



UD&MA :

**Online Water
Charges for Wa-
ter Connection
at SJDA**

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

User Manual

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User Manual

Online Water Charges for Water Connection at SJDA

Trade License 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 “Trade License” by Department of Urban Development & Municipal Affairs (UD&MA), 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

Trade license by UD&MA Department is required to carry out any particular business or trade in the areas which falls under the jurisdiction for borough or block/municipality/Corporation (urban areas). The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Applicants Proof of Identity	Any one Identity proof of the applicant (e.g., Aadhaar / Driving License / PAN Card / Passport /EPIC/ Job card/ Pan card/ Ration card).

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#	Documents Required	Detailed Description
2.	Proof of Occupancy	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights)

Timeline (WBRTPS)

Trade License (UD&MA) is a real-time service, and the certificate is issued real-time on payment of fees.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Applicants Basic Information		
1.	Salutation	Enter salutation of the applicant
2.	First Name	Enter First Name of the applicant
3.	Middle Name	Enter Middle Name of the applicant
4.	Last Name	Enter Last Name of the applicant
5.	Date of Birth	Enter Date of Birth of the applicant
6.	Gender	Enter Gender of the applicant
7.	Age	Enter Age of the applicant
8.	Mobile Number	Enter Mobile Number of the applicant
9.	Date of Application	Enter Date of Application
10.	Email	Enter Email id of the applicant
11.	Aadhar Card No.	Enter Aadhar Card No of the applicant
Address of Business or Establishment of Trade		
1.	Country	Enter name of the Country
2.	State	Enter name of the state
3.	District	Enter name of the district
4.	Sub-division	Enter name of the sub-division
5.	Block/Municipality/Corporation	Choose whether it is Block or Municipality or Corporation
6.	Block/Municipality/Corporation Name	Enter name of Enter name of the Country
7.	Borough	Enter details of Borough
8.	Ward	Enter ward number

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Sl. No.	Field Name	Instructions
9.	Police Station	Enter name of the police station
10.	Post Office	Enter name of the post office
11.	Address	Enter address
Communication Address same as above		
Details of Business		
1.	Name of firm or Company	Enter name of the firm
2.	Expected Date of Commencement of Business	Enter estimate date of starting the business
3.	Rent or Annual Valuation of the Business Site (Rs)	Enter annual valuation or rent of the Business Site
4.	Category	Select category of business
5.	Nature of Trade or Profession or Calling	Select Nature of trade or profession
6.	Annual Fee	Auto generated
7.	Application Fees	Application fees shall be auto generated
8.	License Applied for (Years)	Enter the number of years for which the license is applied
9.	License Valid Till	Enter validity
10.	Workshop Address	Enter workshop address
11.	Godown Address	Enter Godown address
Details of Owner(s) or Authorized Persons		
1.	Type of Ownership	Select type of ownership
2.	Name	Enter name of the owner or the authorized person(s)
3.	Mobile No	Enter mobile number of the owner or the authorized person(s)
4.	Email	Enter Email id of the owner or the authorized person(s)
5.	Address	Enter address the owner or the authorized person(s)
Supporting Document Type		
1.	Applicants Proof of Identity	Select proof of identity
2.	Proof of Occupancy	Select Proof of Occupancy

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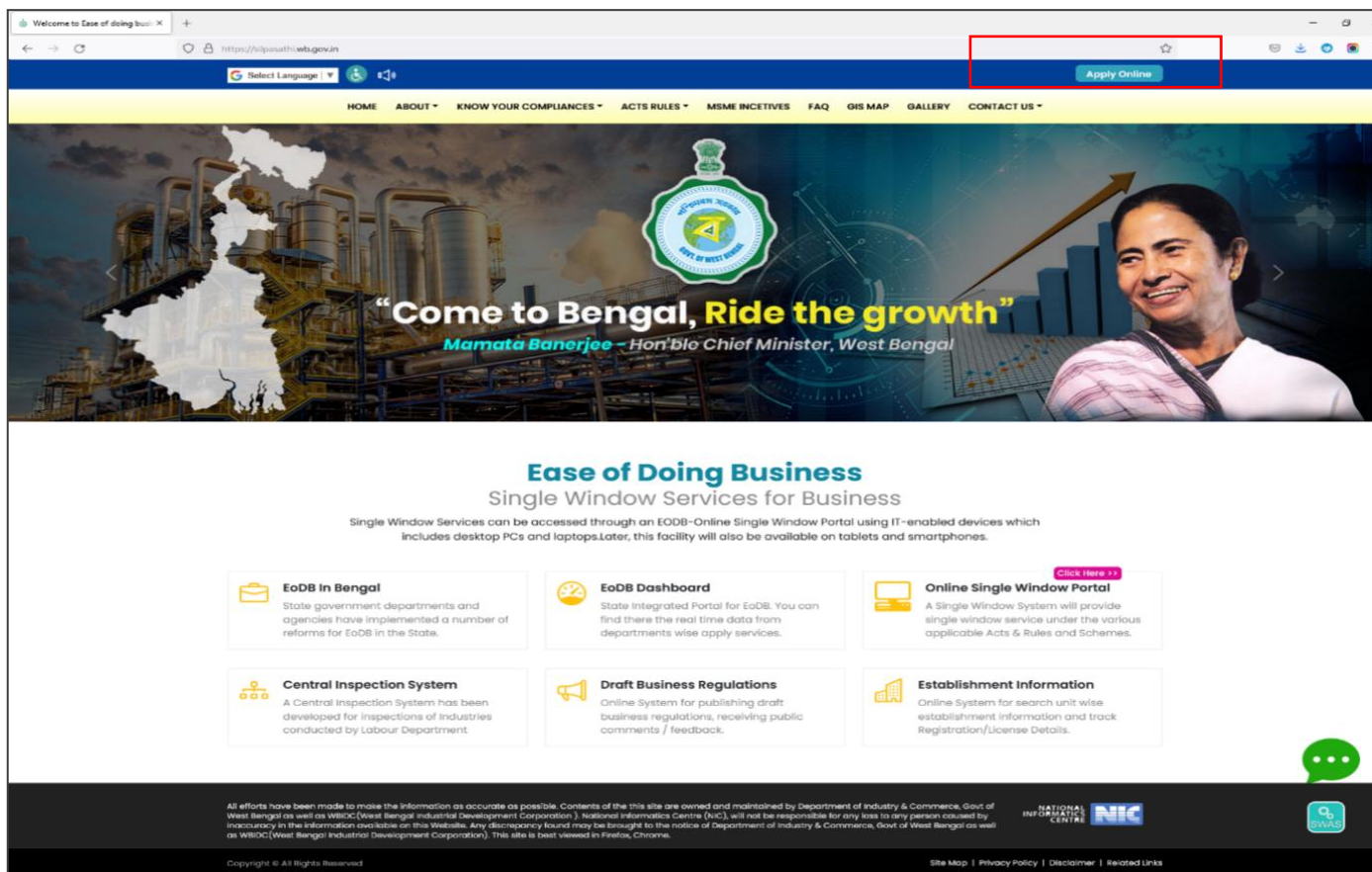
Online Water Charges for Water Connection at SJDA

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

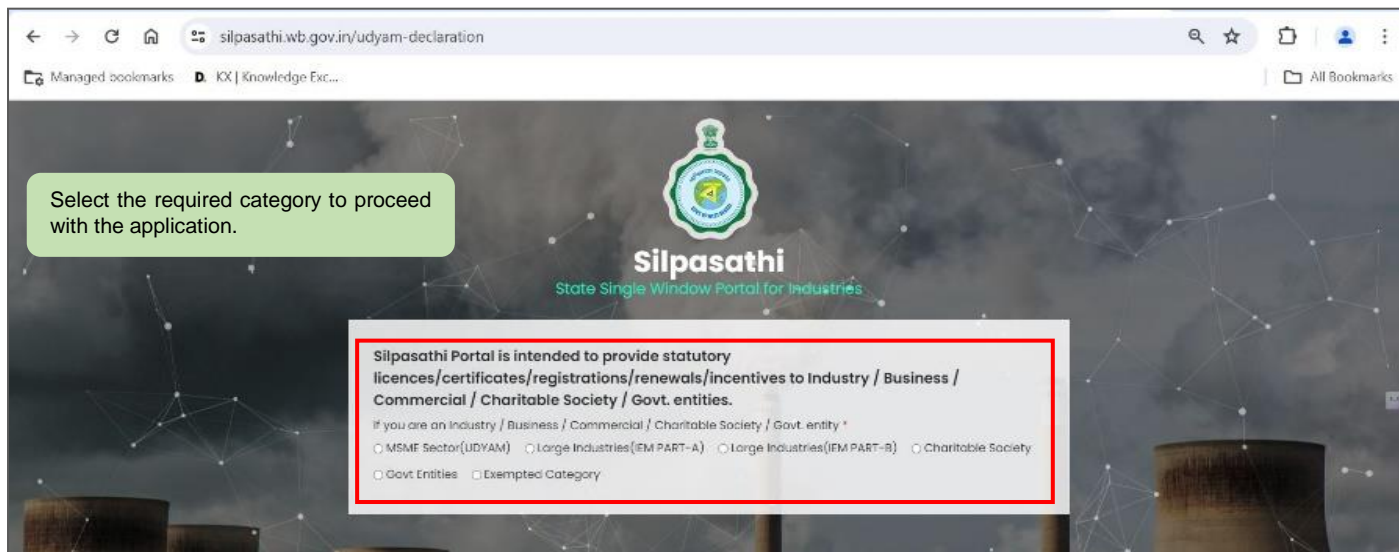
In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.



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

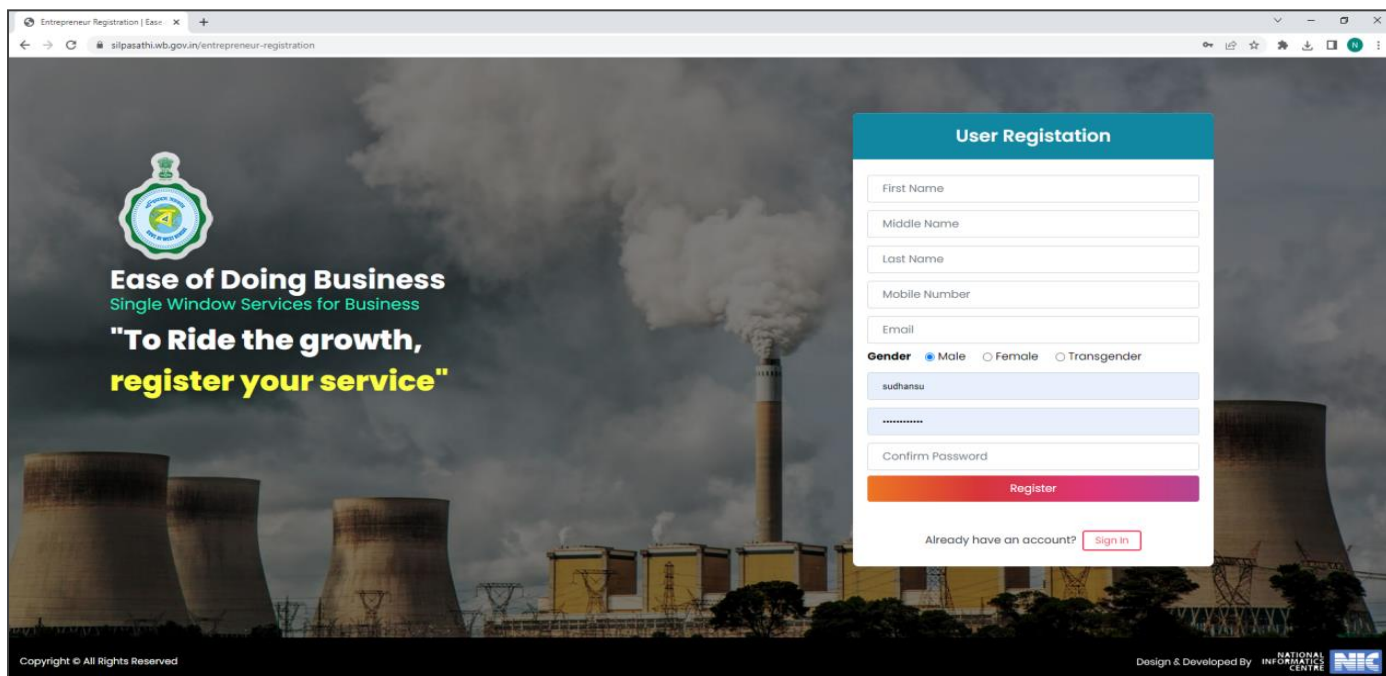
Online Water Charges for Water Connection at SJDA

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



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.

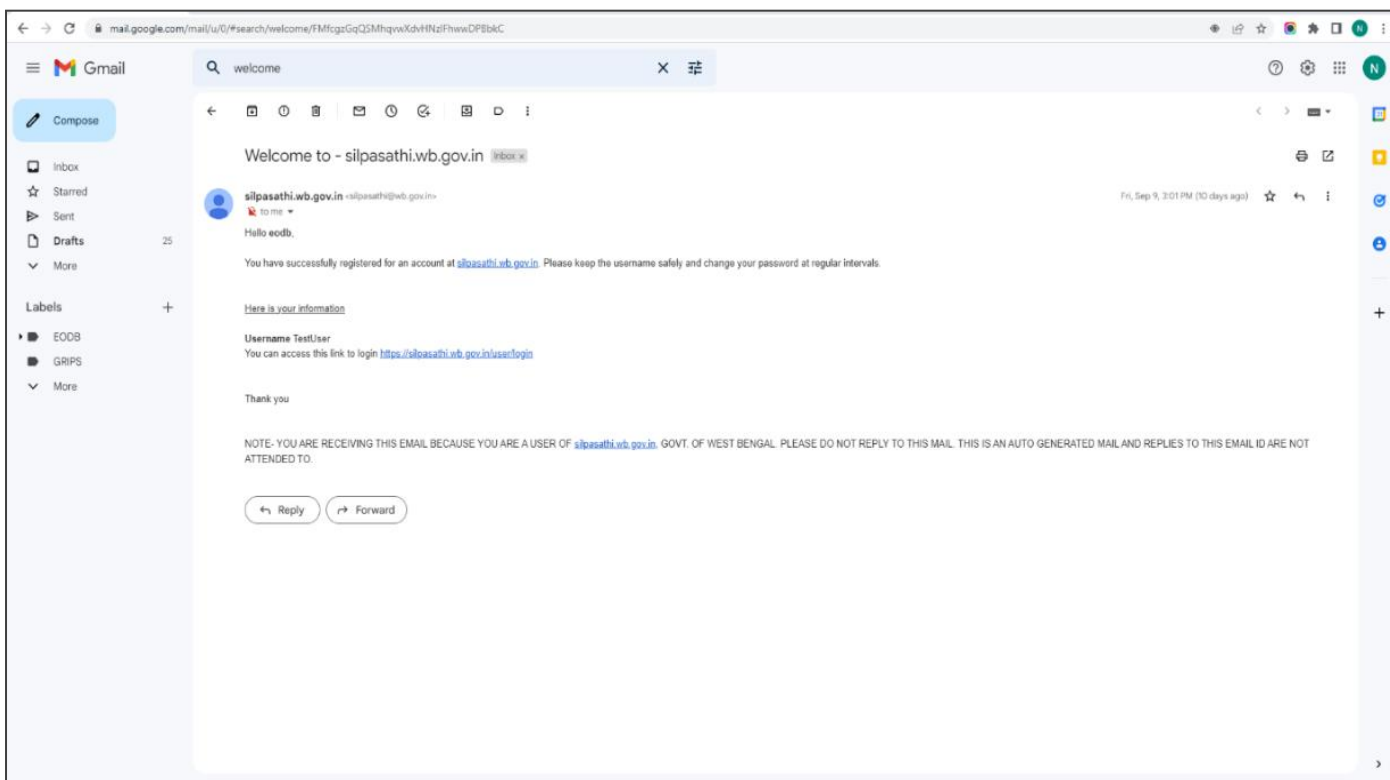
The '[User Registration](#)' window will appear with the relevant fields that the applicant needs to fill accurately and click on '[Register](#)' as shown by the below screenshot. In case the applicant already has an account, click on the '[Sign In](#)' button and login using valid **User ID, password and Captcha**.



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

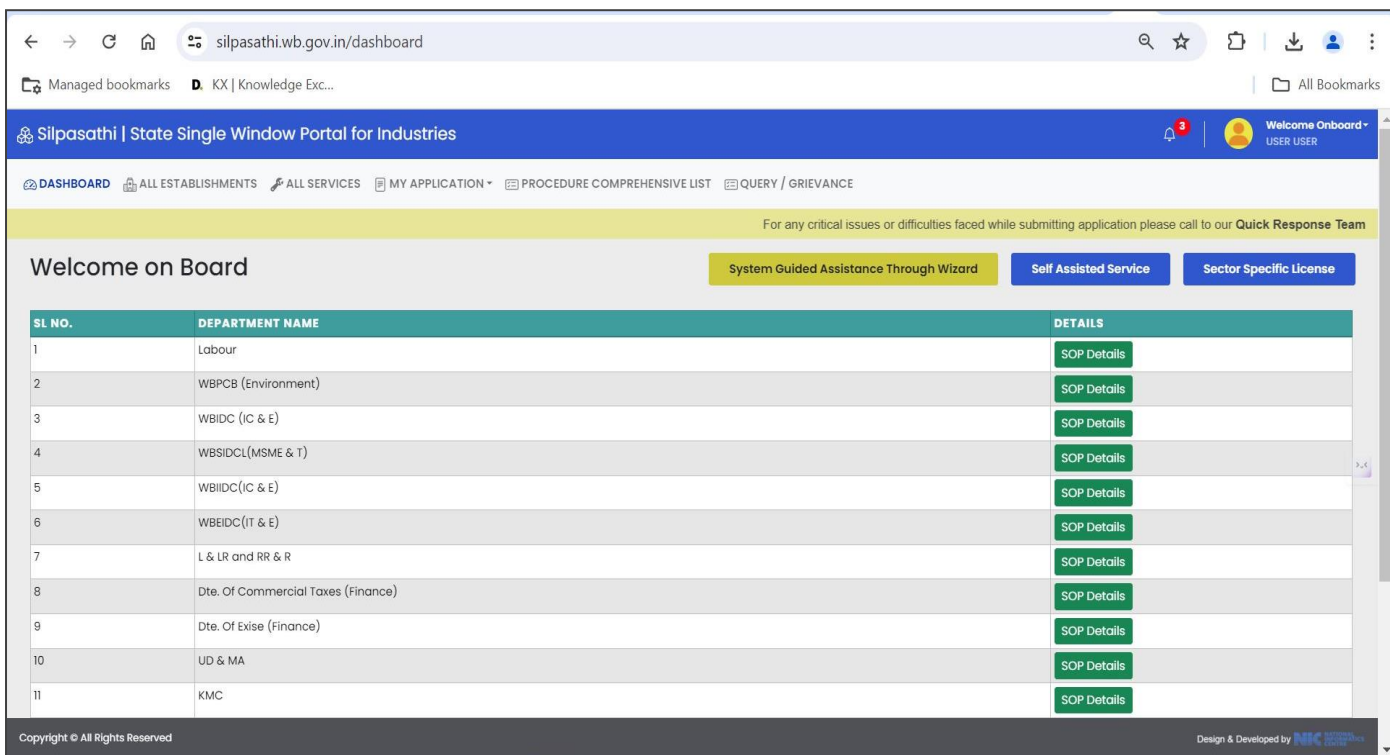
Online Water Charges for Water Connection at SJDA

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



Online Application submission

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

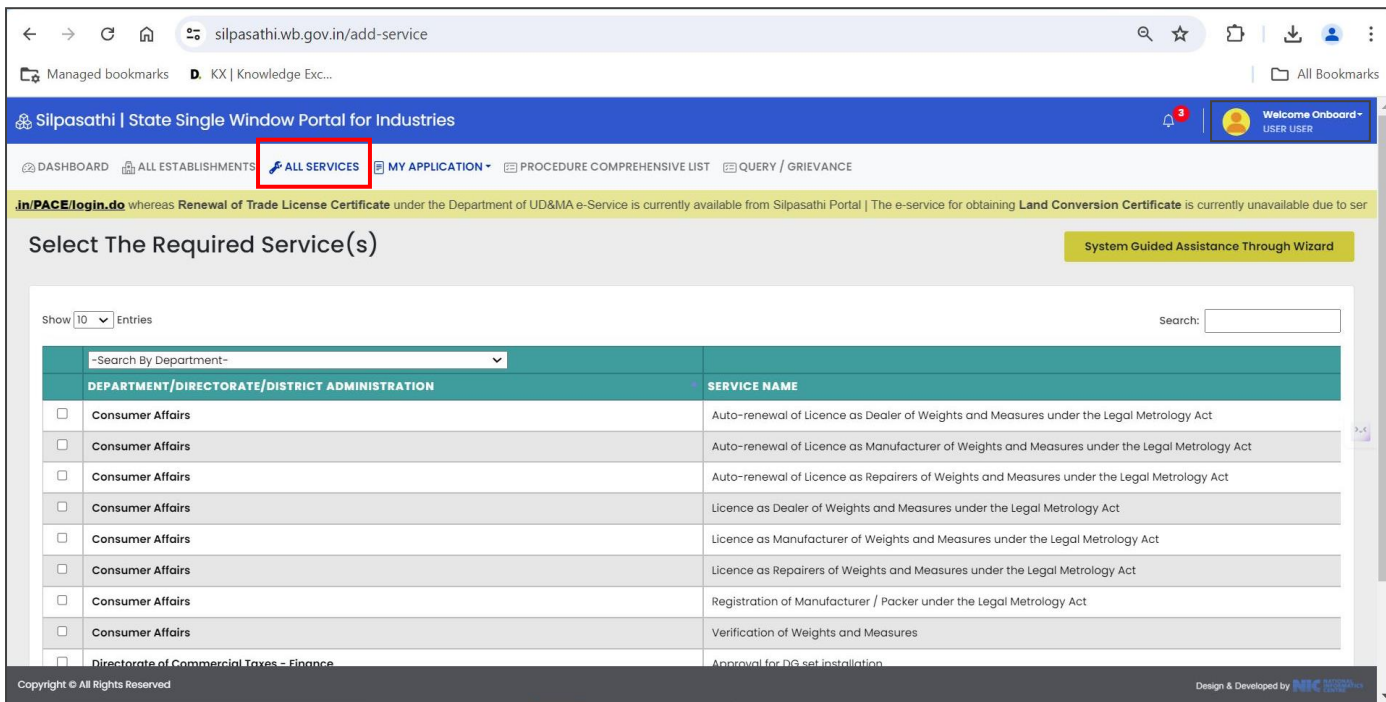


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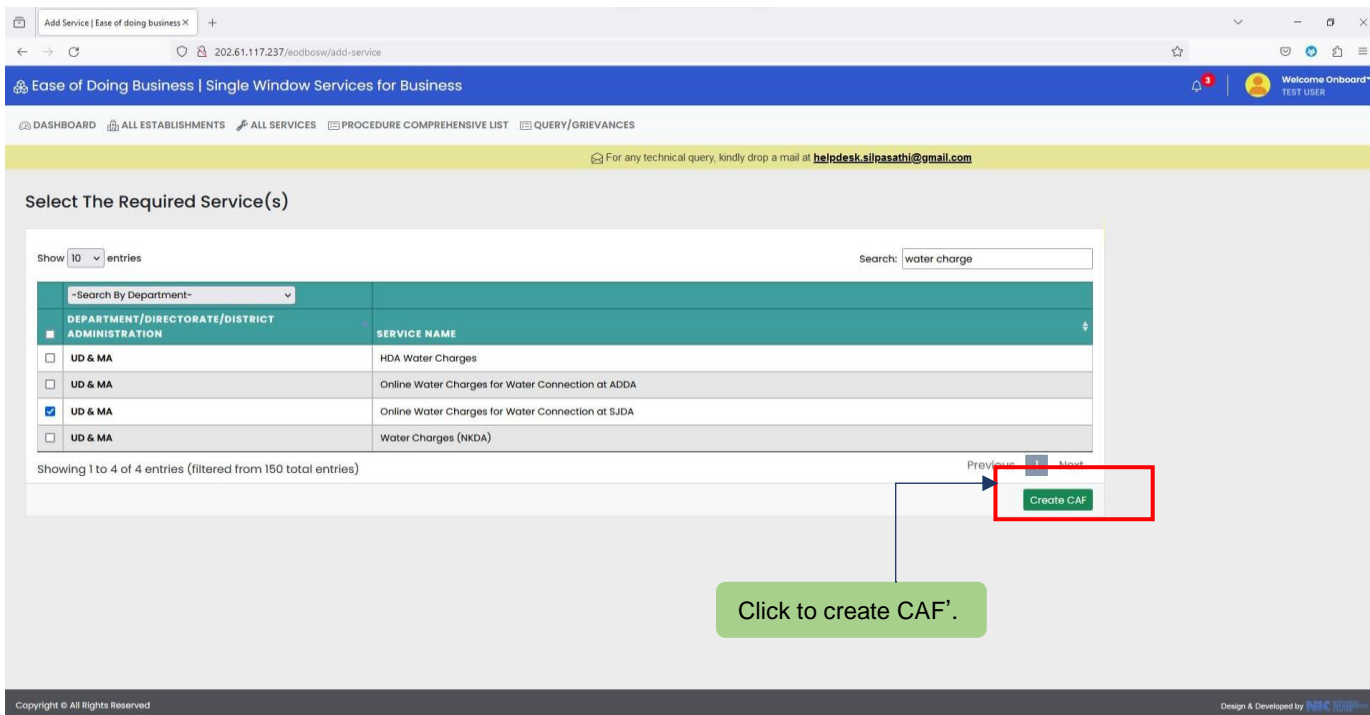
Online Water Charges for Water Connection at SJDA

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

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 '**Trade License – UD&MA.**



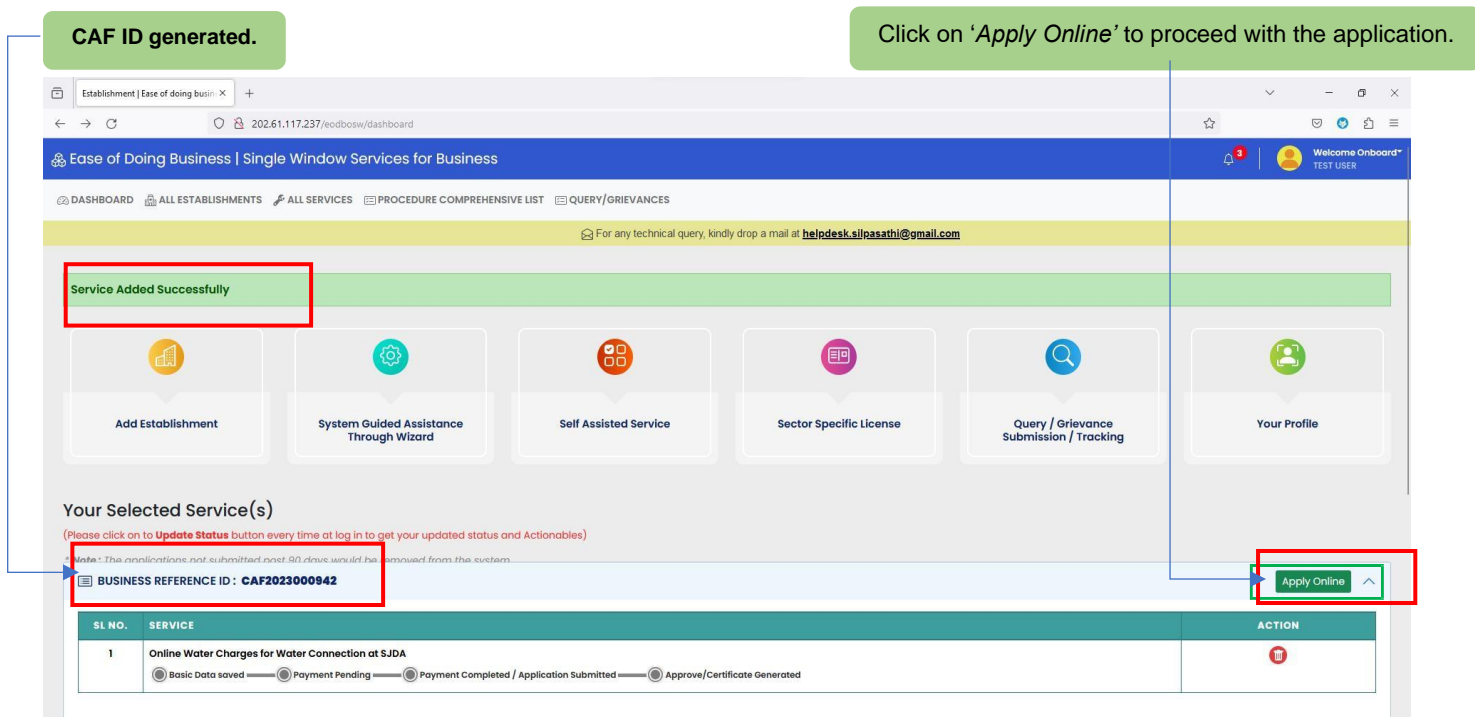
After selecting the service '**Trade License – UD&MA**', the applicant has to click on '[Create CAF](#)'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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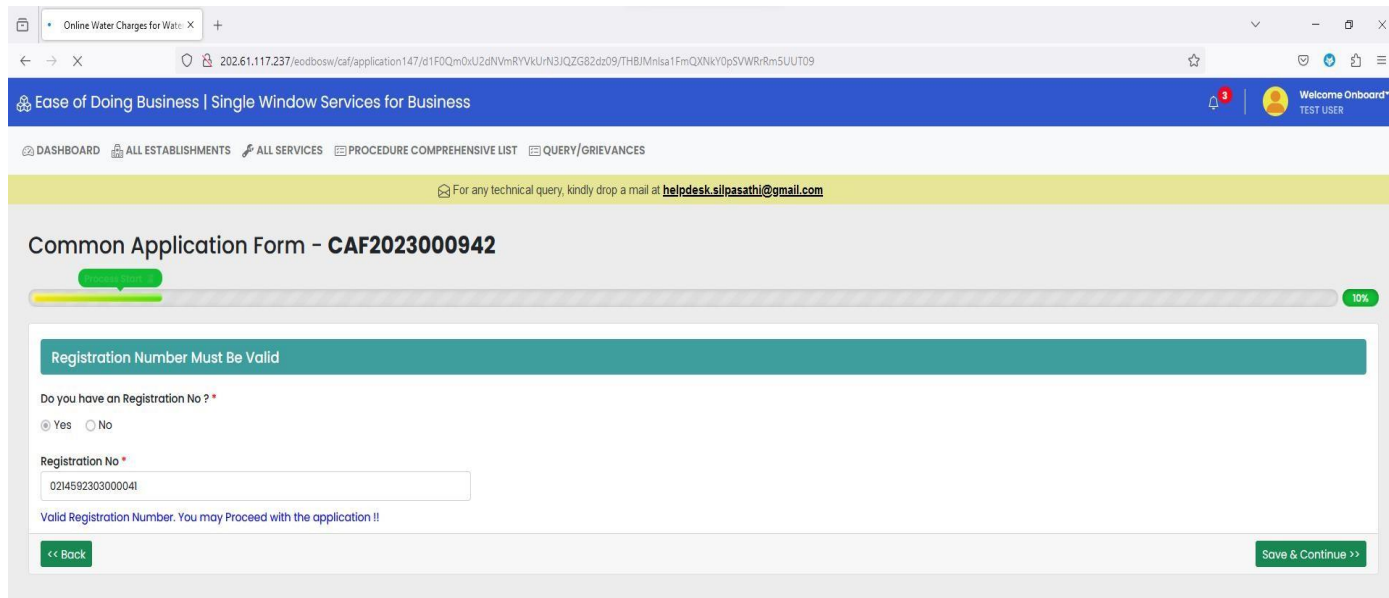
Online Water Charges for Water Connection at SJDA

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Applicant's Dashboard



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):



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 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.

Online Water Charges for Water Co. X

202.61.117.237/eodbosw/caf/application147-stepone/d1F0Qm0xU2dNvmRYVkuRn3JQZG82dz09/THBJMnlisa1FmQXNkYOpSVWR/RmSUUT09

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WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Common application form data partially saved.

Common Application Form - CAF2023000942

Process Start 10%

Applicants Basic Information

Salutation *	First Name: *	Middle Name :	Last Name *
Mr.	xcv xcv xcv	Middle Name	xcv xcv
Date of Birth: *	Age *	Gender *	Date of Application *
16-08-1981	42	Male	2023-12-14 16:05:52
Mobile No: *	E-mail *	Aadhaar Card No :	Fax No :
9876543210	sdf@yahoo.co.in	525355857370	123
status *	Remarks	Phone no	Nationality *
Owner	Remarks	Phone no	Indian

Address Of The Building

Country *	State *	District *	Sub-division *
India	West Bengal	Purba Bardhaman	Burdwan Sadar(North)
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Village or Ward *
Urban	Municipality	Burdwan	Village or Ward

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Online Water Charges for Water Co. X

202.61.117.237/eodbosw/caf/application147-stepone/d1F0Qm0xU2dNvmRYVkuRn3JQZG82dz09/THBJMnlisa1FmQXNkYOpSVWR/RmSUUT09

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WELCOME ONBOARD TEST USER

Applicants Basic Information

Salutation *	First Name: *	Middle Name :	Last Name *
Mr.	xcv xcv xcv	Middle Name	xcv xcv
Date of Birth: *	Age *	Gender *	Date of Application *
16-08-1981	42	Male	2023-12-14 16:05:52
Mobile No: *	E-mail *	Aadhaar Card No :	Fax No :
9876543210	sdf@yahoo.co.in	525355857370	123
status *	Remarks	Phone no	Nationality *
Owner	Remarks	Phone no	Indian

Address Of The Building

Country *	State *	District *	Sub-division *
India	West Bengal	Purba Bardhaman	Burdwan Sadar(North)
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Village or Ward *
Urban	Municipality	Burdwan	Village or Ward
Post Office	Police Station *	Address Line 1 *	Address Line 2
Post Office	Bardhaman PS	zxc zxc	Address Line 2
Pin Code *	Holding No	Premises No	Mouza Name
713103	33	Plot No./Holding No./Premises No	Mouza Name
J.L. No			
J.L. No			

Save & Next >>

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Online Water Charges for Water Co. X

202.61.117.237/eodbosw/caf/application/147/steptwo/d1FQmDxU2dWmRyVkuU/N3JQZGS2dz09/THBjMn1a1FmQXNkY0pSVWR/Rm5UUT09

Ease of Doing Business | Single Window Services for Business

3 Welcome Onboard* TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

DATA UPDATED SUCCESSFULLY.

Common Application Form - CAF2023942

Process Status: 10%

Present Address Of Applicant

Country *	State *	District *	Sub-division *
India	West Bengal	Purba Bardhaman	Burdwan Sadar(North)
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Village or Ward
Urban	Municipality	Burdwan	Village or Ward
Police station	Post Office	Address Line 1 *	
Police station	Post Office	chotonilpur	
Address Line 2	Pin Code *		
Address Line 2	713103		

Parent Or Husband Details

Father or Mother or Husband *	Salutation *	First Name: *	Middle Name :	Last Name
Father	Mr.	Tapas	Middle Name	Das

Other Details

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Online Water Charges for Water Co. X

202.61.117.237/eodbosw/caf/application/147/steptwo/d1FQmDxU2dWmRyVkuU/N3JQZGS2dz09/THBjMn1a1FmQXNkY0pSVWR/Rm5UUT09

Ease of Doing Business | Single Window Services for Business

3 Welcome Onboard* TEST USER

Country *	State *	District *	Sub-division *
India	West Bengal	Purba Bardhaman	Burdwan Sadar(North)
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Village or Ward
Urban	Municipality	Burdwan	Village or Ward
Police station	Post Office	Address Line 1 *	
Police station	Post Office	chotonilpur	
Address Line 2	Pin Code *		
Address Line 2	713103		

Parent Or Husband Details

Father or Mother or Husband *	Salutation *	First Name: *	Middle Name :	Last Name
Father	Mr.	Tapas	Middle Name	Das

Other Details

Sector *	Plot No *
Sector	cv
Plot Area (in m2) *	Category of Plot *
44	Domestic
No. of flats (for Group Housing)	Requirement of Water Per Day *
44	1234
Sewerage Connection Applied *	
- Select -	

Save & Next >>

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Common Application Form Preview - CAF2023942

Almost Completed 87%

PARAMETERS	INPUTS
Salutation	Mr.
First Name	xcv xcv xcv
Middle Name	
Last Name	xcv xcv
Date of Birth	18-08-1981
Age	42
Gender	Male
Date of Application	14/12/2023 16:05:52
Mobile No	9876543210
E-mail	sdf@yahoo.co.in
Adhaar Card No	
Fax Number	
Status	Owner

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Common Application Form Preview - CAF2023942

Post Office	
Address Line 1	chotonipur
Address Line 2	
Pin Code	713103
Parent or Husband details	
Father or Mother or Husband	Father
Salutation	Mr.
First Name	Tapas
Middle Name	
Last Name	Das
Other Details	
Sector	sector
Plot No	123
Plot Area (in m2)	44
Category of Plot	Domestic
No. of flats (for Group Housing)	44
Requirement of Water Per Day	1234
Sewerage Connection Applied	Yes

UPLOADED SUPPORTING DOCUMENTS

Uploaded Documents Not Available

I hereby declare that the particulars given above are true to the best of my knowledge and belief *

Submit

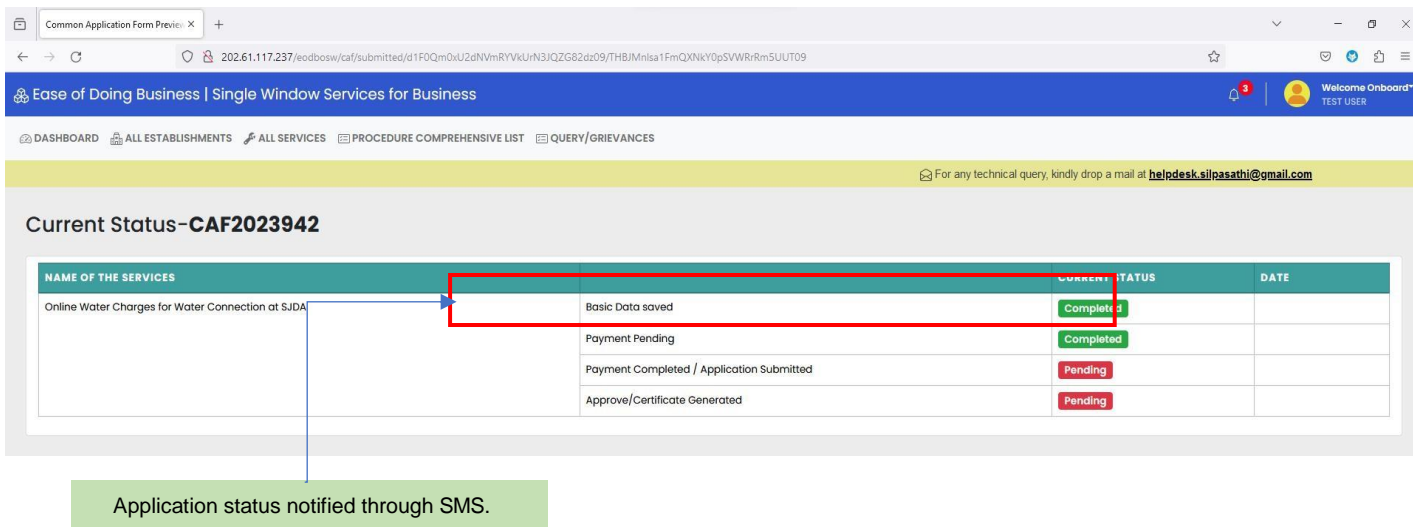
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On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

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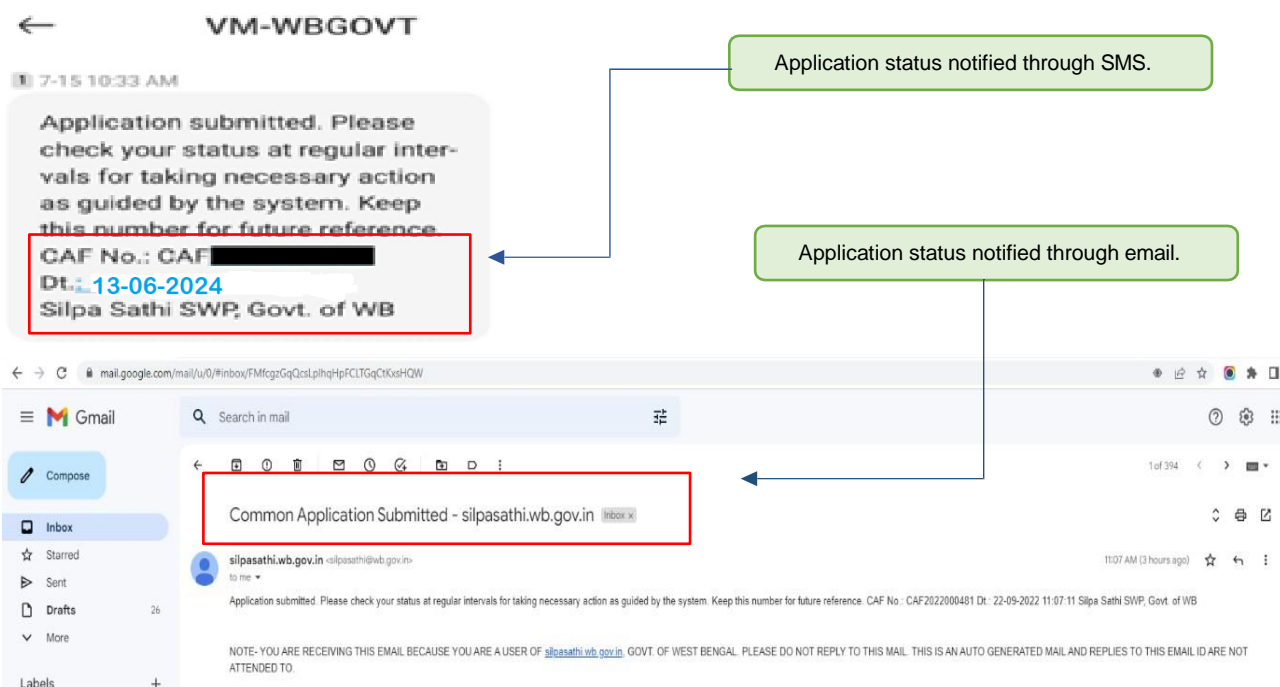


Current Status-CAF2023942

NAME OF THE SERVICES	CURRENT STATUS	DATE
Online Water Charges for Water Connection at SJDA	Basic Data saved	Completed
	Payment Pending	Completed
	Payment Completed / Application Submitted	Pending
	Approve/Certificate Generated	Pending

Application status notified through SMS.

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.



Application status notified through SMS.

Application status notified through email.

3. Online Payment of fees

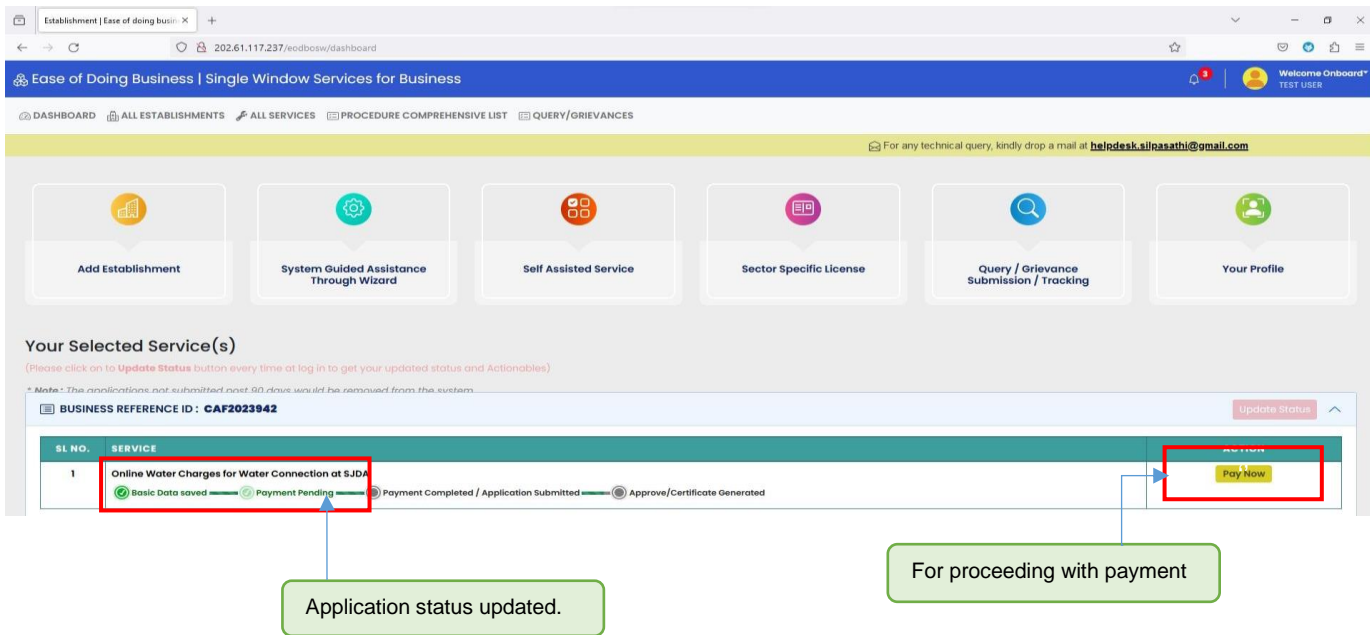
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

User Manual

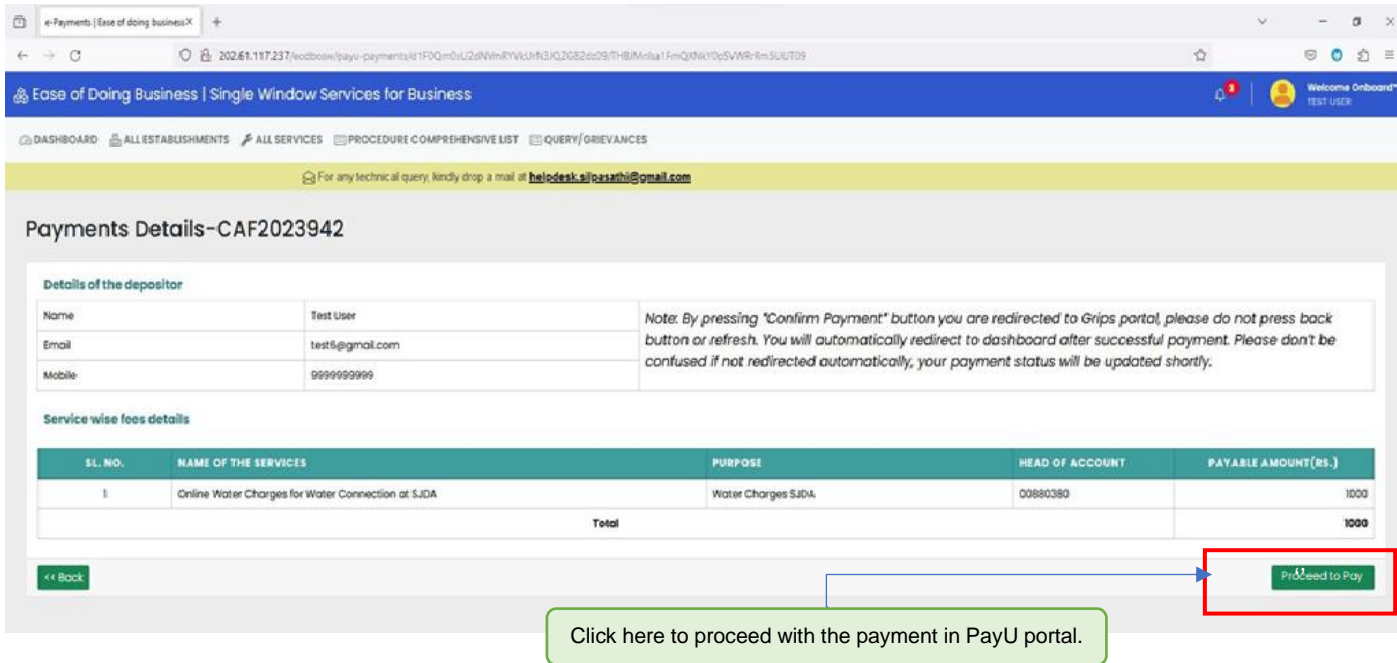
Online Water Charges for Water Connection at SJDA

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

Applicant's Dashboard



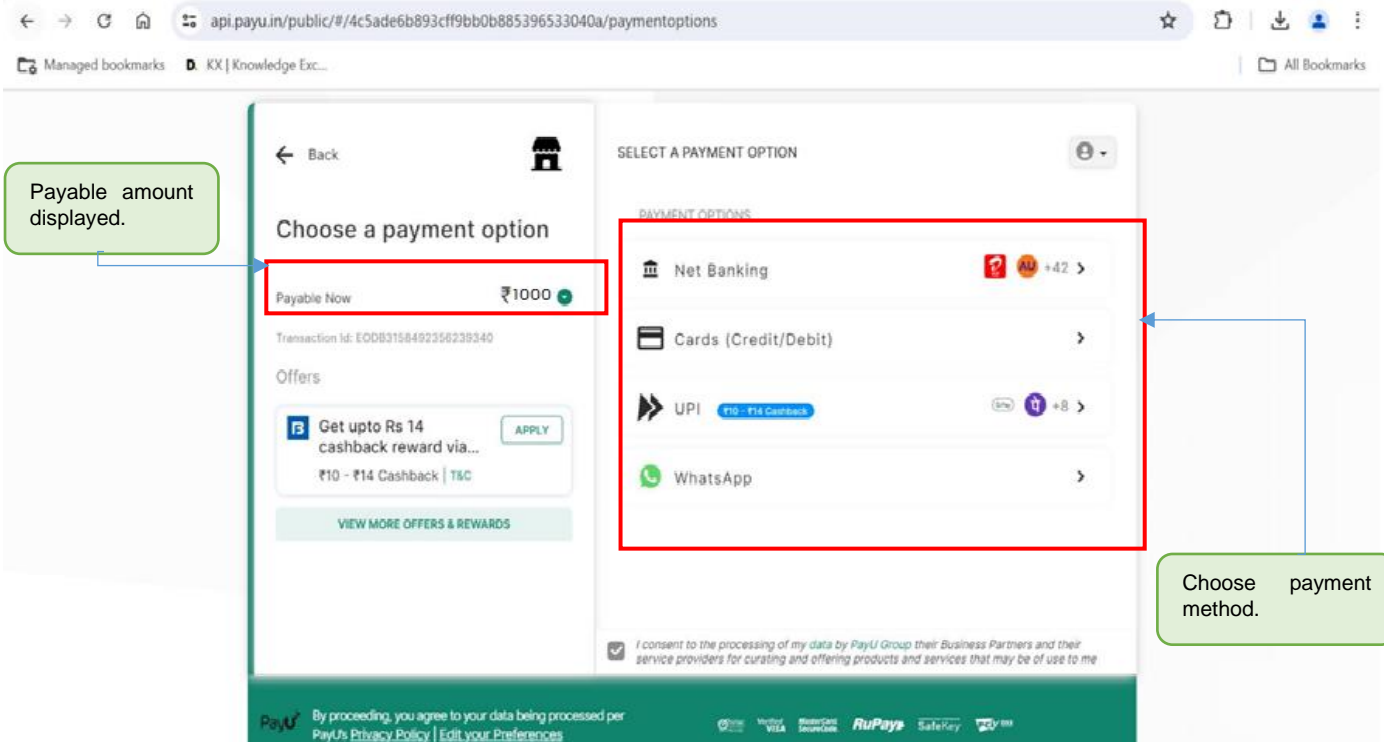
The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.



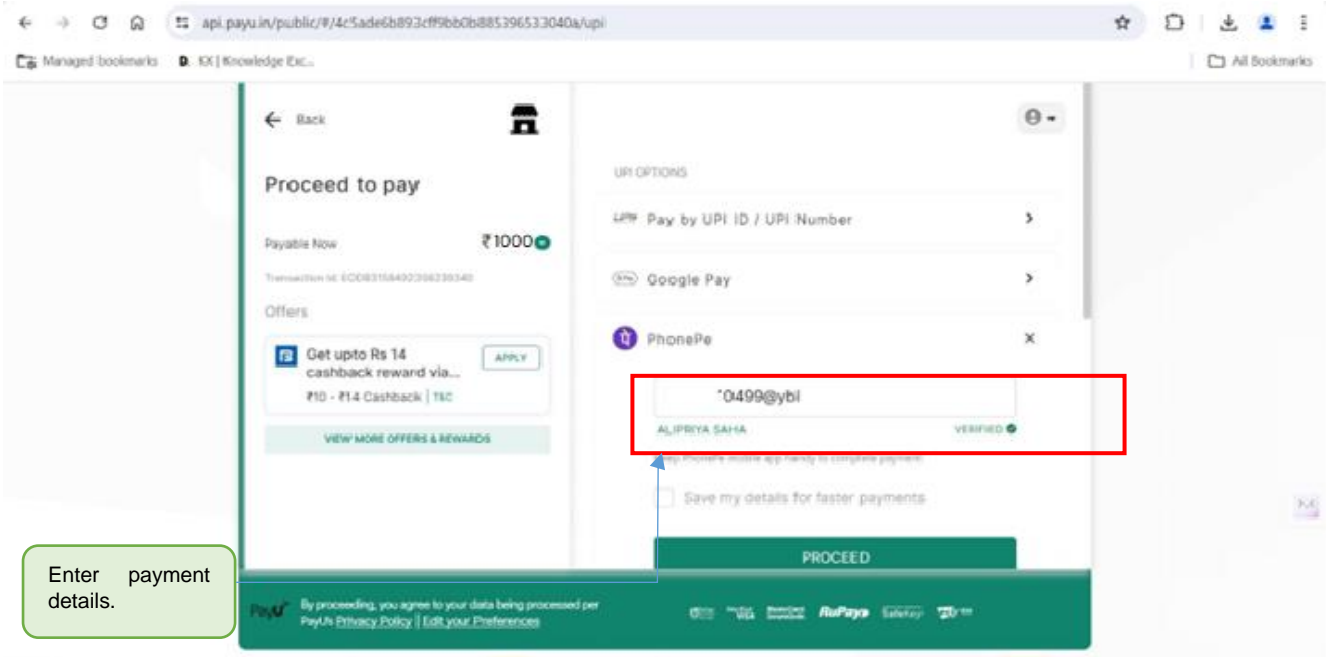
The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

Online Water Charges for Water Connection at SJDA

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



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

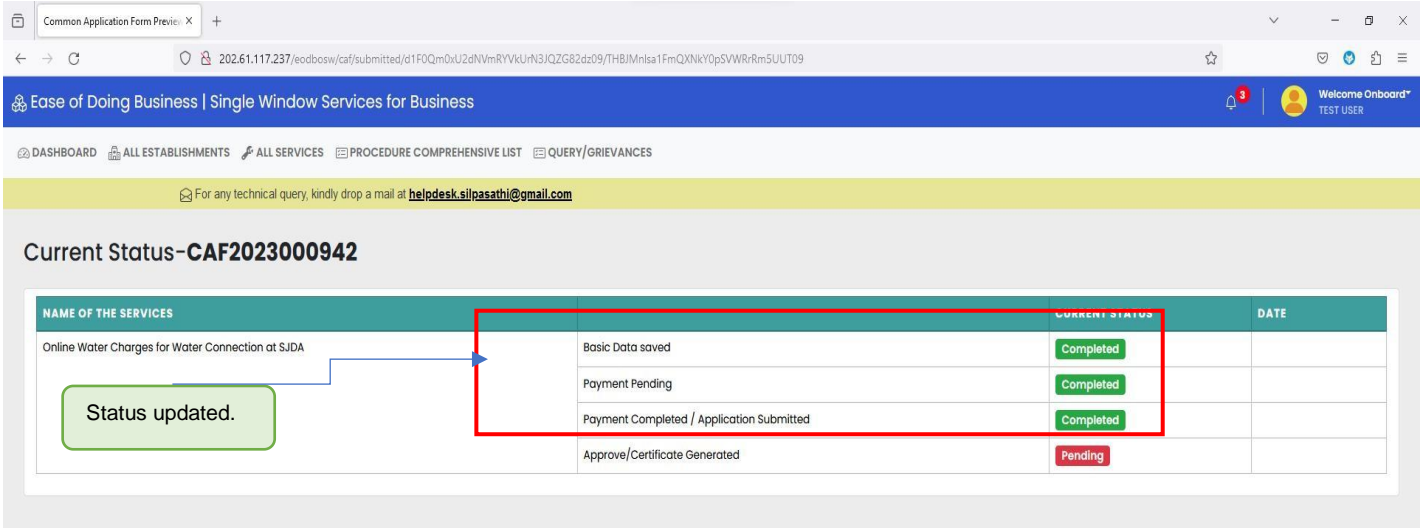


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After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".

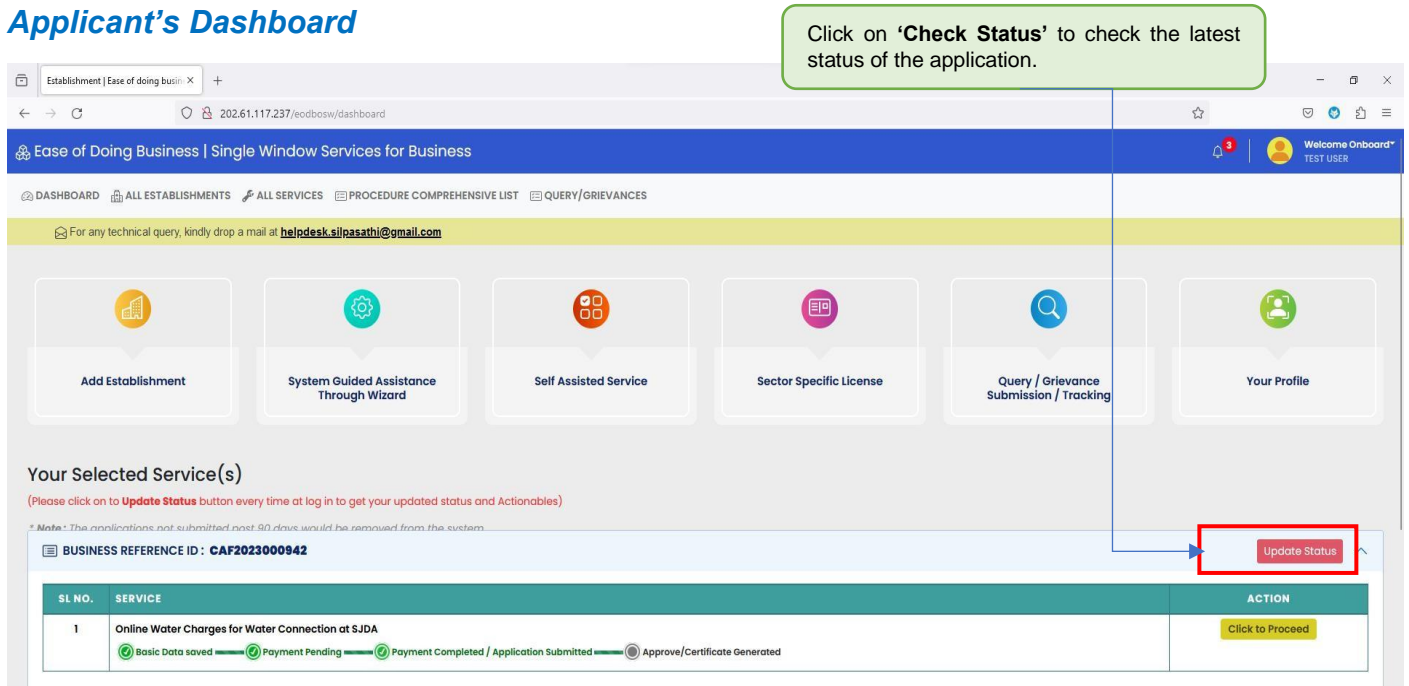


Status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Payment Completed".

Track Status of Application

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

Applicant's Dashboard



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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Current Status-CAF2023000942

NAME OF THE SERVICES	CURRENT STATUS	DATE
Online Water Charges for Water Connection at SJDA	Basic Data saved	Completed
	Payment Pending	Completed
	Payment Completed / Application Submitted	Completed
	Approve/Certificate Generated	Completed

Latest status updated as **Approved/Completed**

4: Online Download of final approval certificate

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

Applicant's Dashboard

Establishment | Ease of doing busin

Ease of Doing Business | Single Window Services for Business

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

Your Selected Service(s)

(Please click on to **Update Status** button every time at log in to get your updated status and Actionables)

* Note: The applications not submitted post 90 days would be removed from the system.

BUSINESS REFERENCE ID: CAF2023000942

SL NO.	SERVICE	ACTION
1	Online Water Charges for Water Connection at SJDA Basic Data saved — Payment Pending — Payment Completed / Application Submitted — Approve/Certificate Generated	View Certificate

Click on 'Download certificate.'

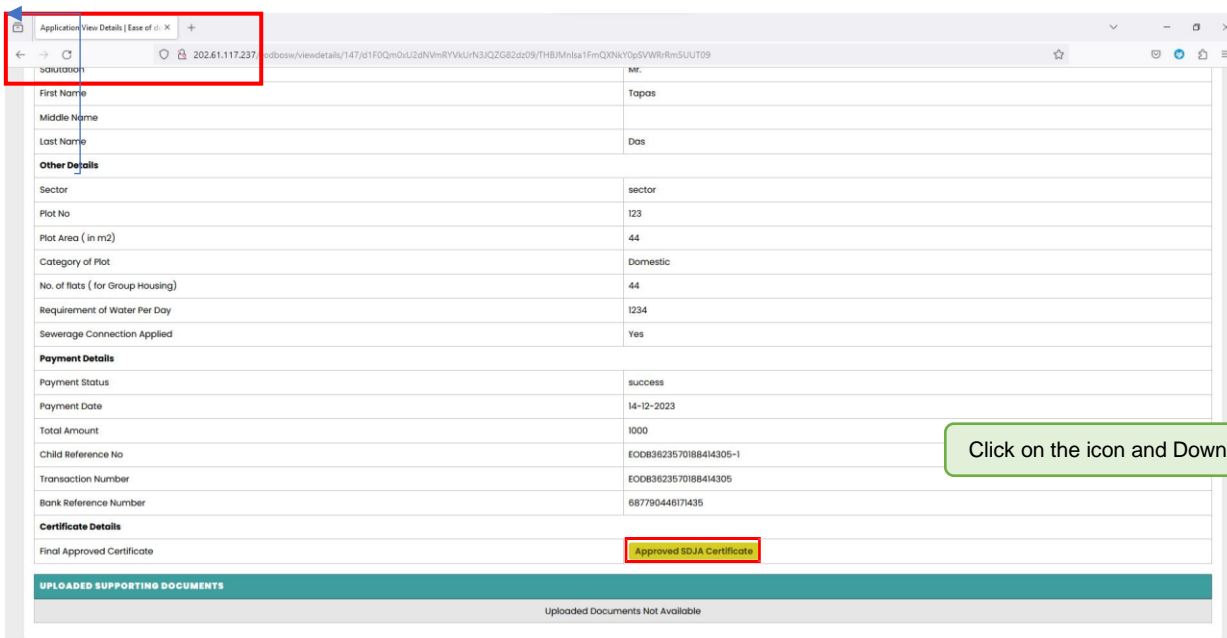
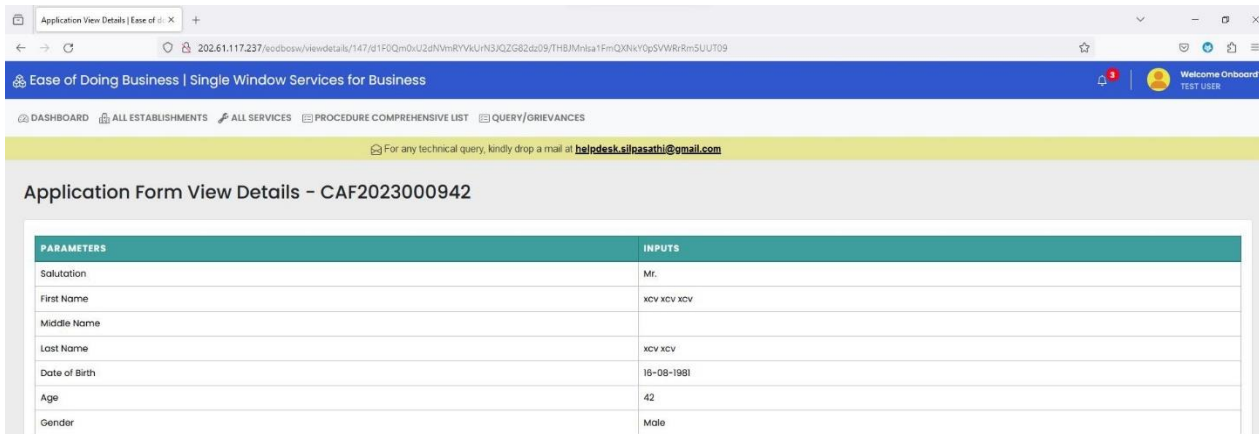
Note: Latest status can be seen any time through Applicant's Dashboard

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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:

[The Final Certificate gets downloaded \(Screenshot\)](#)

Online Water Charges for Water Connection at SJDA

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The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/read-bytea-file-all/aWQ%3D/NjEyOTU3/MjY3NzAz/cHJkX3RyYWRIX2NlcnRpZmJjYXRlc19kZXRhaWxz/ZG9jdW1lbn...`. The browser's address bar shows "Managed bookmarks" and "D. KX | Knowledge Exc...". The page title is "Online NOC". The main content area displays a document titled "Water Charges e-Receipt" from the Siliguri Jalpaiguri Development Authority. The document includes the following information:

Siliguri Jalpaiguri Development Authority
AN ISO 9001:2008 CERTIFIED ORGANISATION
Himanchal Vihar, Near - Passport Seva Lagna Kendra, Matigara-734010, Dist- Darjeeling
Phone : Siliguri : 03531 251922, 251947
Jalpaiguri : 03591 230874
Fax : 03531 251926
Email ID : sjdaw@gmail.com

Memo No. 0214197230300201S.IDA Date: 14/12/2023

Water Charges e-Receipt

Account No.- 0214197230300201
Date of Payment : 14-12-2023 06:29:51
Amount Paid : 1000
Receipt Information : 687790446171435

Consumer Details
Name- Mr. xcv xcv xcv xcv xcv
Address- Premises No. : ; Street : zxc zxc, District : Purba Bardhaman, Pincode : 713103

Connection Details :-

Sl No.	Use Type	Water Requirement/Day	Period	Annual Payment	No. of Connection
1	Domestic	1234	Annual	1000	1

Total Amount Paid:- Re. 1000
In Words:- Rupees One Thousand
Payment Mode:- Online
Payment Due:-


Siliguri Jalpaiguri Development Authority

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One Approval certificate document has been illustrated below:

Siliguri Jalpaiguri Development Authority					
AN IS/ISO 9001:2008 CERTIFIED ORGANISATION					
Himanchal Vihar, Near – Passport Seva Laghu Kendra, Matigara-734010, Dist- Darjeeling					
			Phone : Siliguri : (0353) 2512922, 2515647		
			: Jalpaiguri : (03561) 230874		
			Fax : (0353)2510056		
			Email ID : sjdawb@gmail.com		
Memo No. 0214197230300201/SJDA			Date: 14/12/2023		
Water Charges e-Receipt					
Account No.- 0214197230300201					
Date of Payment : 14-12-2023 05:29:51					
Amount Paid : 1000					
Receipt Information : 687790446171435					
Consumer Details					
Name- Mr. xcv xcv xcv xcv xcv					
Address- Premises No. : , Street : zxc zxc, District : Purba Bardhaman, Pincode : 713103					
Connection Details :-					
Sl No.	Use Type	Water Requirement/Day	Period	Annual Payment	No. of Connection
1	Domestic	1234	Annual	1000	1
Total Amount Paid:- Rs. 1000					
In Words:- Rupees One Thousand					
Payment Mode:- Online					
Payment Due:-					
Siliguri Jalpaiguri Development Authority					

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.

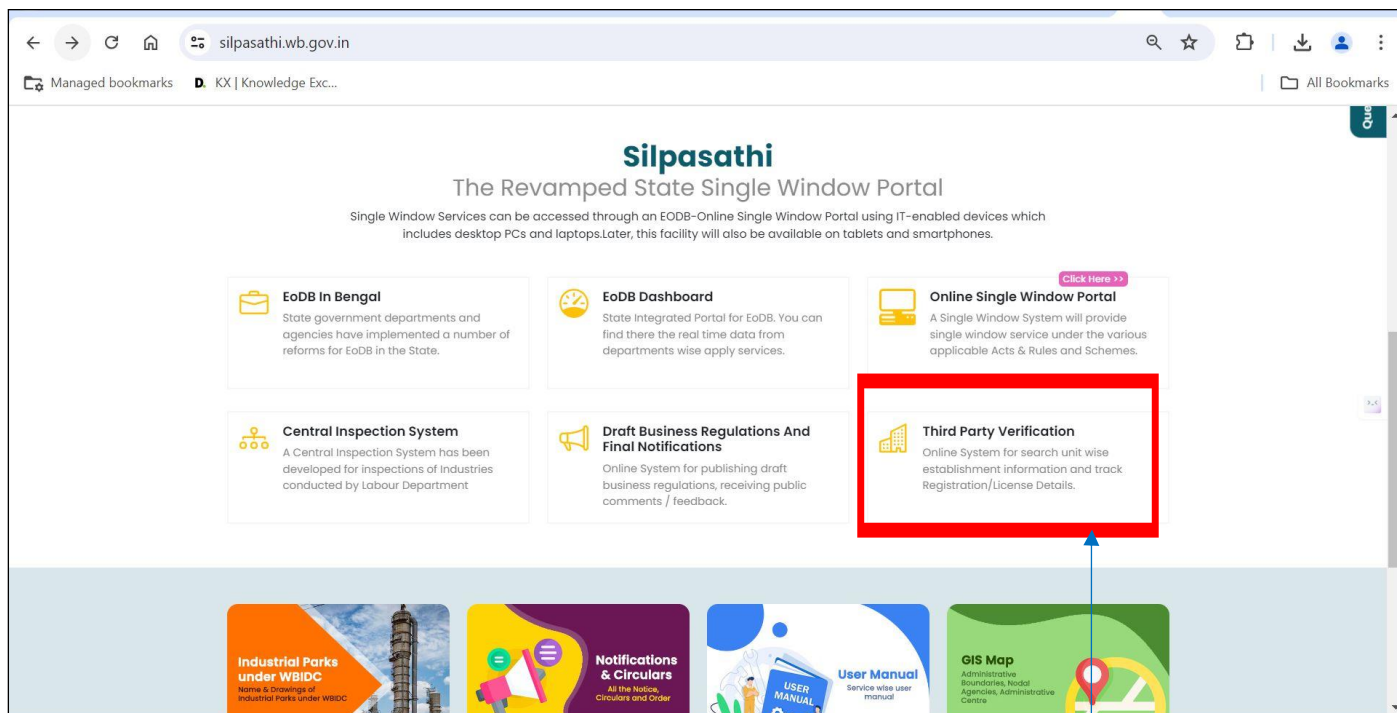
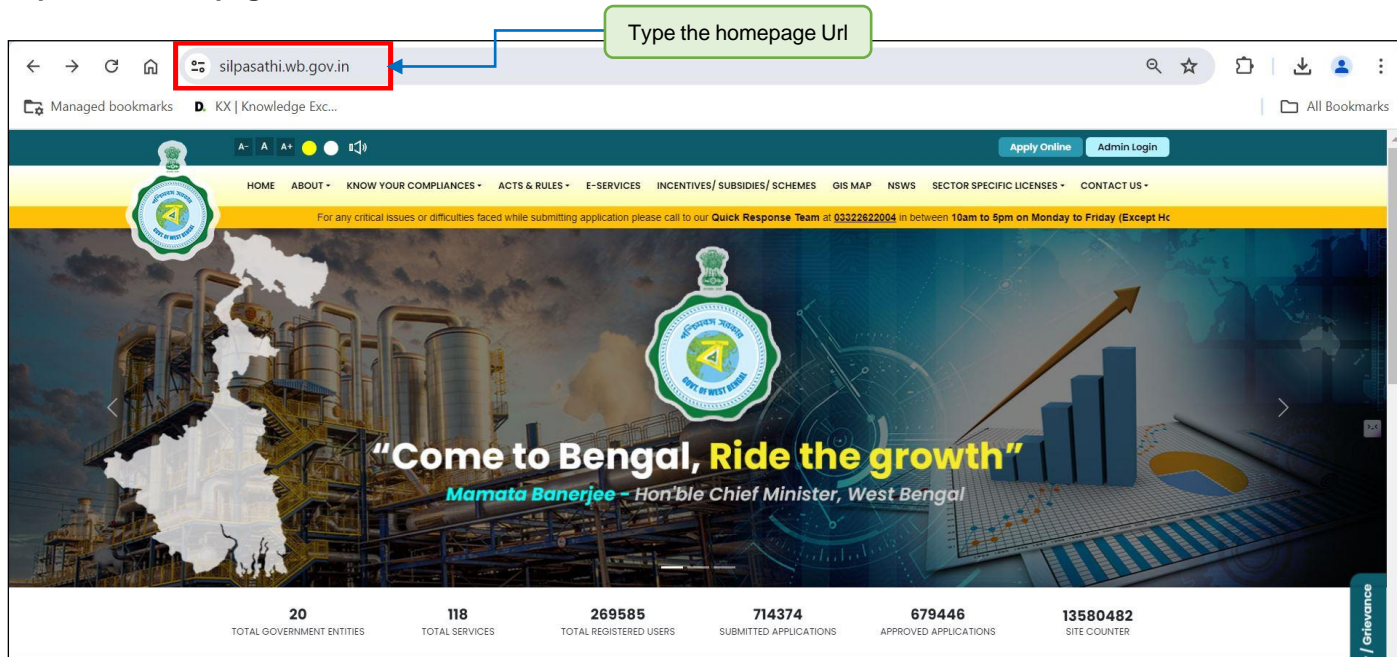
User Manual

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

(Screenshots below):

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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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 >>

Enter Registration number/ License number to view details.

Third Party Verification

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

Select Services *
Online Water Charges for Water Connection at SJDA - (Ur

Registration Number / License Number / Others *
452 Search

Parameter	Output
Certificate Number	452
Approval Date	19-04-2024
Name of the Business	DAS WOOD FURNITURE & SUPPLIERS
Location of the Business	VILLAGE: SHIPUR SAMASAD;HIGH PARA: DAS POST OFFICE: SHIPUR POLICE STATION: EGRA PIN CODE: 721448

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:



The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/third-party-verification/K2NFZUIZMXp2U0ZEQRrbjVwbE9Rdz09/LzdDRkovbE1tMWg5ZWU2SVFTQytjZz09`. The browser displays a table with the following data:

Parameter	Output
Certificate Number	2419
Approval Date	08-07-2024
Name of the Business	MANUFACTURING OF AGARBATTI
Location of the Business	VILLAGE: SENPARA SAMASAD:SEN PARA: SENPARA POST OFFICE: SENPARA POLICE STATION: KOTWALI PIN CODE: 735101