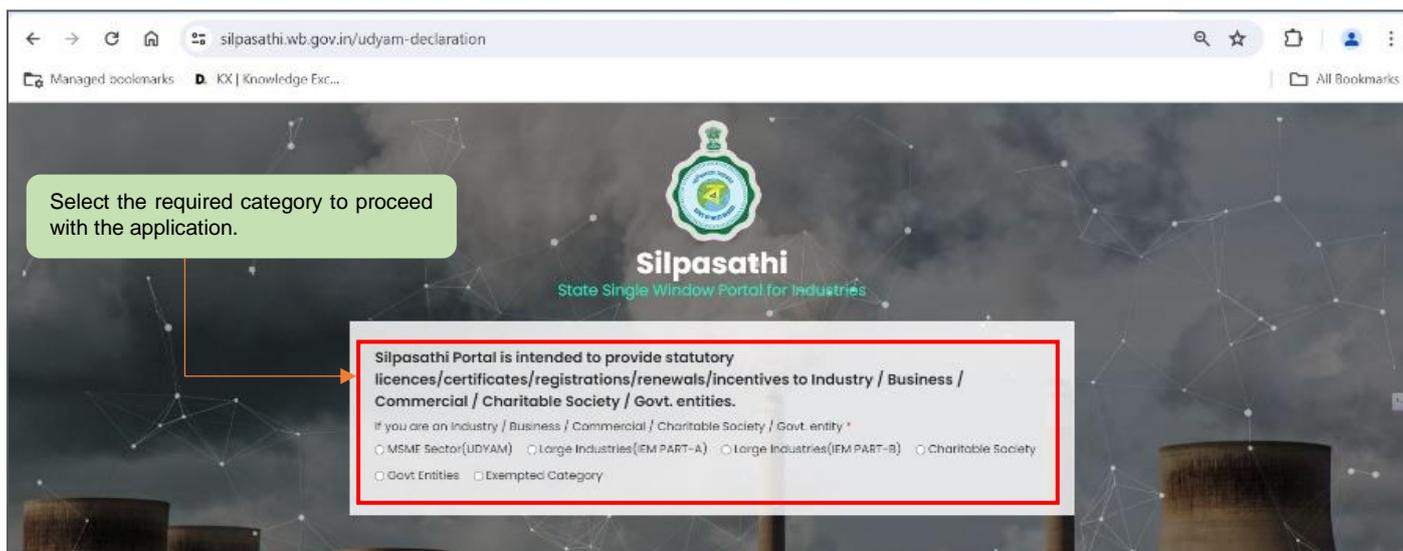


**Applicant Log-in:** The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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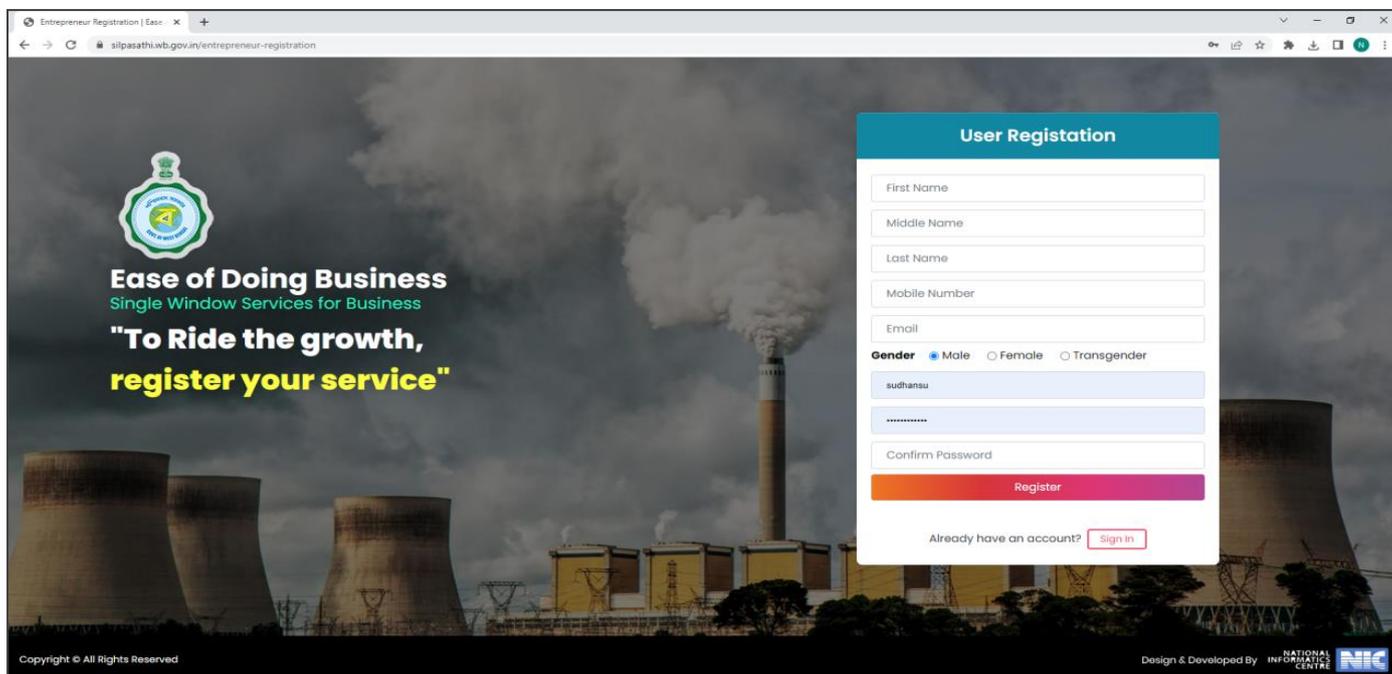
## Renewal of Registration under Plastic Waste Management Rules, 2011

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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.

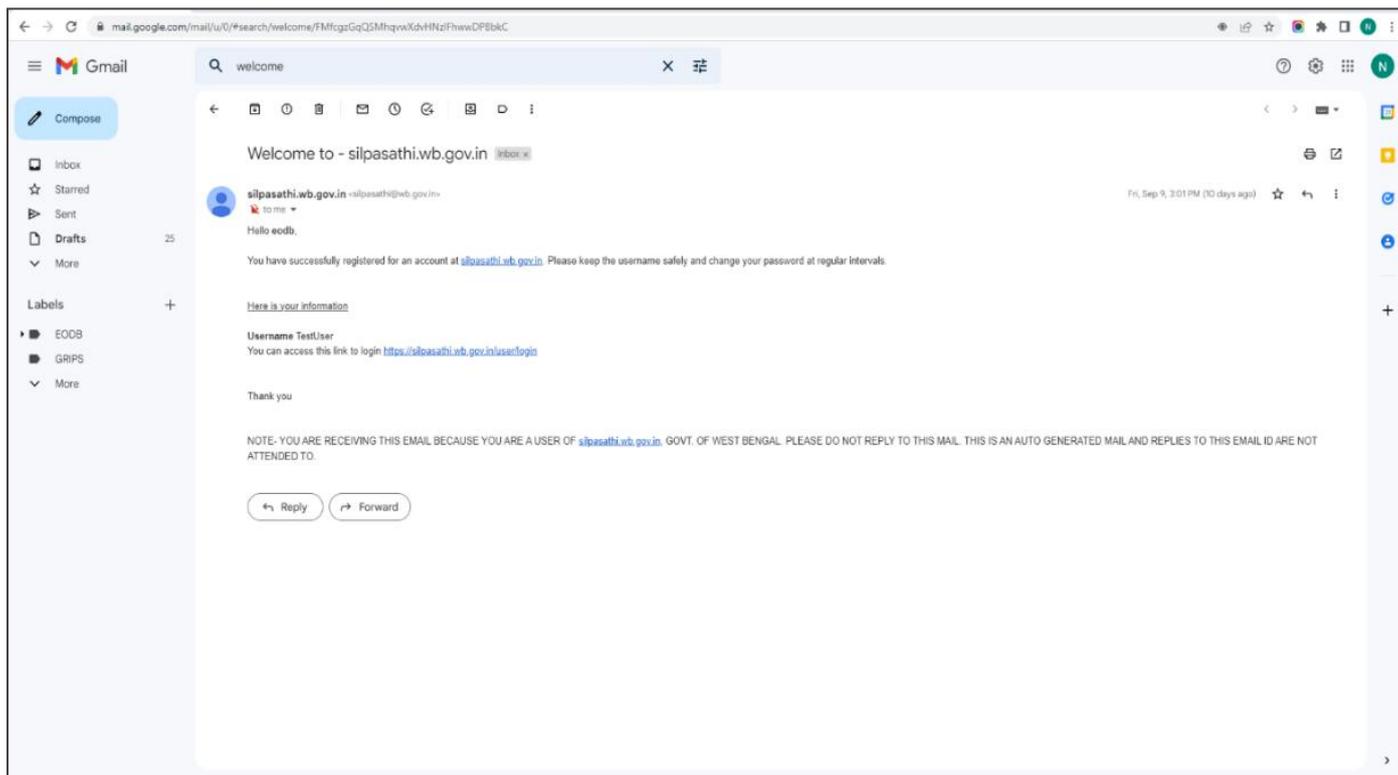


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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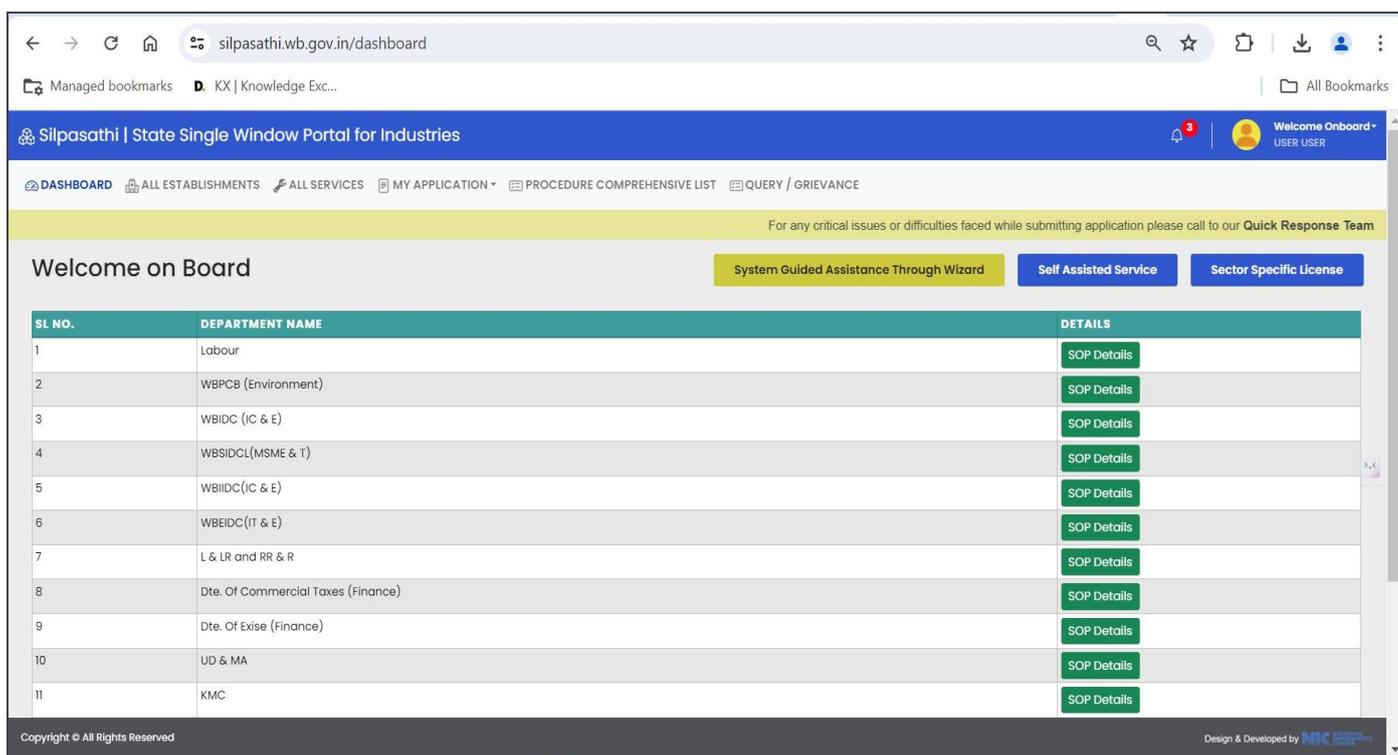
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## Online Application submission

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

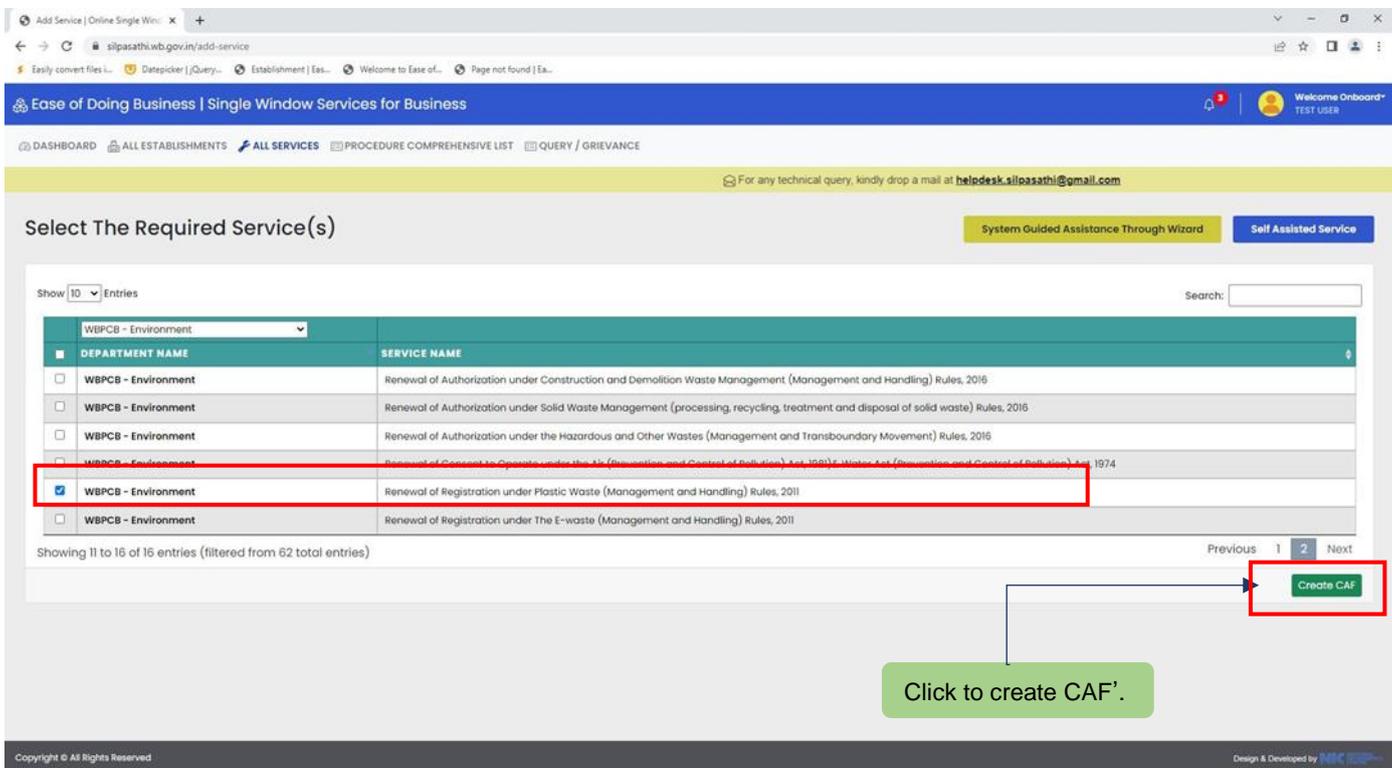
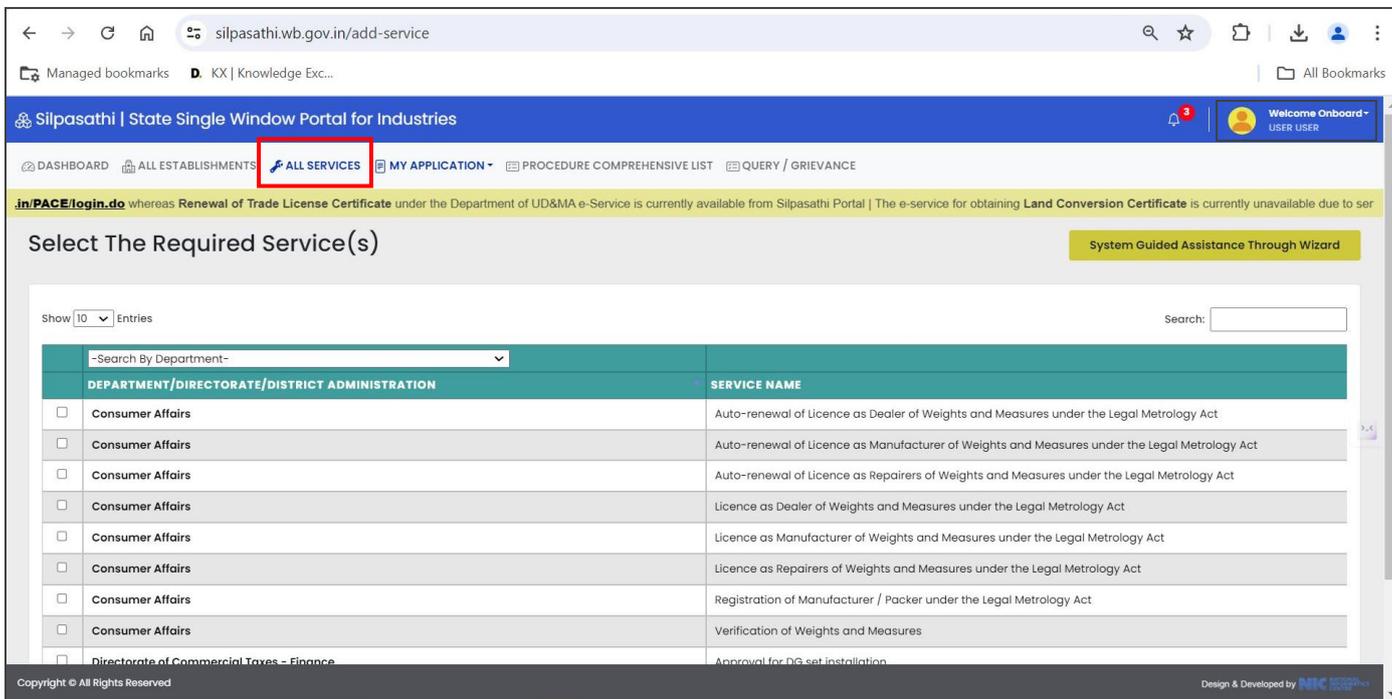


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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named "Renewal of Registration under Plastic Waste Management Rules, 2011"

After selecting the service 'Renewal of Registration under Plastic Waste Management Rules, 2011', the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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### Applicant's Dashboard

**CAF ID generated.**

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

SL NO.	SERVICE	ACTION
1	Renewal of 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	Apply Online

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 - CAF2022001108**

Progress: 10%

Select Establishment *	Name Of Industry *	Occupier Email *
Sample establishment name	Sample establishment name	test@gmail.com
Service Id *	Occupier Mobile *	Industry Pin Code *
III	6201227935	700001
Industry Telephone No *	Industry District *	Industry Address *
03399999999	Kolkata	Industry Address
First Name *	Last Name *	Industry Email *
Risample First Name	Sample Last Name	industryemail@gmail.com

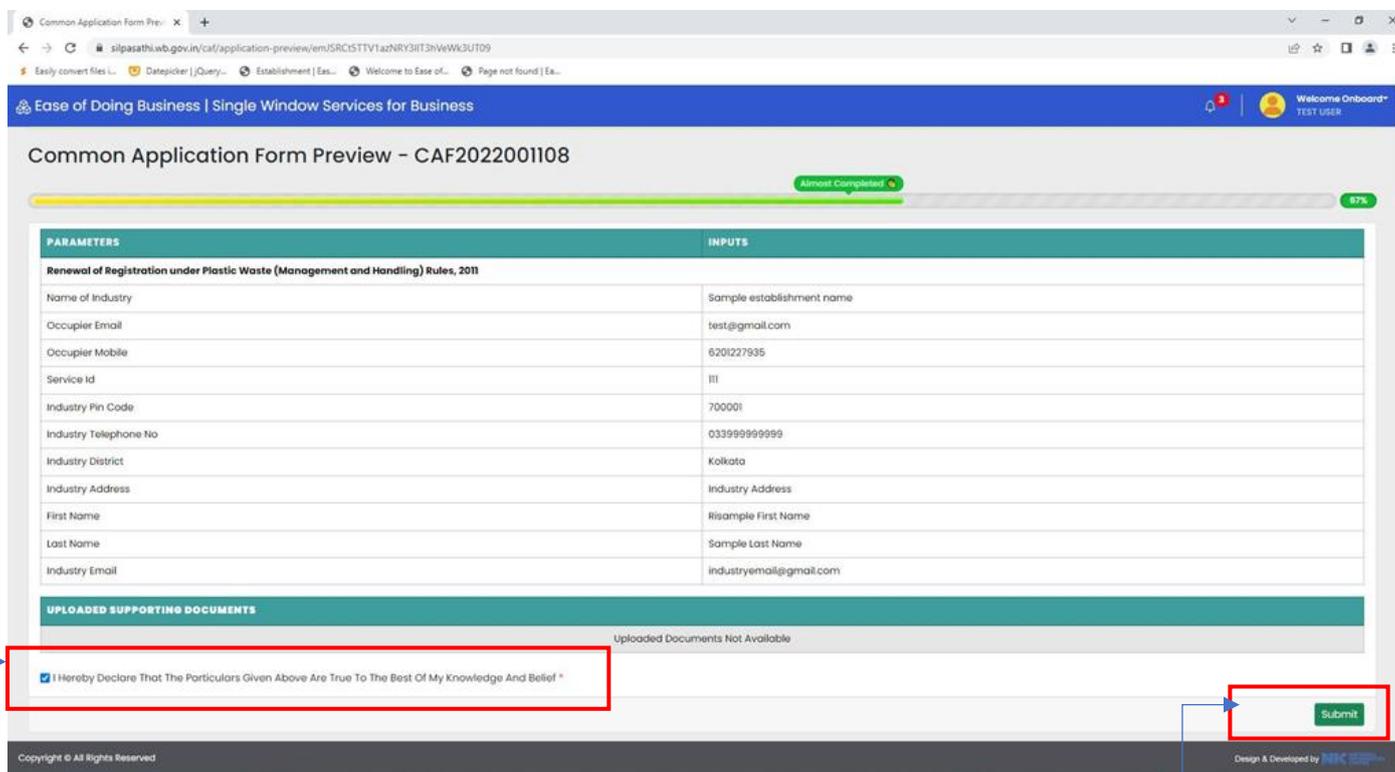
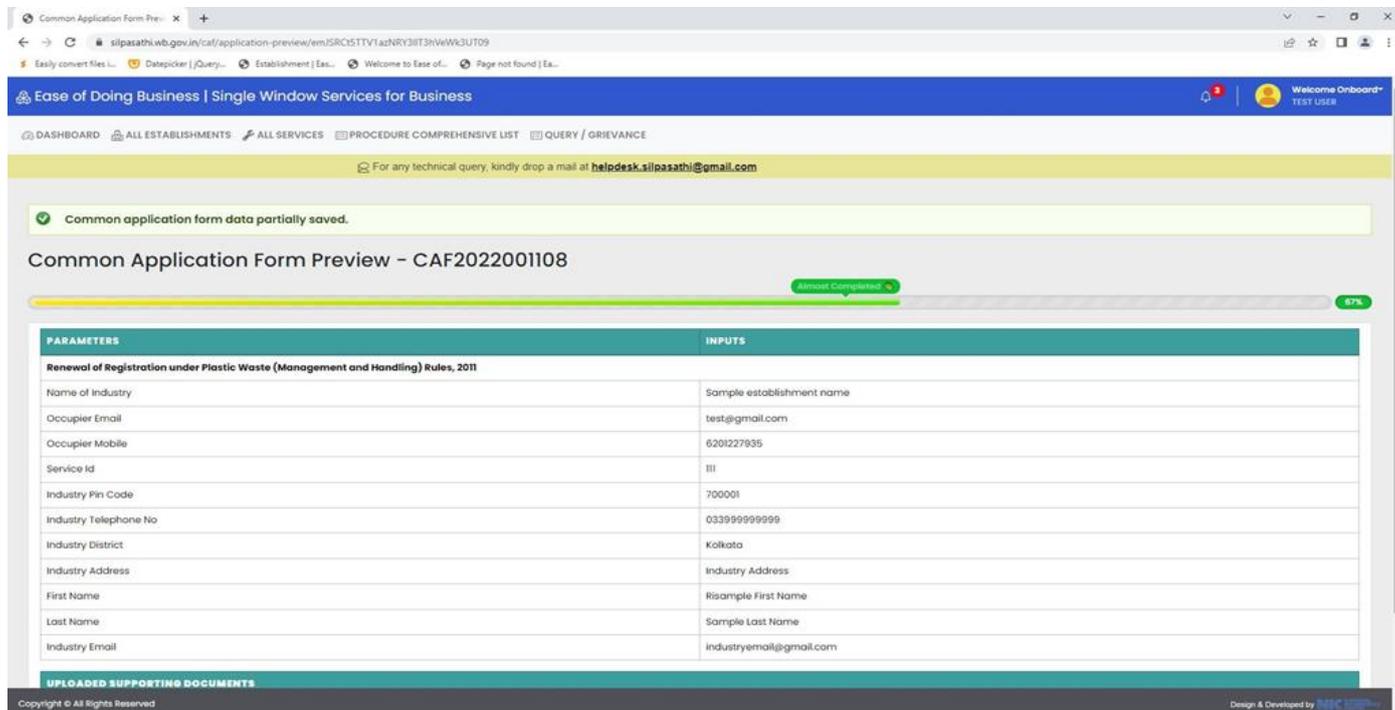
<< Back Save & Continue >>

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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.

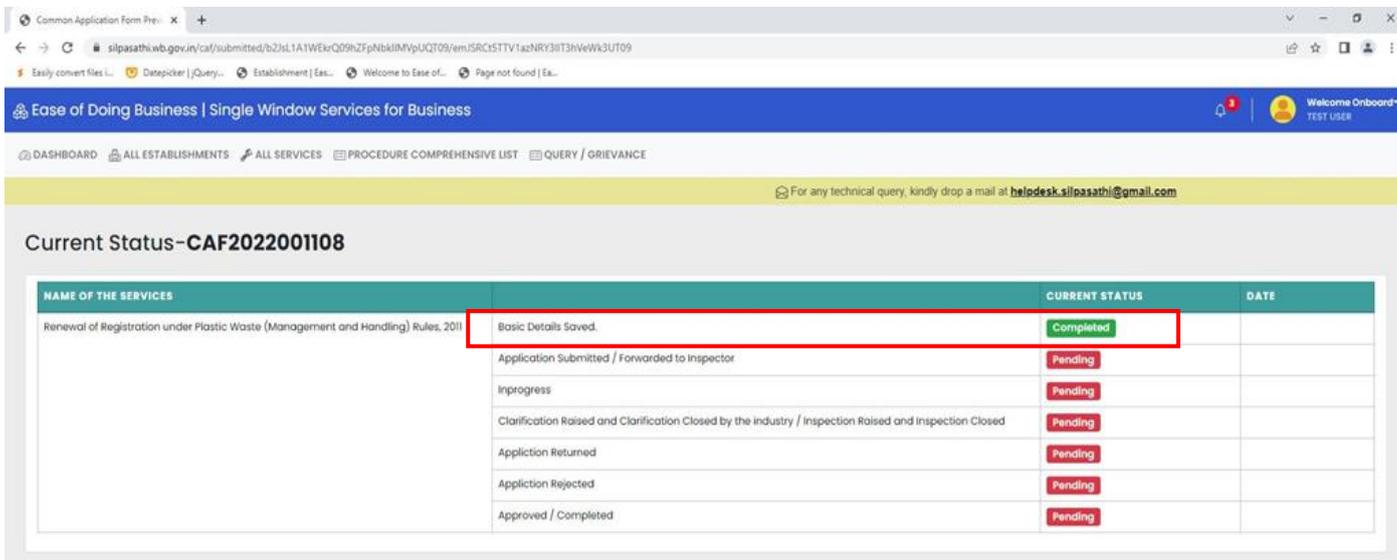
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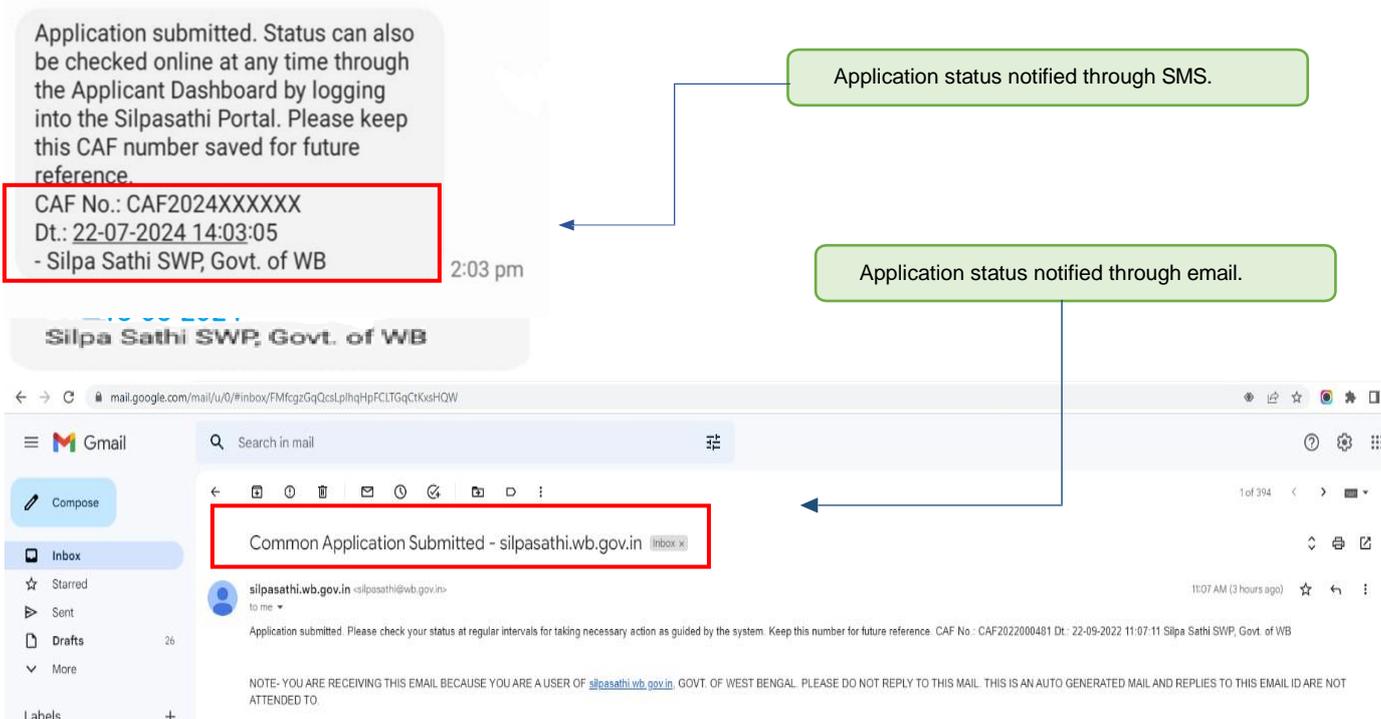
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Upon completion of the application process the applicant clicks on the **'Submit'** button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

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.

**Business Reference ID: CAF2022001108**

SL NO.	SERVICE	ACTION
1	Renewal of Registration under Plastic Waste (Management and Handling) Rules, 2011 (WBSTPS Timeline: 30 days) Progress: 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)	Click to Proceed

#### Status Dashboard

**Current Status-CAF2022001108**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of 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 includes a navigation menu with 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY / GRIEVANCE'. A notification banner states: 'For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)'. Below this are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query / Grievance Submission / Tracking', and 'Your Profile'. The 'Your Selected Service(s)' section displays a table with one entry:

SL NO.	SERVICE	ACTION
1	Renewal of Registration under Plastic Waste (Management and Handling) Rules, 2011 (WBRTS Timeline: 30 days) Basic Details Saved. Application Submitted / Forwarded to Inspector. In Progress. Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed. Application Returned. Application Rejected. Approved / Completed	Click to Proceed

The screenshot shows the 'Common Application Form - CAF2022001108' for 'Renewal of Registration under Plastic Waste Management Rules, 2011'. The form is titled 'Application Details' and contains the following fields:

indName * Sample establishment name	caf_unique_no * 49	occ_email * test5@gmail.com
occ_mobile * 9876543210	industry_pin_code * 700009	serviceld * 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_id_no * CAF2022000689		

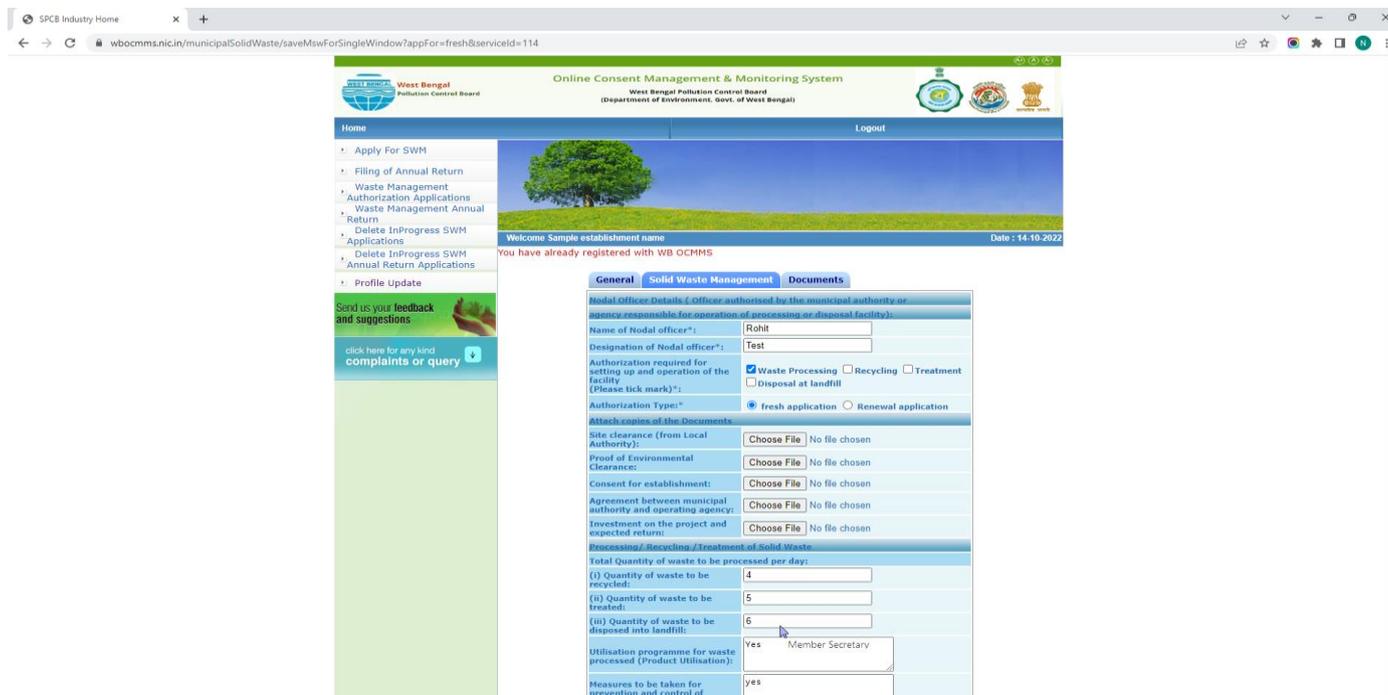
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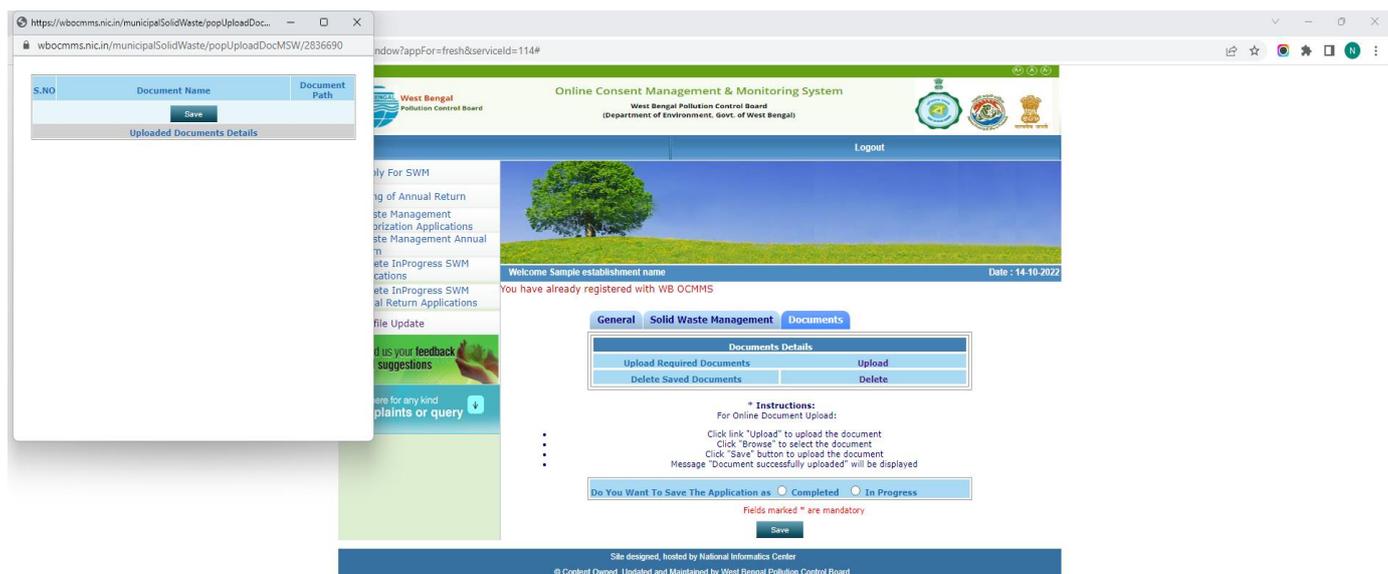
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The applicant can now view his submitted applications in the **West Bengal Pollution Control Board (WBPCB) page**. Once reviewed, the application will be submitted successfully with a **unique application ID** along with the downloadable form, as mentioned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

### Enter necessary details.



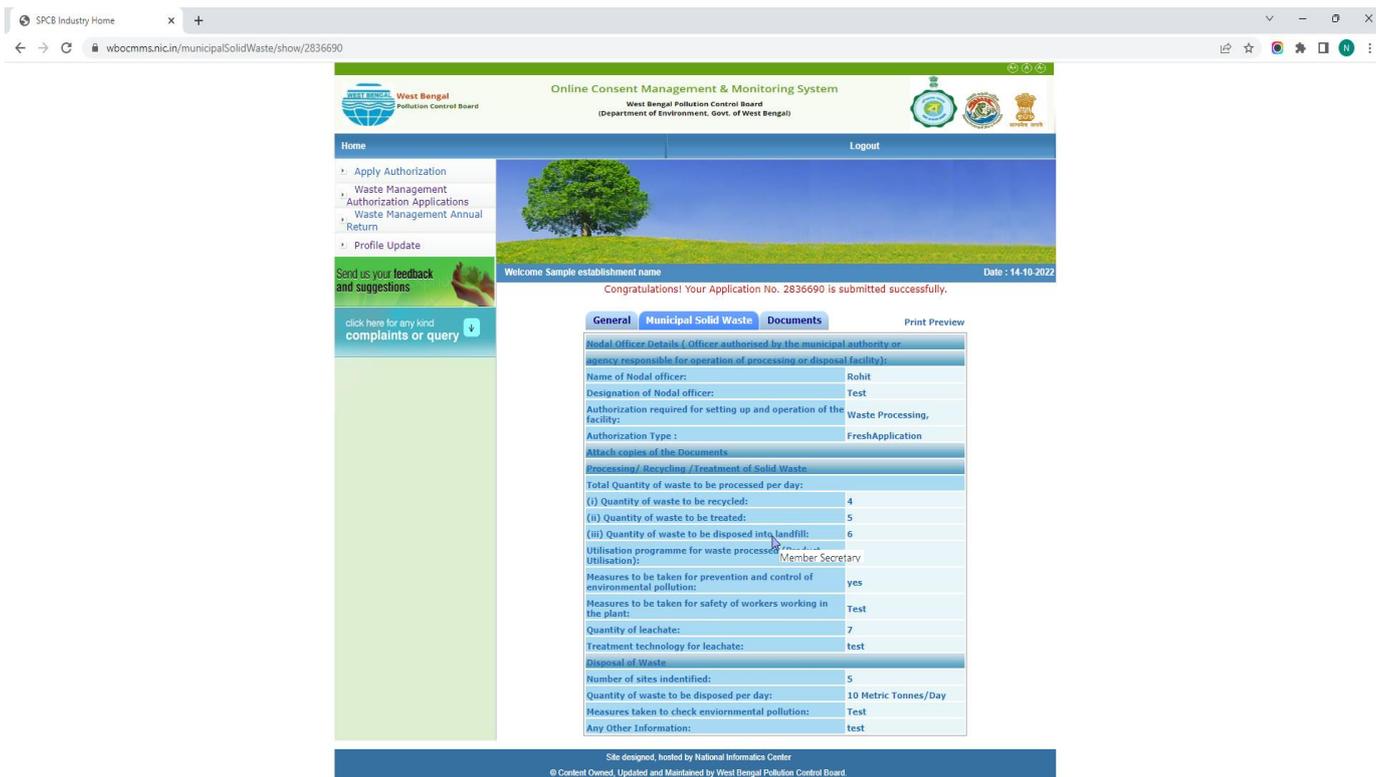
Once reviewed, the application will be submitted successfully with a unique application ID, as mentioned in the preceding screenshots below:



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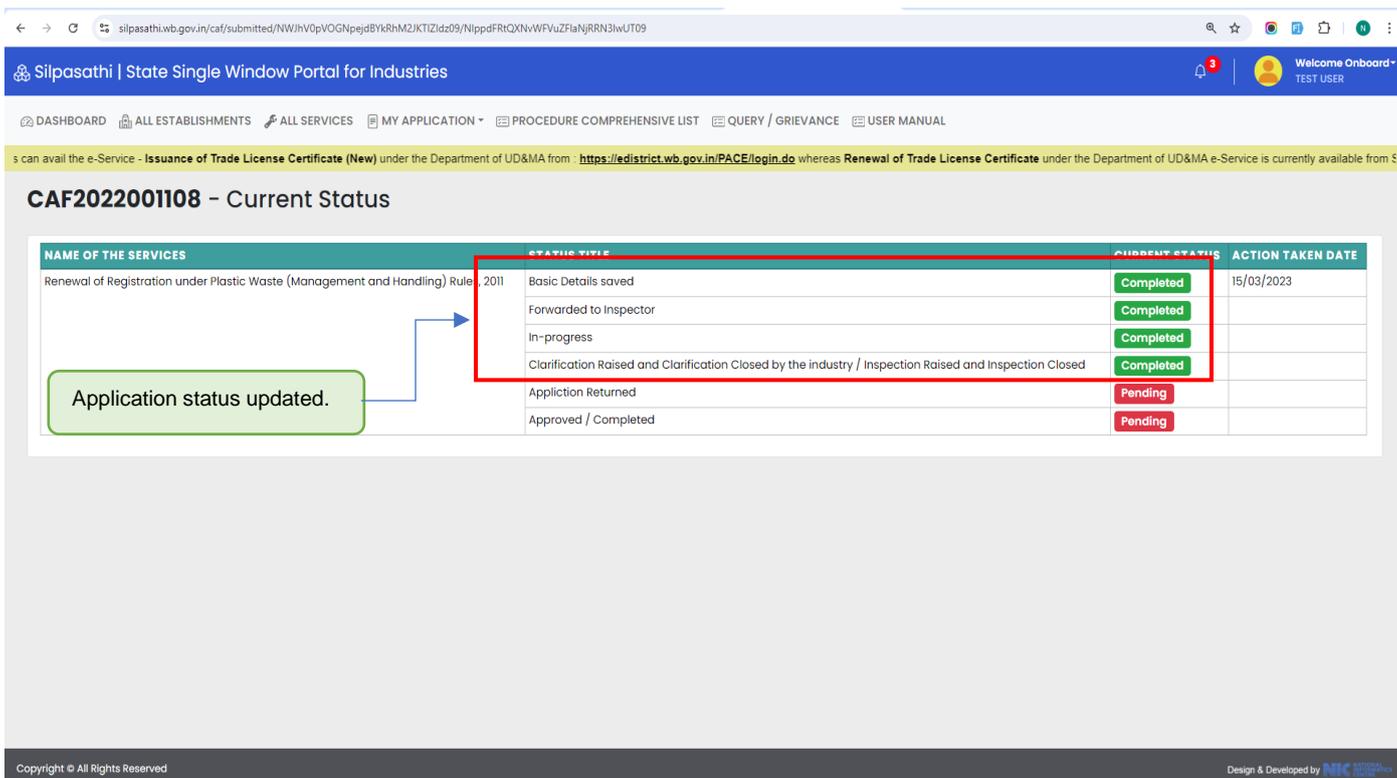
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**Note: The application is saved in draft mode in the Department portal**

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



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

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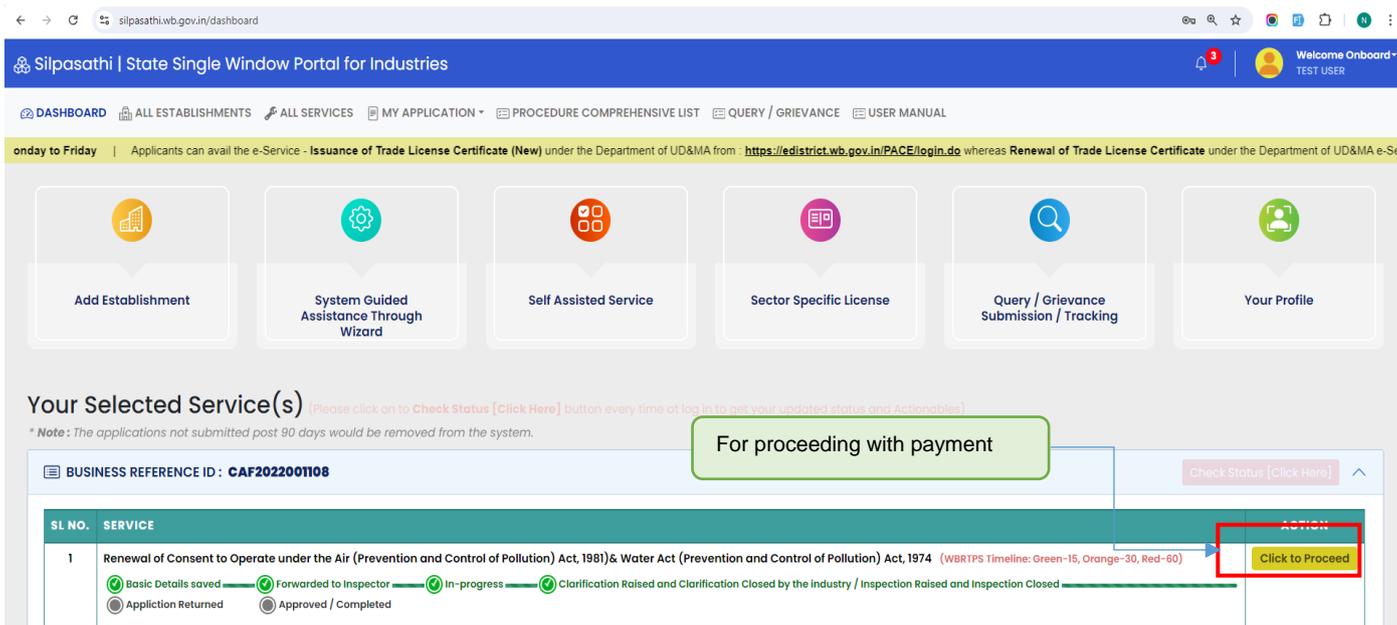
## Renewal of Registration under Plastic Waste Management Rules, 2011

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### 3. Online Payment of fees

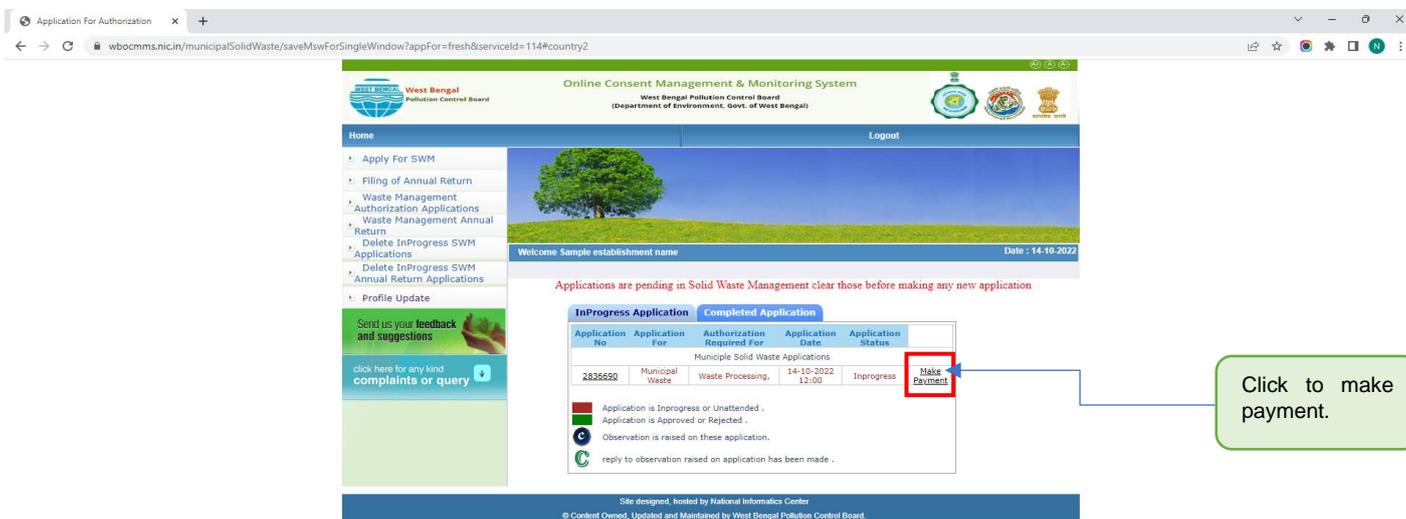
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '**Click to Proceed**' option and proceed with the payment procedure. The screenshot below provides an illustration:

#### Applicant's Dashboard



The applicant can now view the Departmental Page which is the official website of **West Bengal Pollution Control Board** and complete the payment process. The payment procedure has been illustrated as per the following screenshots.

The applicant can click on '**Make Payment**' option as illustrated in the screenshot.

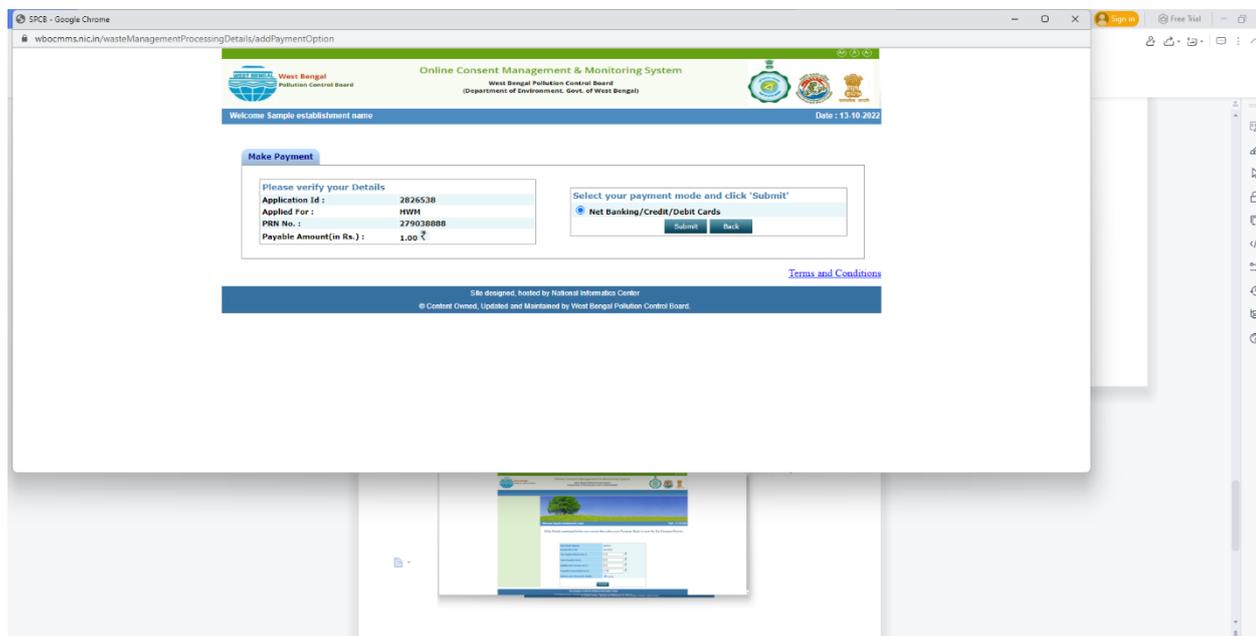
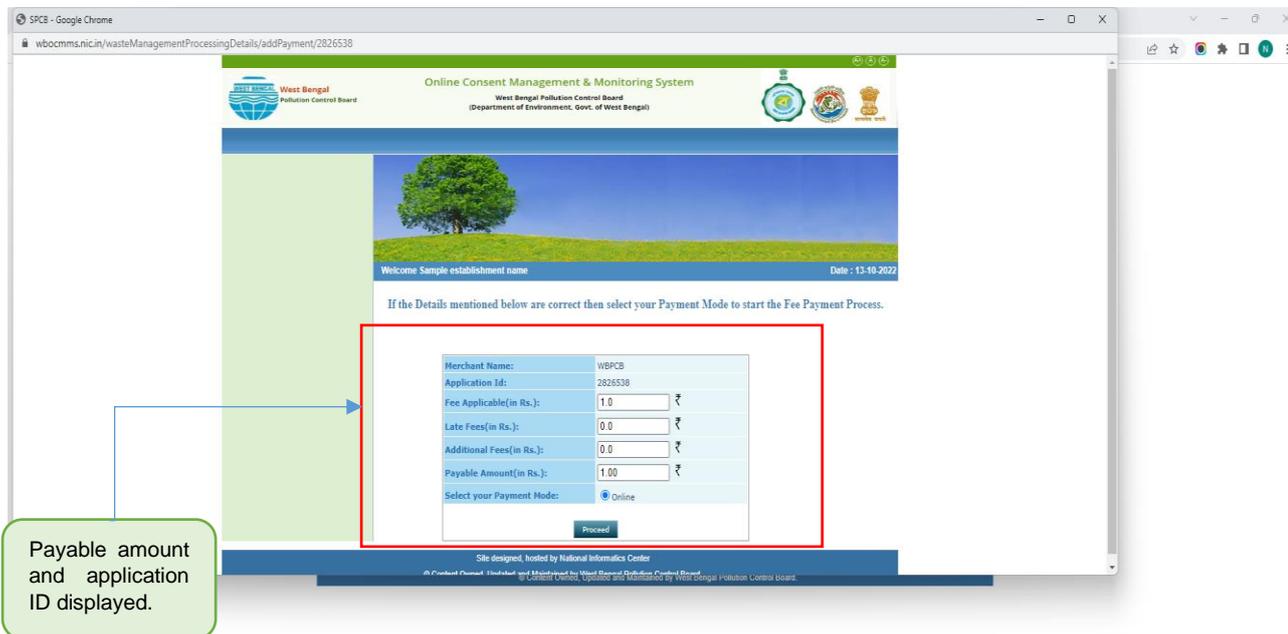


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The fees details and other necessary application details as displayed.

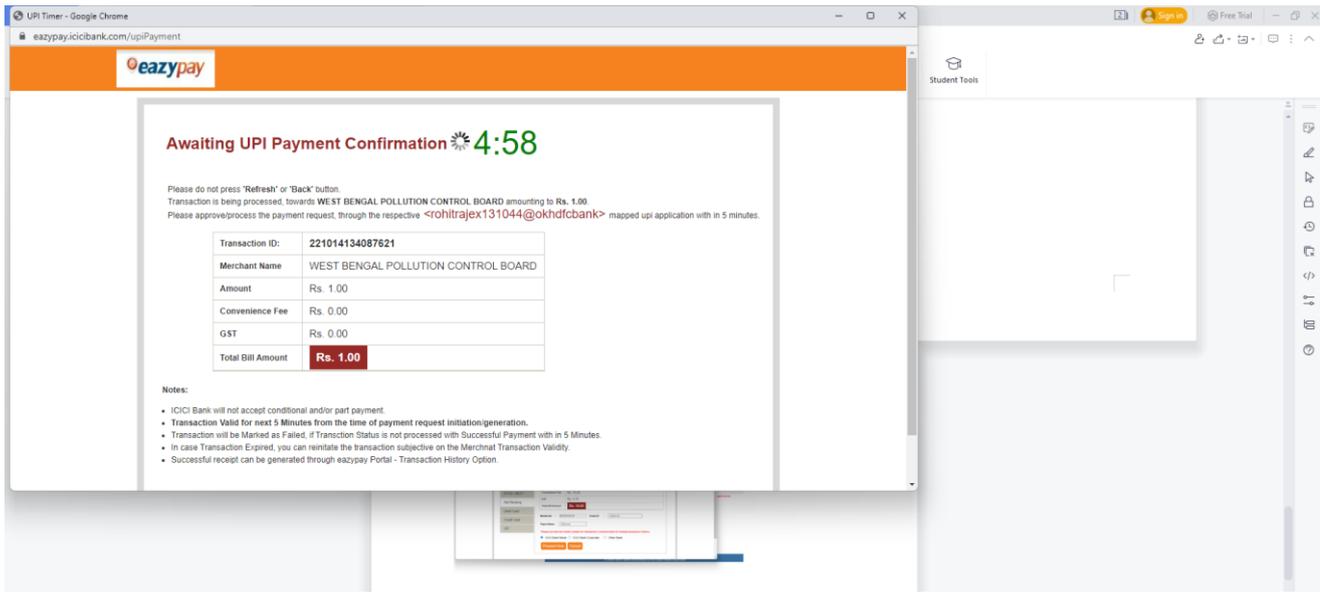
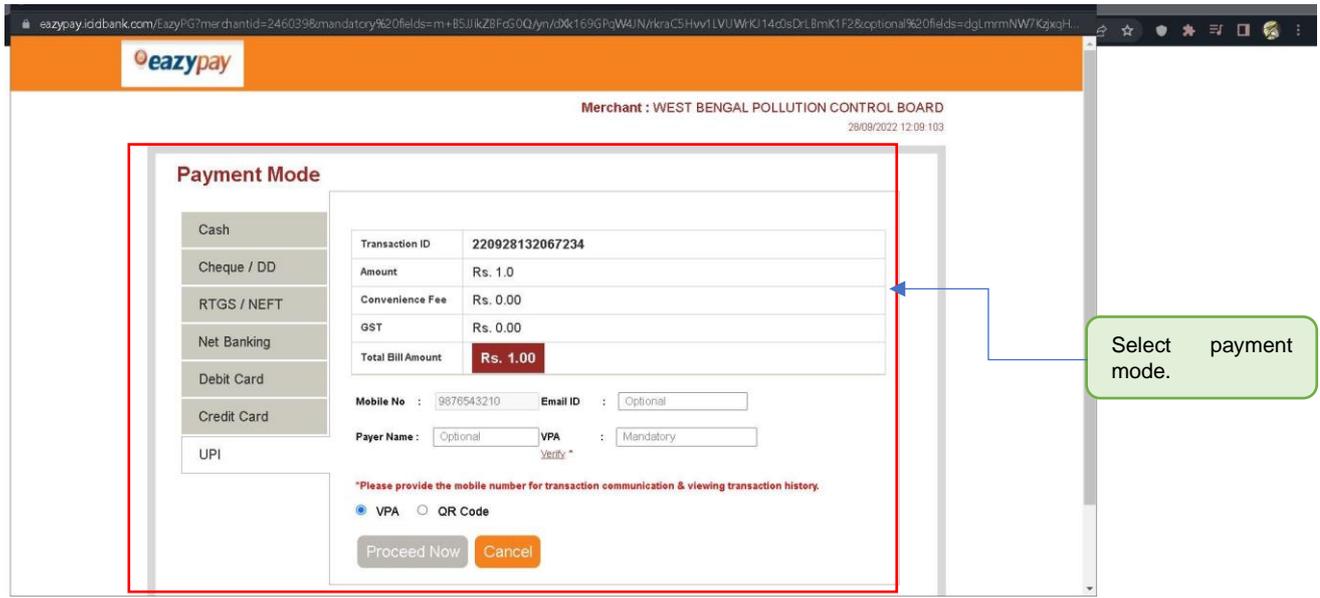


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The applicant has to enter the correct details for payment transaction and proceed with the payment process.

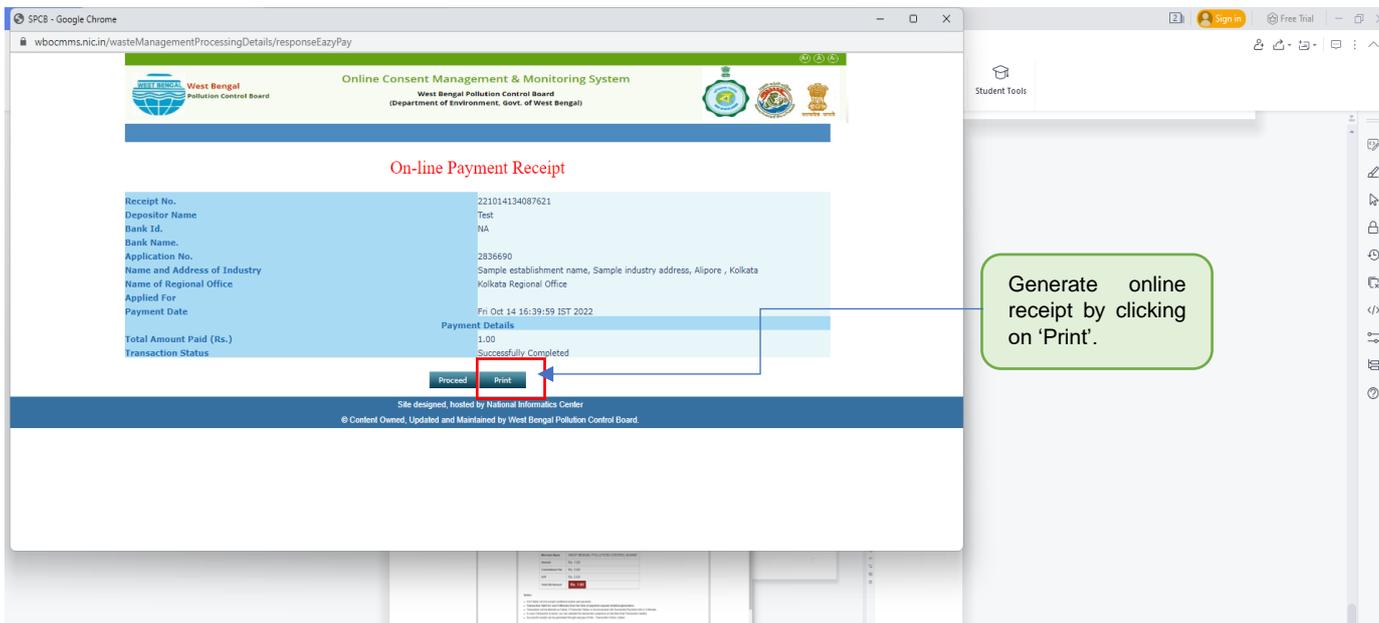


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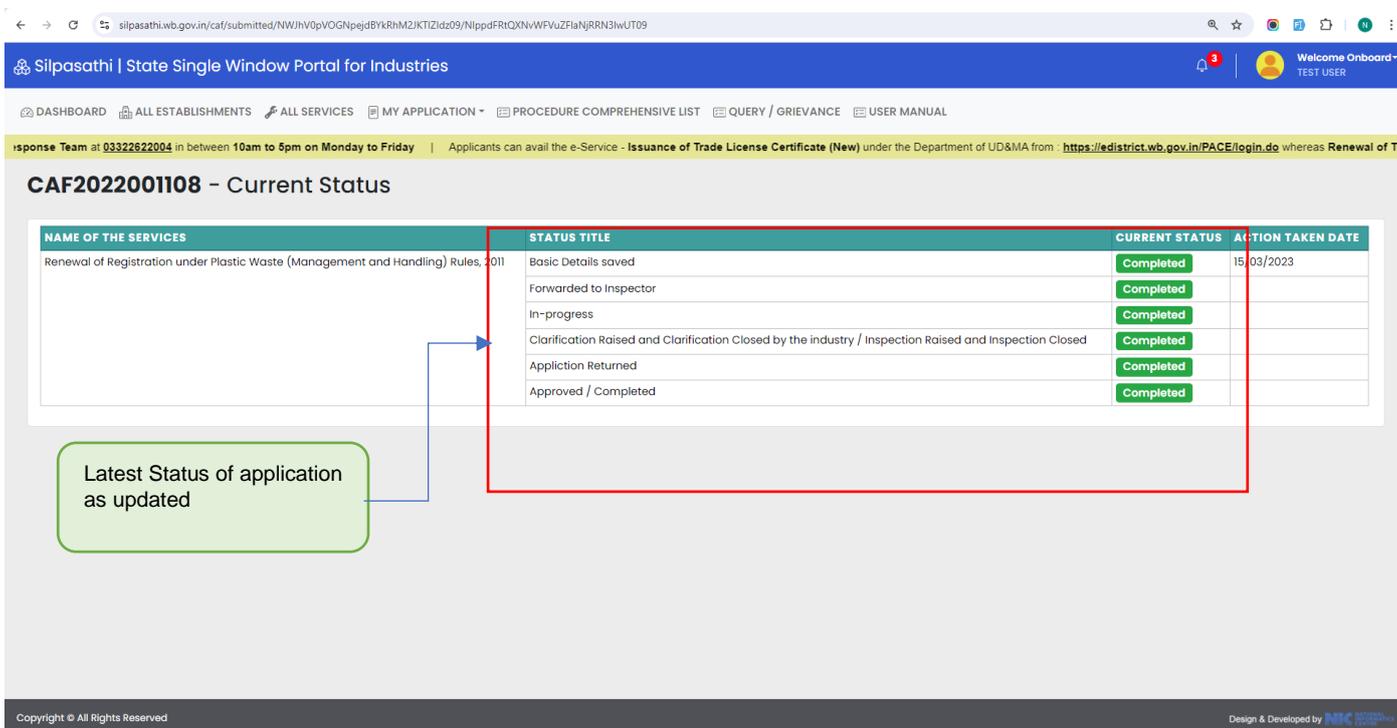
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The applicant can view the online receipt as generated. He can also print the same for reference.



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

## Status Dashboard



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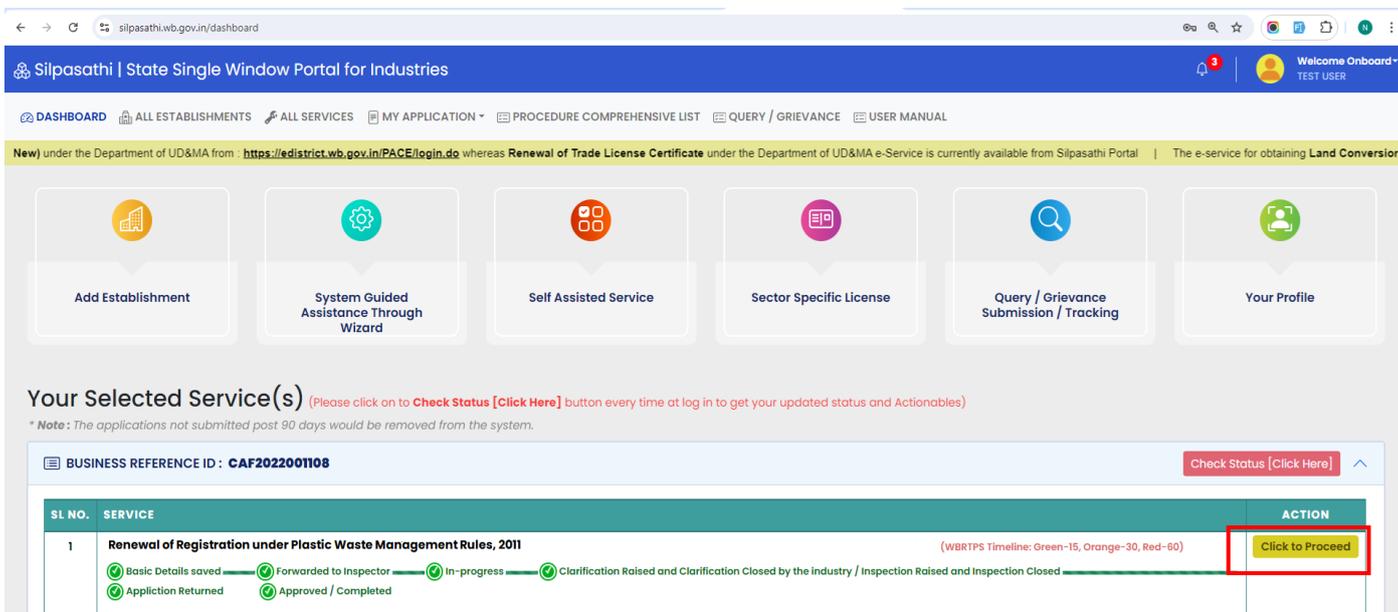
## Renewal of Registration under Plastic Waste Management Rules, 2011

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

### 4: Online Download of final approval certificate

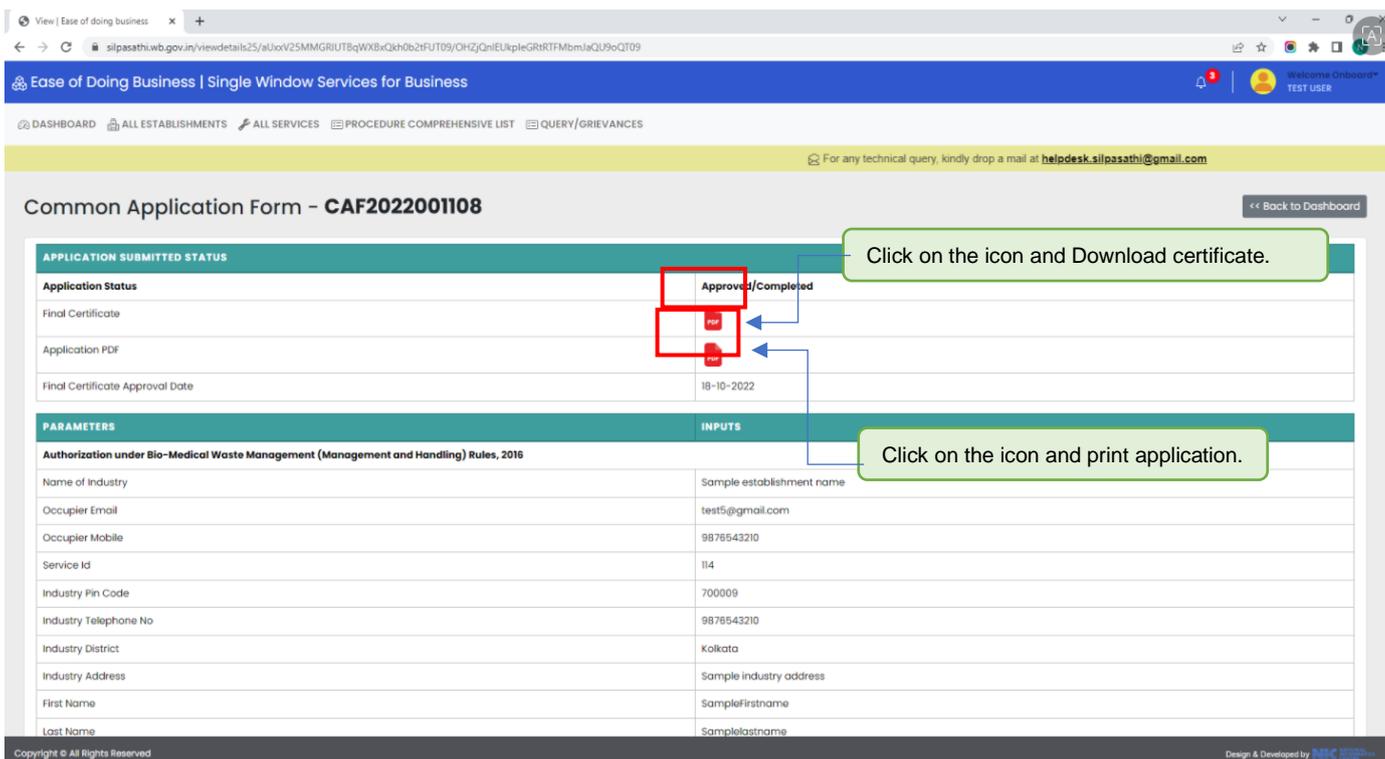
The applicant can now click on 'Download Certificate' to download the final certificate.

#### 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:

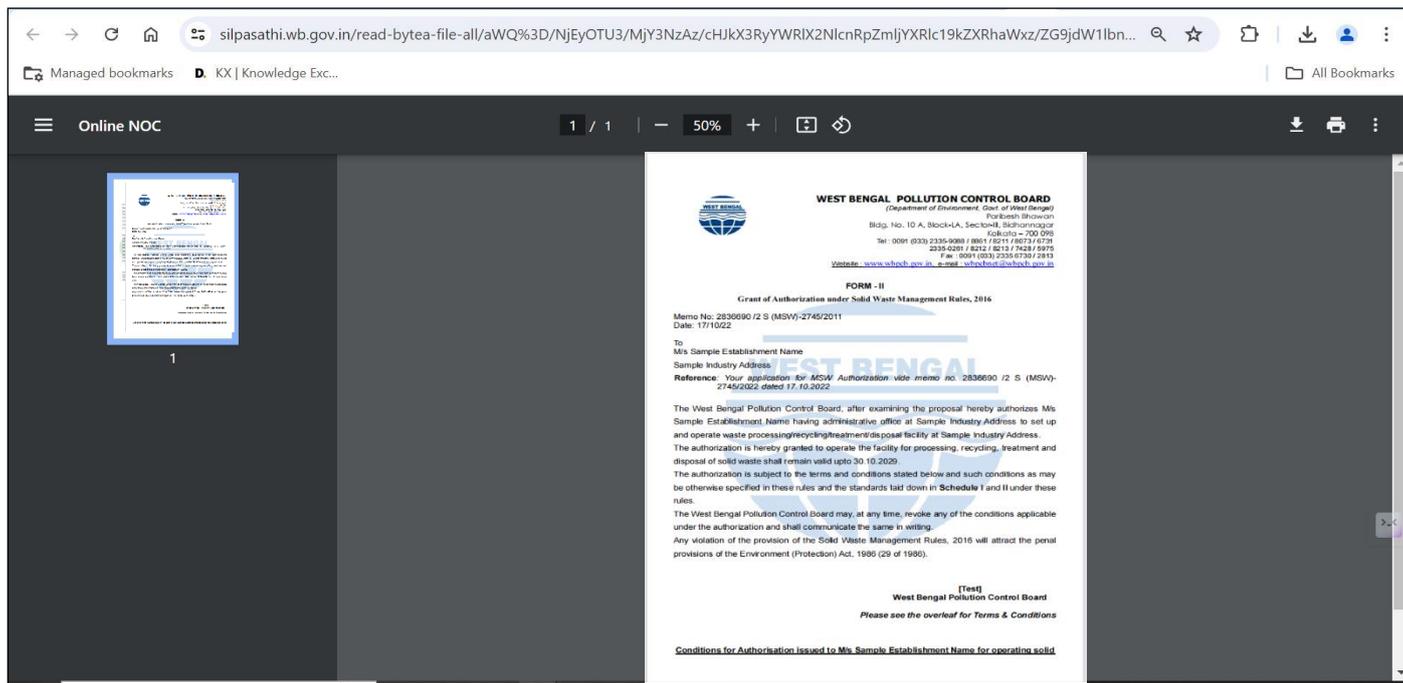


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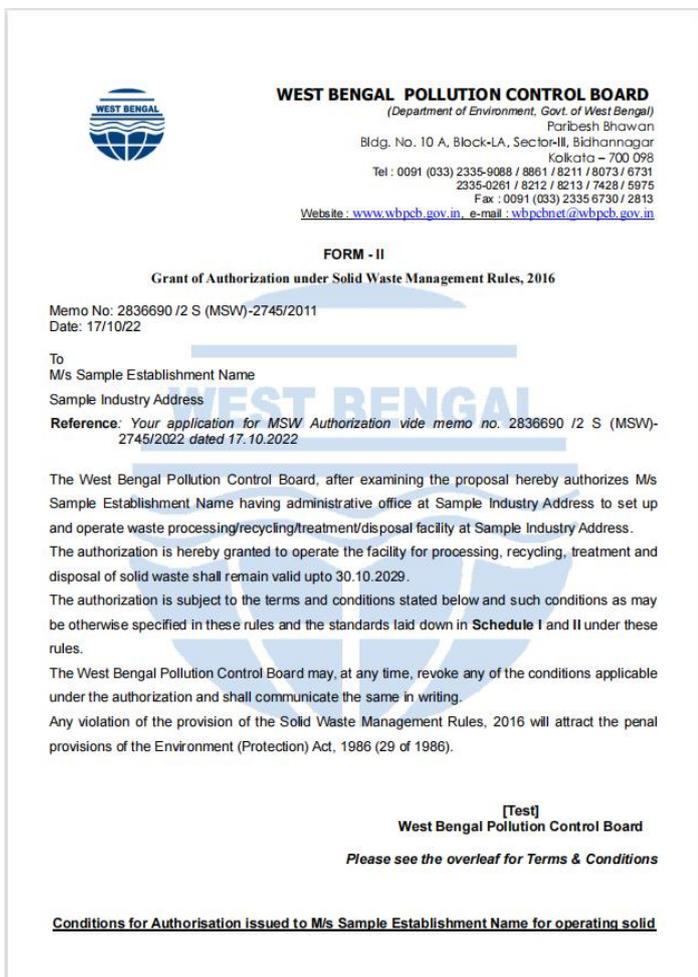
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### The Final Certificate gets downloaded (Screenshot)



### 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

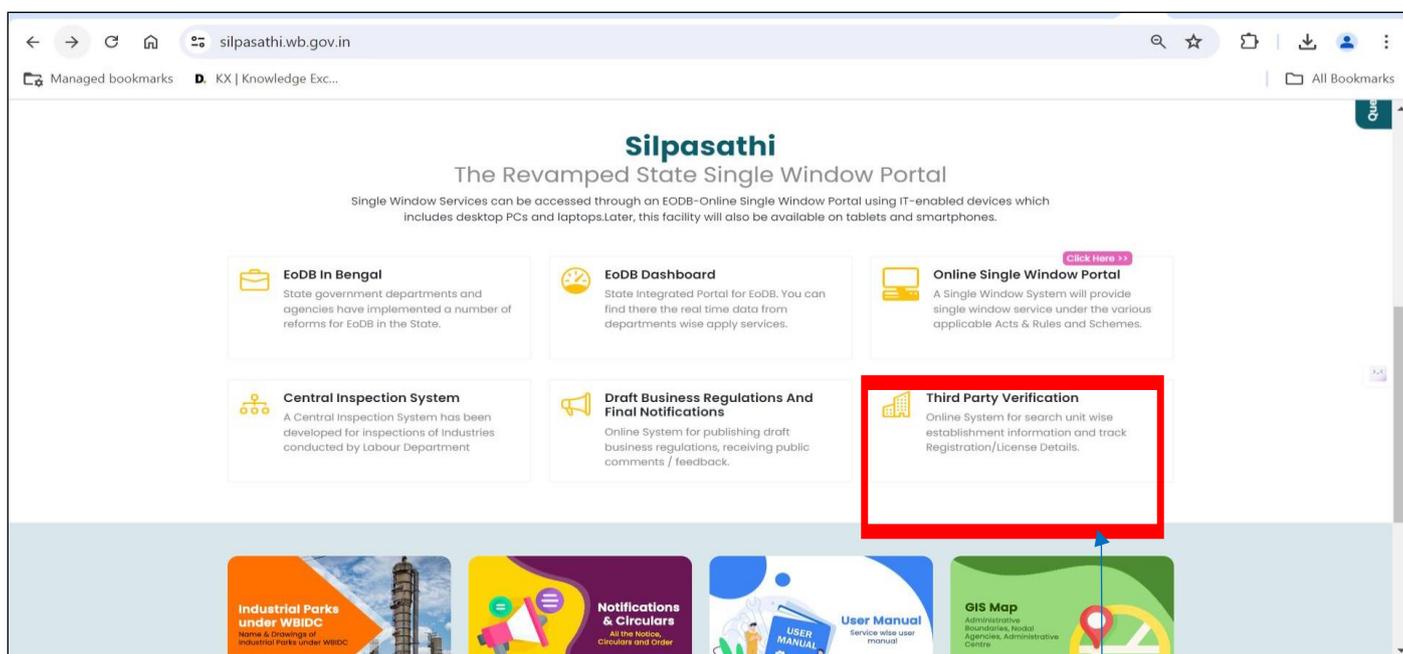
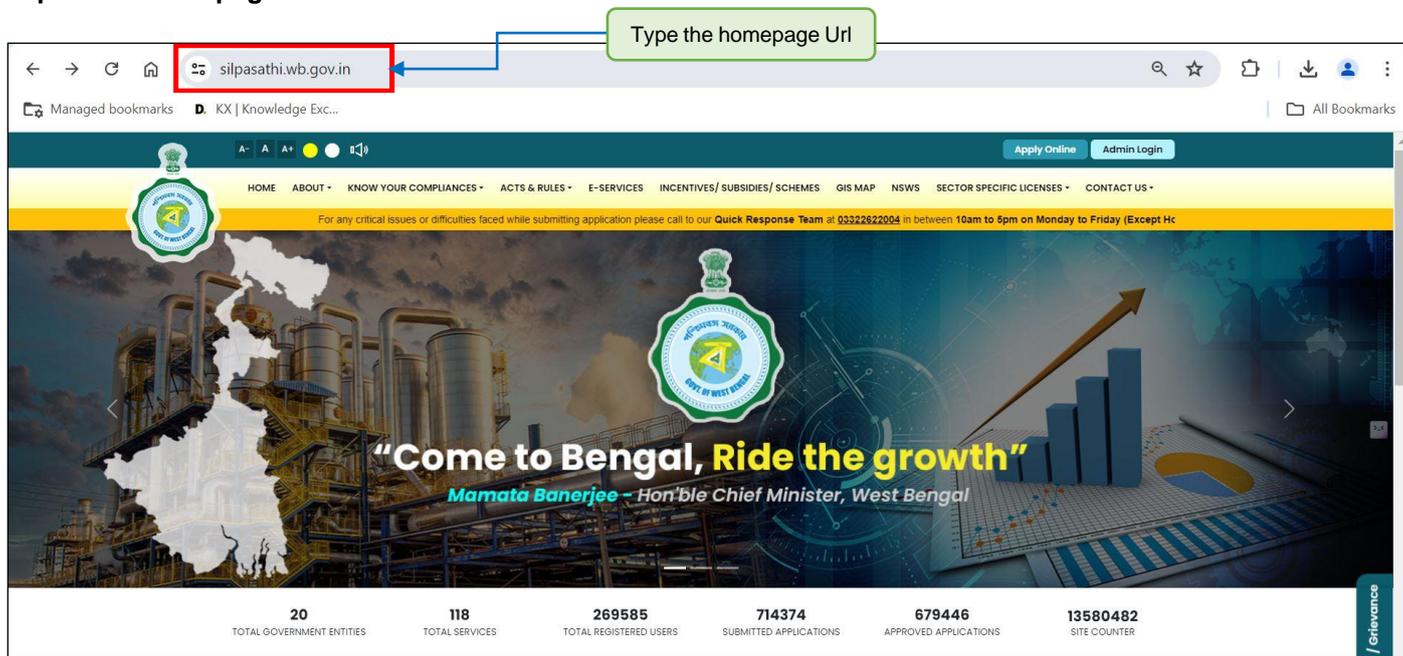
#### Third part verification process

The applicant or any user has to log in to [www.silpasathi.wb.gov.in](http://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)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services \*  
Authorization under Renewal of Plastic Waste Managemen

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 \*      Registration Number / License Number / Others \*

Authorization under Renewal of Plastic Waste Management      2836690/25(MSW)-2745/2011      Search

Parameter	Output
Certificate Number	2836690/25(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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