



UD&MA :

**Online Water
Charges for Water
Connection at ADDA.**

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

User Manual

Water Connection (ADDA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	4
Instructions related to the application form	4
Application Process through SilpaSathi	7
1. Online Application submission along with online submission of documents.....	7
3. Online Payment of fees	17
3. Track Status of Application.....	19
4: Online Download of final approval certificate.....	20
5: Third Party verification details	23

Water Connection (ADDA) 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 “**Online Water Charges for Water Connection at ADDA.**”, 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

Online Water Charges for Water Connection at ADDA is required to ensure safe and reliable access to clean drinking water for buildings and organisations which fall 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 order to apply for the service:

#	Documents Required	Detailed Description
1.	Authorised Plumber Name and License No. of your choice	Document issued by a regulatory authority, typically a state or local government, that verifies an individual is qualified and authorized to perform plumbing work in a specific jurisdiction
2.	Approved Building Plan	Finalized and authorized diagrams or plans that depict the precise layout and configuration of building

Water Connection (ADDA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

#	Documents Required	Detailed Description
3.	Deed of Registration	A Deed of Registration is a legal document that serves as proof of ownership or transfer of ownership of a property, such as a house or land.
4.	Identity Documents (PAN or VOTER CARD or AADHAR)	PAN or VOTER CARD or AADHAR
5.	Possession Certificate or NOC issued from Competent Authority	A Possession Certificate is a document issued by a builder or developer to a homeowner, confirming that the property has been handed over to the buyer and they have taken possession of it
6.	Sewerage Connection Approval	a written letter (approval from KMC) that the internal drainage system has been constructed as per the drawings submitted
7.	Tax Receipt of Municipal Corporation	A tax receipt from a municipal corporation is an official document that serves as proof of payment of taxes to the local government
8.	Updated Ground Rent Receipt [in case of ADDA Land] or Khajna Receipt	An updated Ground Rent Receipt is a document that confirms payment or adjustment of ground rent, a fee paid to a landlord or property owner for the use of land.

Timeline (WBRTPS)

Water Connection (UD&MA) has an WBRTPS timeline (yet to be provided) till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Applicants Basic Information		
1.	Applicant Type	Select from the list of options provided if it's an organisation/owner/authorised
2.	Select Sub-Type	Select from the list of options provided
3.	Salutation	Enter salutation of the applicant
4.	First Name	Enter First Name of the applicant
5.	Middle Name	Enter Middle Name of the applicant
6.	Last Name	Enter Last Name of the applicant
7.	Date of Birth	Enter Date of Birth of the applicant
8.	Mobile Number	Enter Mobile Number of the applicant
9.	PAN	Enter PAN details of the applicant
10.	Email	Enter Email id of the applicant
11.	Post Office	Enter Post Office of the applicant

Water Connection (ADDA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Sl. No.	Field Name	Instructions
12.	Photo ID type	Select Photo ID type
13.	Photo ID number	Enter Photo ID number
14.	Aadhar Card No.	Enter Aadhar Card No of the applicant
Address		
1.	Police Station	Enter name of the police station
2.	Post Office	Enter name of the post office
3.	Address	Enter address
Organisation Details		
1.	Organisation Type	Select from dropdown list
2.	Other Organisation Type	Select any additional type
3.	Applicant Designation	Enter designation of the applicant
4.	Organisation PAN No.	Enter Organisation PAN No.
5.	Organisation TAN No.	Enter Organisation TAN No.
6.	Landowner Name	Enter name of landowner
Site Details		
1.	ULB Name	Enter ULB Name
2.	District	Enter District name
3.	ULB Type	Enter ULB Type
4.	Ward No.	Enter Ward No.
5.	Block	Enter Block
6.	Location/Street Name	Enter location details
7.	Police Station	Enter name of the police station
8.	Block/Municipality/Corporation Name	Enter name of Block/Municipality/Corporation Name
9.	Borough	Enter details of Borough
10.	Ward	Enter ward number
11.	Mouza	Enter Mouza details
12.	JL No.	Enter JL No.
13.	Nearest Landmark	Enter Nearest Landmark
14.	Holding No.	Enter Holding No.
15.	Premises Number	Enter Premises Number
16.	Assessee Number	Enter Assessee Number
17.	Assessee Name	Enter Assessee Name
18.	Khatian No.	Enter Khatian No.

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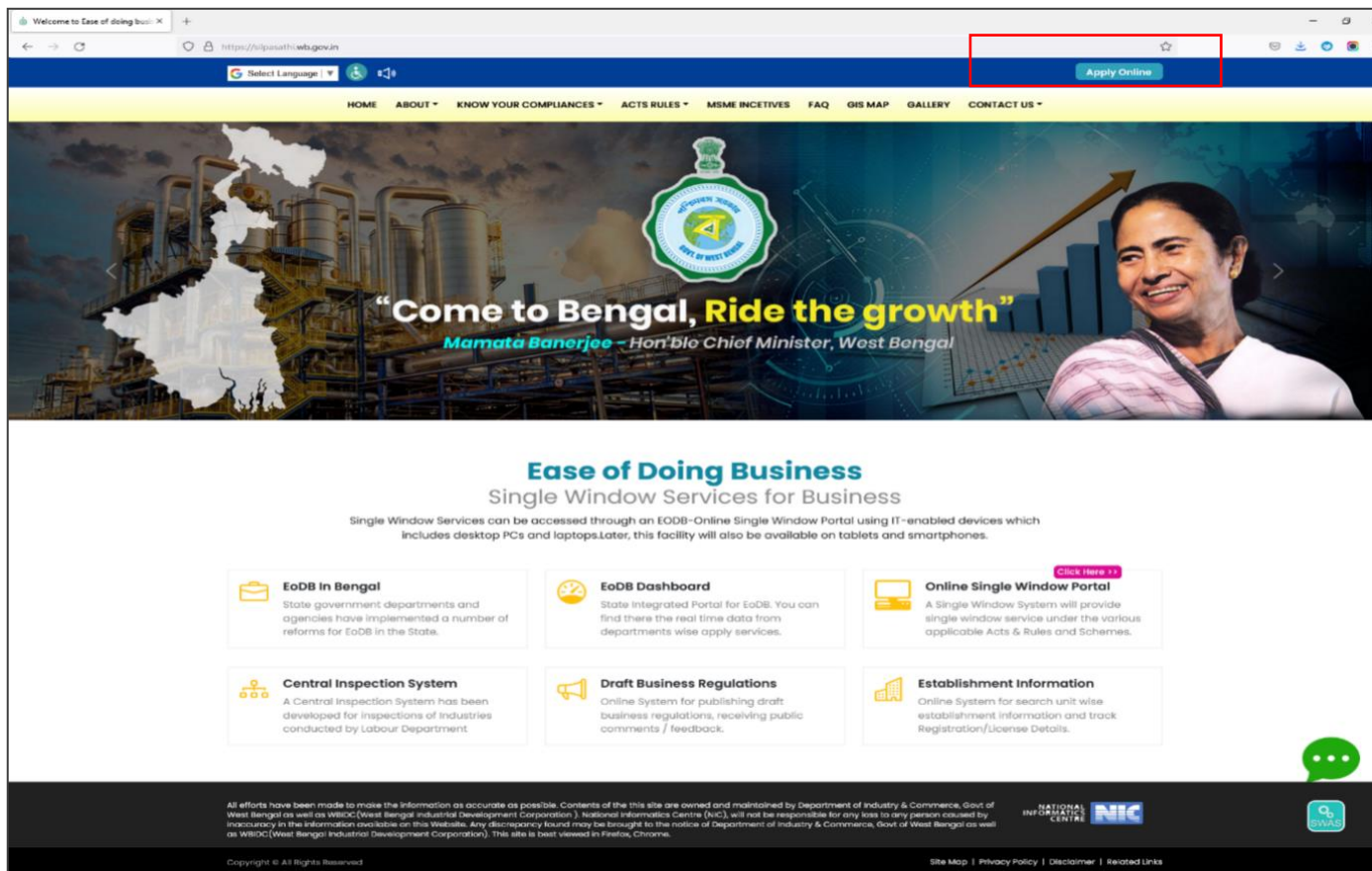
Sl. No.	Field Name	Instructions
19.	Plot Type	Enter Plot Type
20.	Plot No	Enter Plot No
21.	Khatian No.	Enter Khatian No.
Engaged Personnel Detail		
1.	Consultant Name	Select consultant
2.	Salutation	Enter salutation details
3.	Consultant Type	Select the type of consultant
4.	Class (Not for Architect / Structural Reviewer)	Enter class
5.	Email Address	Auto-generated after selection of consultant
6.	Mobile No.	Auto-generated after selection of consultant
Specifications		
1.	Select Building Category	Select from dropdown list
2.	Residential Sub Type (Only in Case of Residential / Co-operative Housing Buildings)	Select Residential Sub Type
3.	Building Permit No.	Enter Building Permit No.
4.	Building Permit Sanction Date	Enter Building Permit Sanction Date
5.	Occupancy Certificate (Full / Partial/ Blockwise) Approval	Enter Occupancy Certificate details
6.	Occupancy Certificate Approval Date	Enter Occupancy Certificate Approval Date
Land Details		
1.	Land Area as Per Deed (Square Meter)	Enter Land Area as Per Deed
2.	Land Area as per Measurement (Square Meter)	Enter Land Area as per Measurement

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

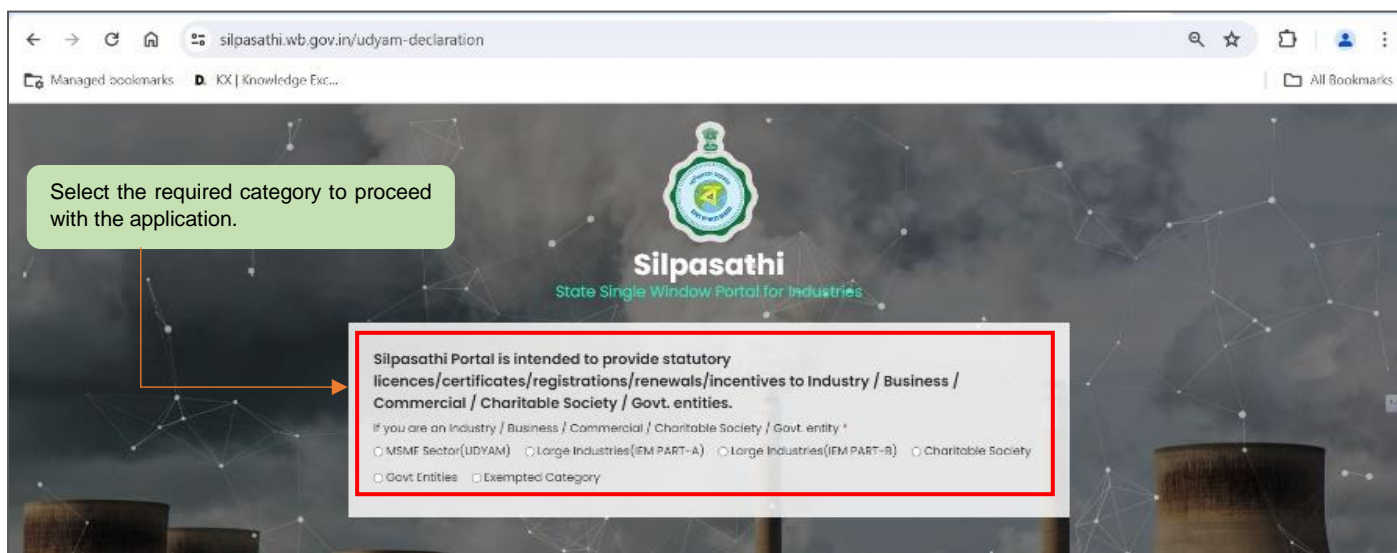
Application Process through SilpaSathi

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.



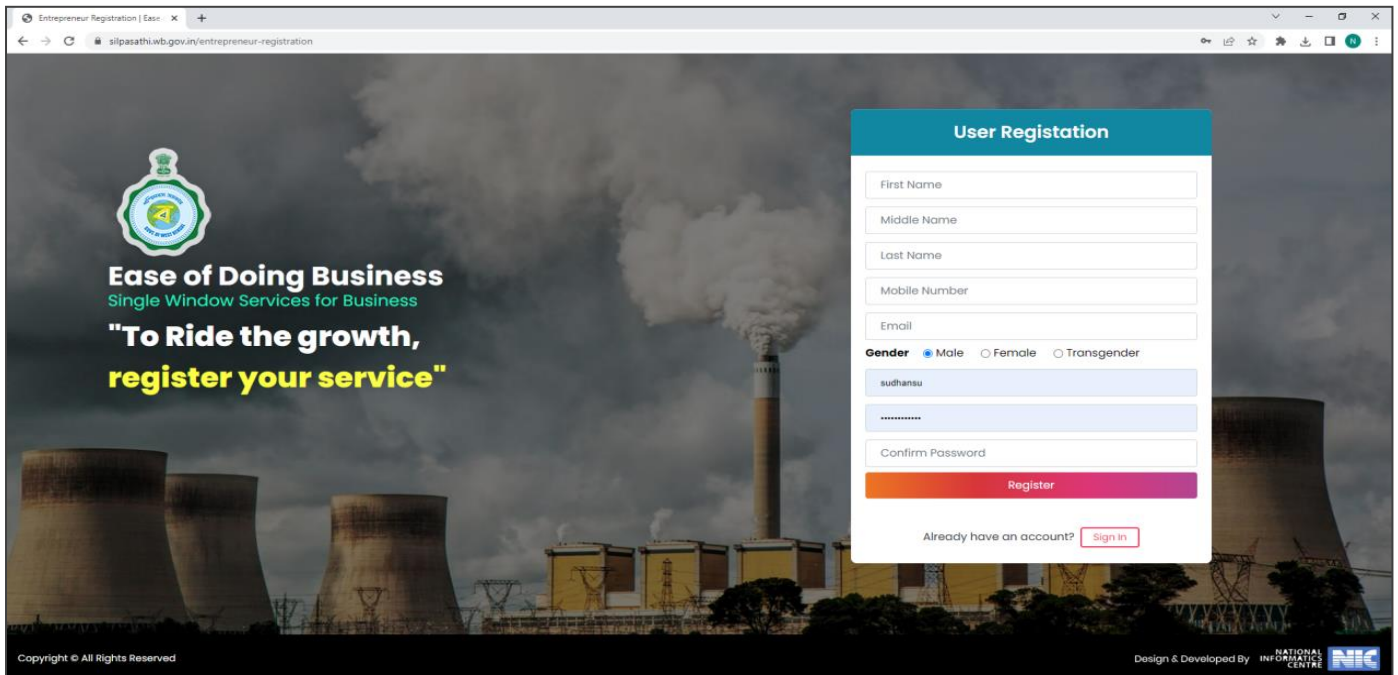
Applicant Log-in: The applicant needs to select the required category as illustrated in the screenshot below and proceed for registration.



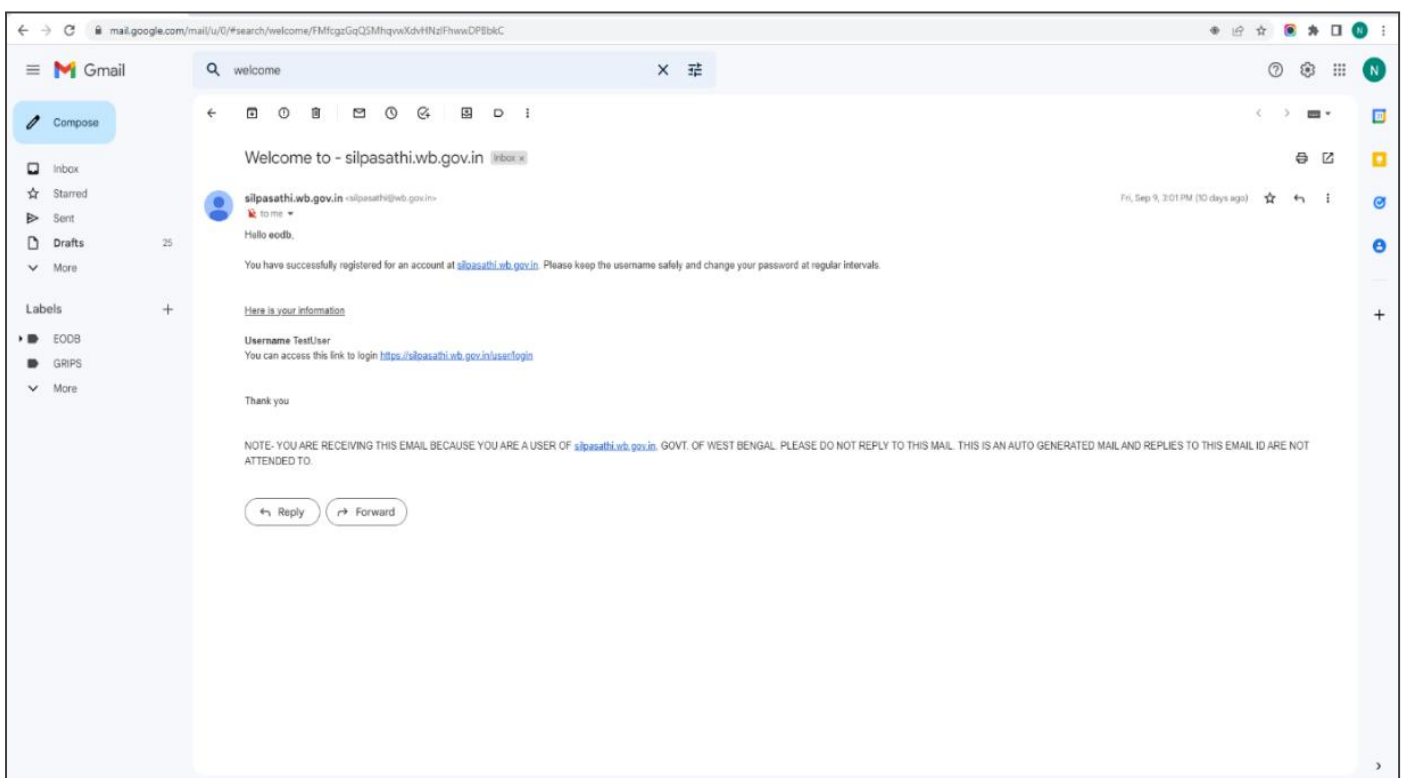
Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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**.



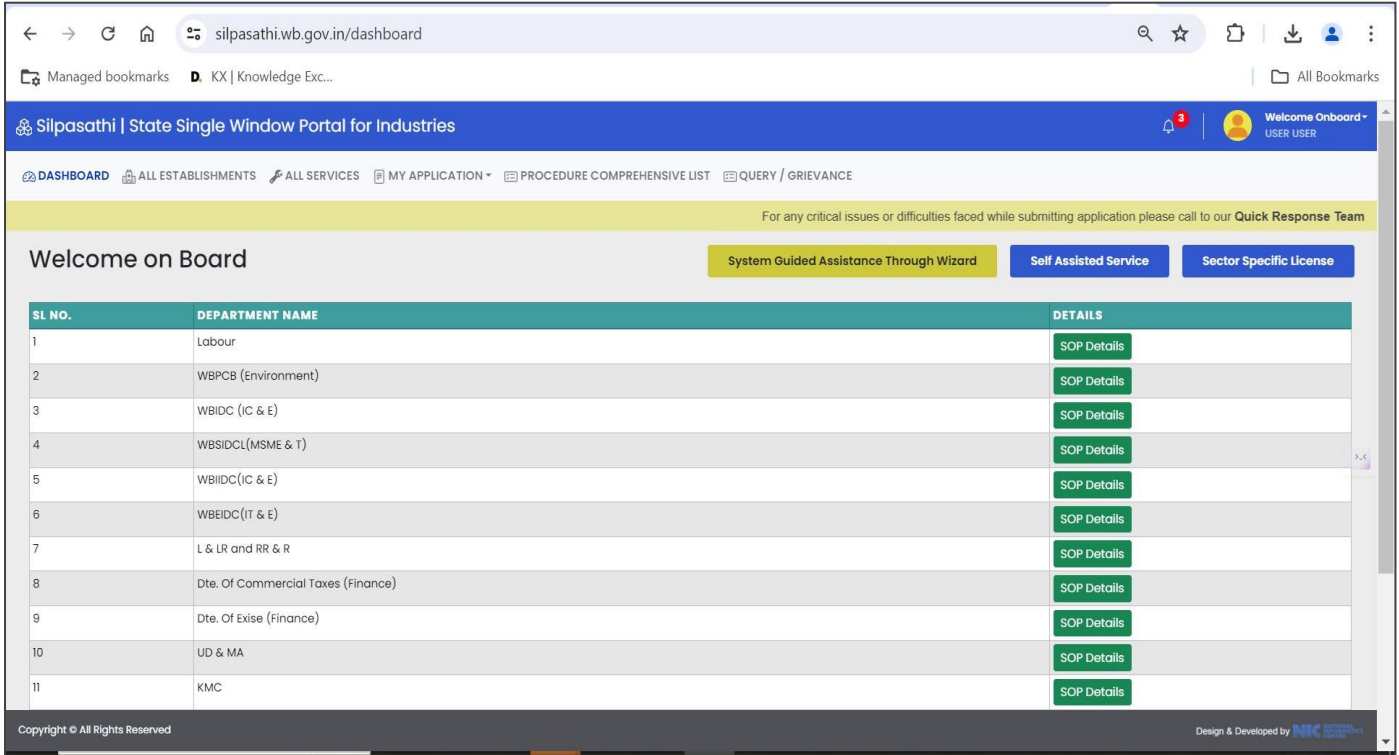
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:



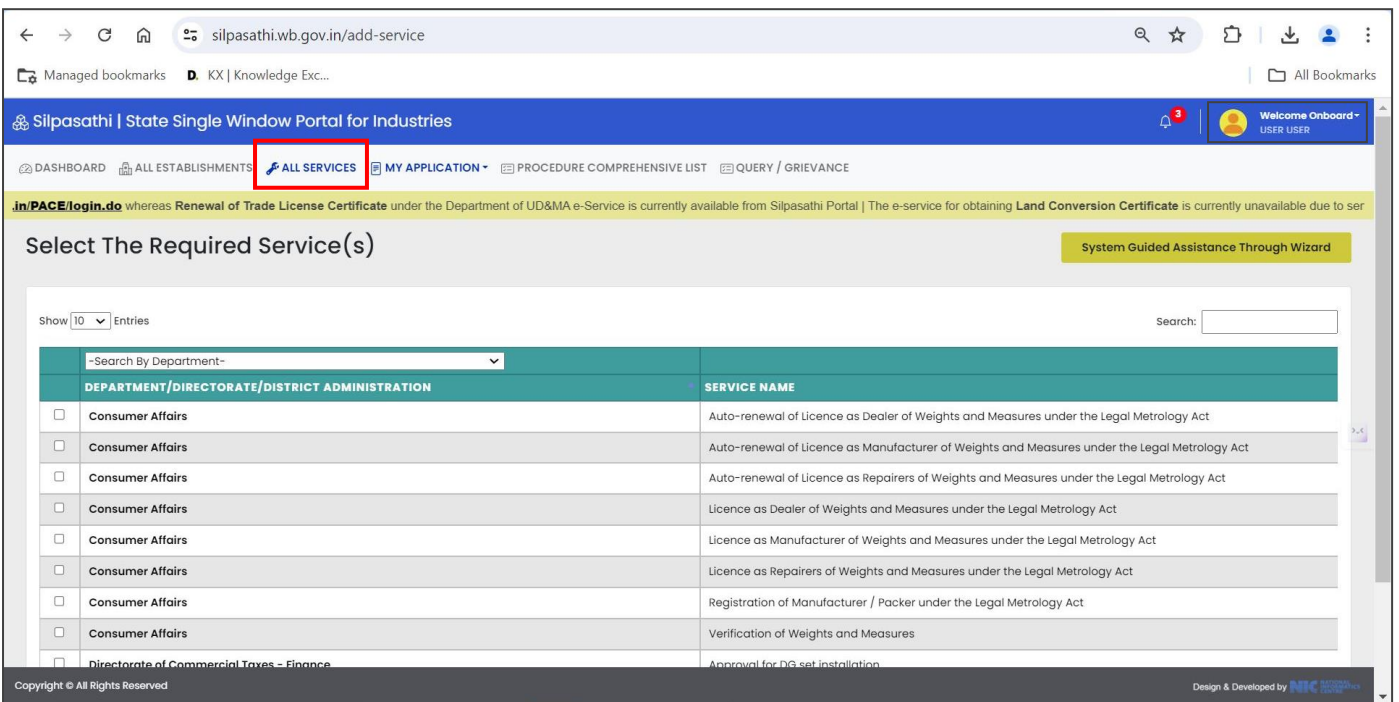
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Online Application submission

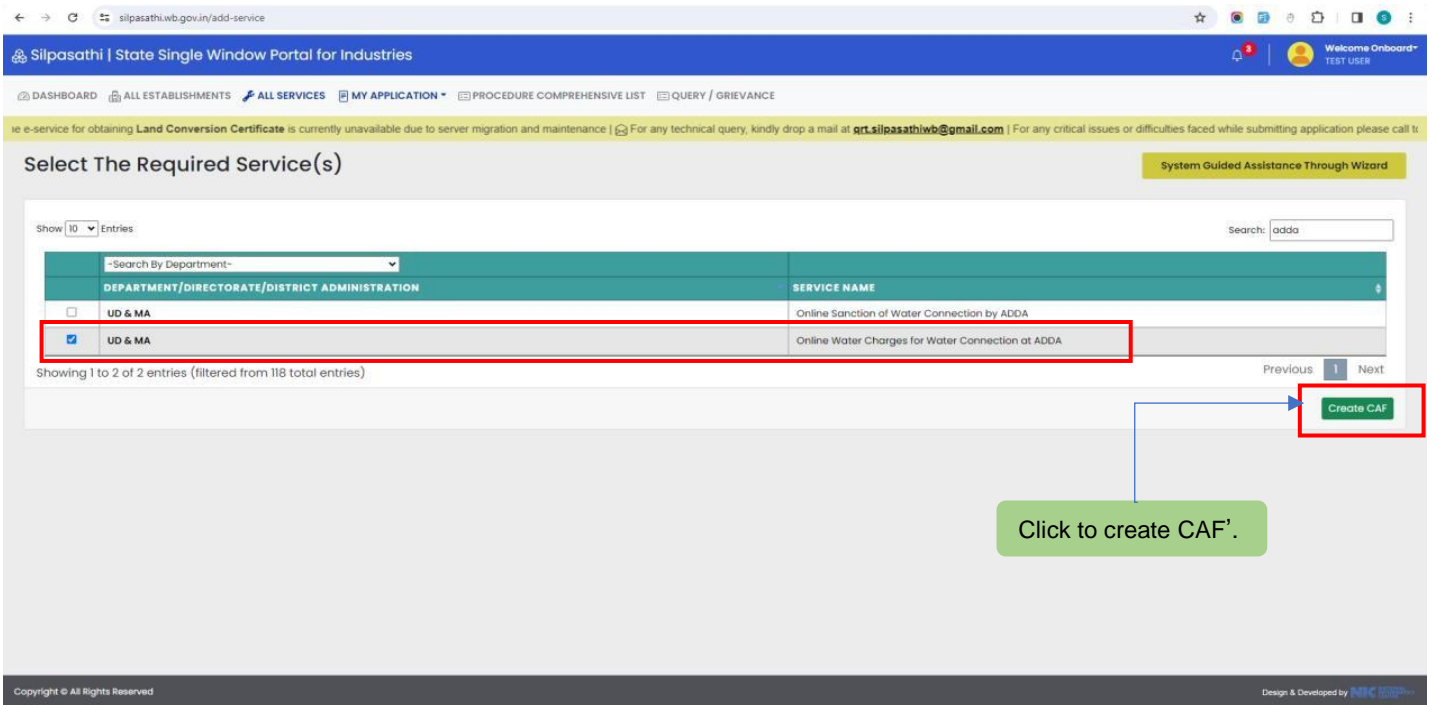
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



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

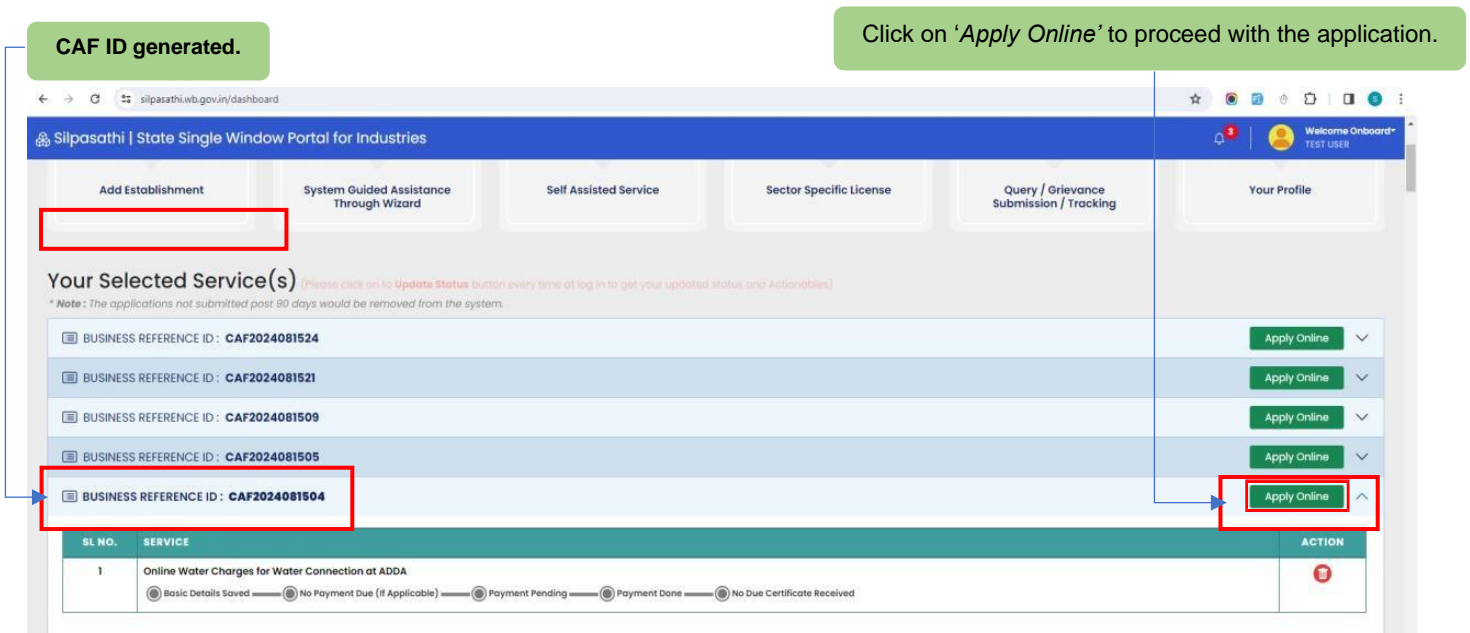


Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Online Water Charges for Water Connection at ADDA**'.



After selecting the service 'Online Water Charges for Water Connection at ADDA.', 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



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):

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The screenshot shows the 'Common Application Form - CAF2025081504' on the SilpaSathi portal. The progress bar indicates 10% completion. The form is divided into two main sections: 'Applicants Basic Information' and 'Address Of The Building'.

Applicants Basic Information:

Salutation* Select	First Name* First Name	Middle Name : Middle Name	Last Name* Last Name
Date Of Birth :* Date of birth	Age* 0	Gender* Select	Date Of Application* 2024-07-22 16:20:21
Mobile No.* Mobile Number	E-Mail* E-mail	Aadhaar Card No : Aadhaar Card No	Fax Number Fax Number
Status* - Select -	Remarks Remarks	Phone No Phone no	Nationality* - Select -

Address Of The Building:

Country* India	State* West Bengal	District* Select	Sub-Division* Select
Rural Or Urban* Select	Block/Municipality/Municipal Corporation* Select	Block/Municipality/Municipal Corporation Name* Select	Village Or Ward Village or Ward

This screenshot shows the same application form as above, but with additional fields visible under the 'Address Of The Building' section. A 'Save & Next >>' button is located at the bottom right of the form area.

Address Of The Building (continued):

Post Office Post Office	Police Station* Select	Address Line 1* Address Line 1	Address Line 2 Address Line 2
Pin Code* Pin Code	Holding No Plot No./Holding No./Premises No	Premises No Plot No./Holding No./Premises No	Mouza Name Mouza Name
J.L. No J.L. No			

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

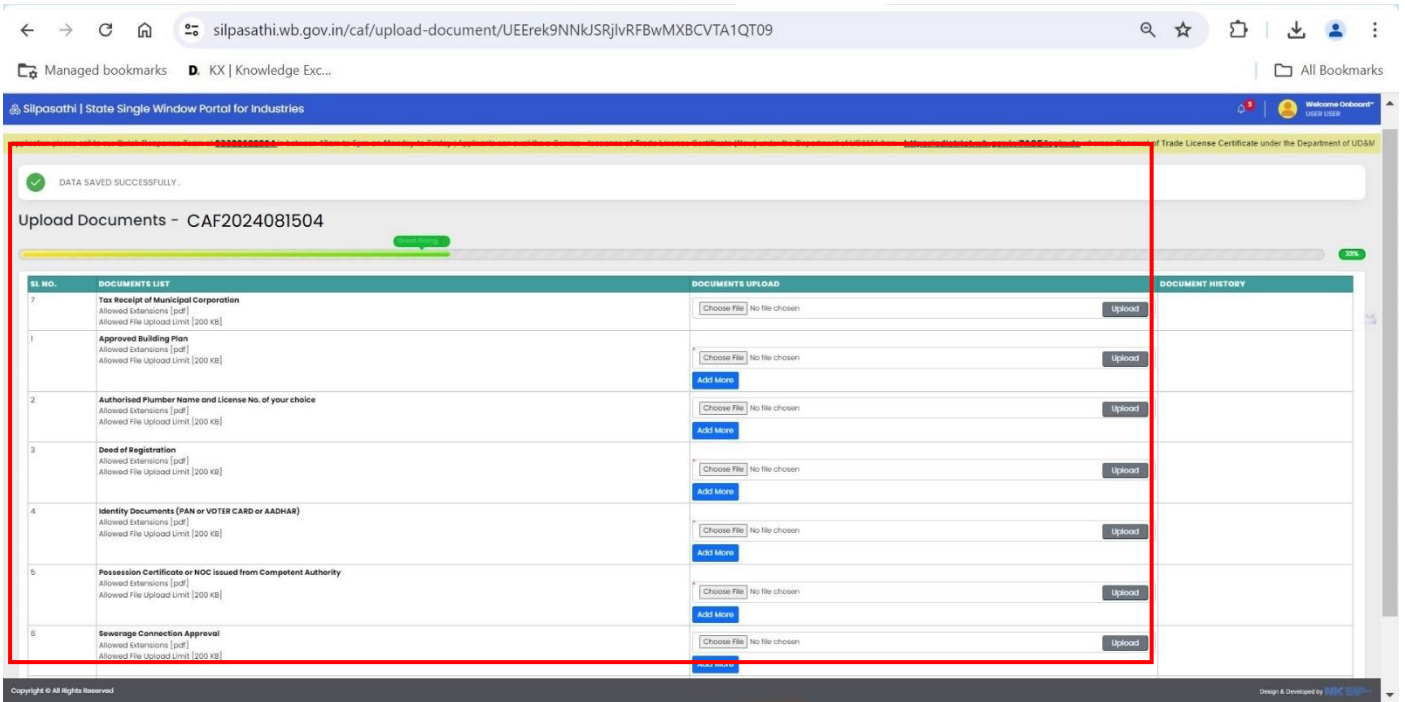
The screenshot shows the 'Common Application Form - CAF2024081504' on the SilpaSathi portal. A green checkmark and the text 'DATA SAVED SUCCESSFULLY.' are visible at the top. Below the title, a progress bar indicates 'Process Start 1' and is at 10% completion. The form is titled 'Application For Online Sanction Of Water Connection By ADDA' and is divided into a section for 'Present Address Of Applicant'. This section contains several dropdown menus for Country, State, District, Sub-Division, Rural Or Urban, and Block/Municipality/Municipal Corporation. It also includes text input fields for Police Station, Post Office, Address Line 1, Address Line 2, and Pin Code.

The screenshot shows the 'Parent Or Husband Details' and 'Other Details' sections of the application form. The 'Parent Or Husband Details' section includes dropdown menus for Father Or Mother Or Husband and Salutation, and text input fields for First Name, Middle Name, and Last Name. The 'Other Details' section includes dropdown menus for Sector, Plot Area (in M2), Category Of Plot, and Sewerage Connection Applied. It also has text input fields for Plot No., No. of Flats (For Group Housing), and Requirement Of Water Per Day (with a note to enter in format: 00G/C (G-Gallons/C-Cum)). A green 'Save & Next >>' button is located at the bottom right of the form.

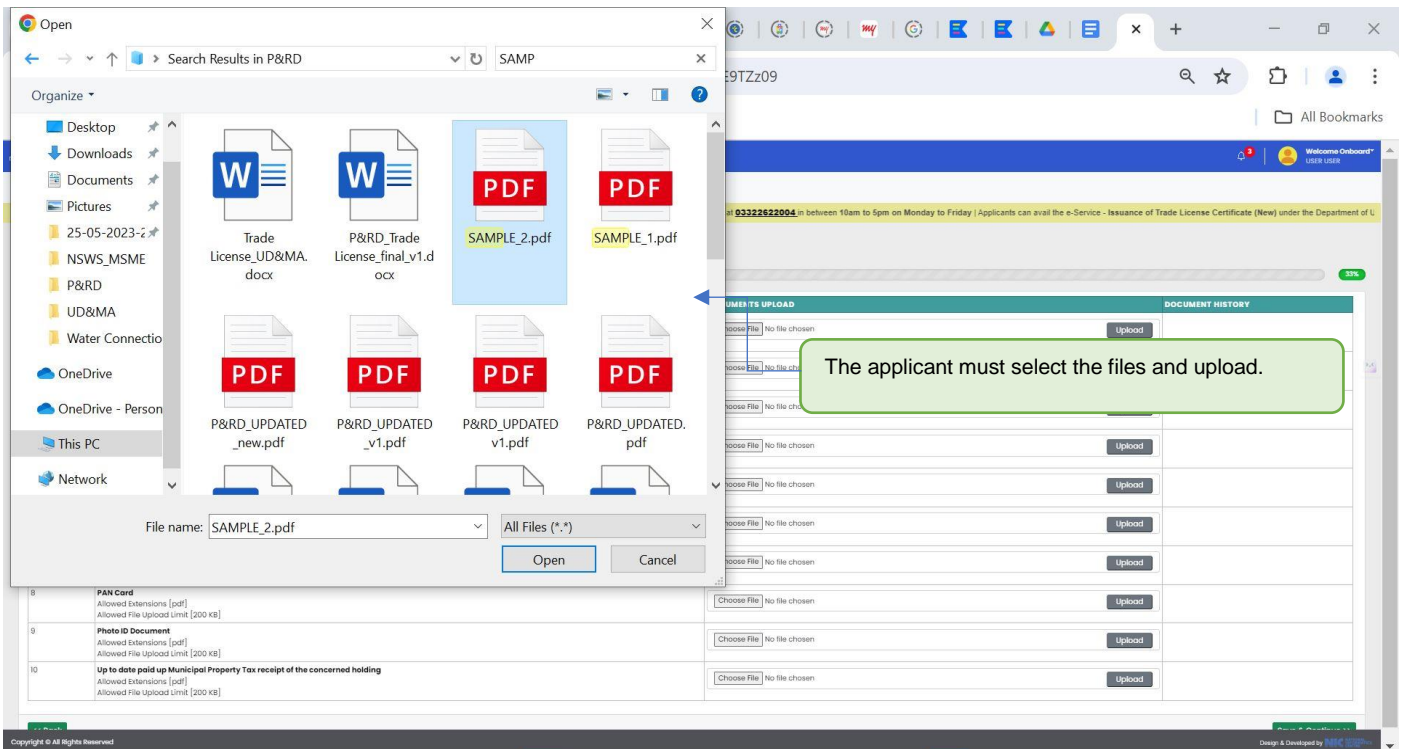
Upon completion of the application process along with document submission, the applicant clicks on the **'Submit'** button for final submission of the application.

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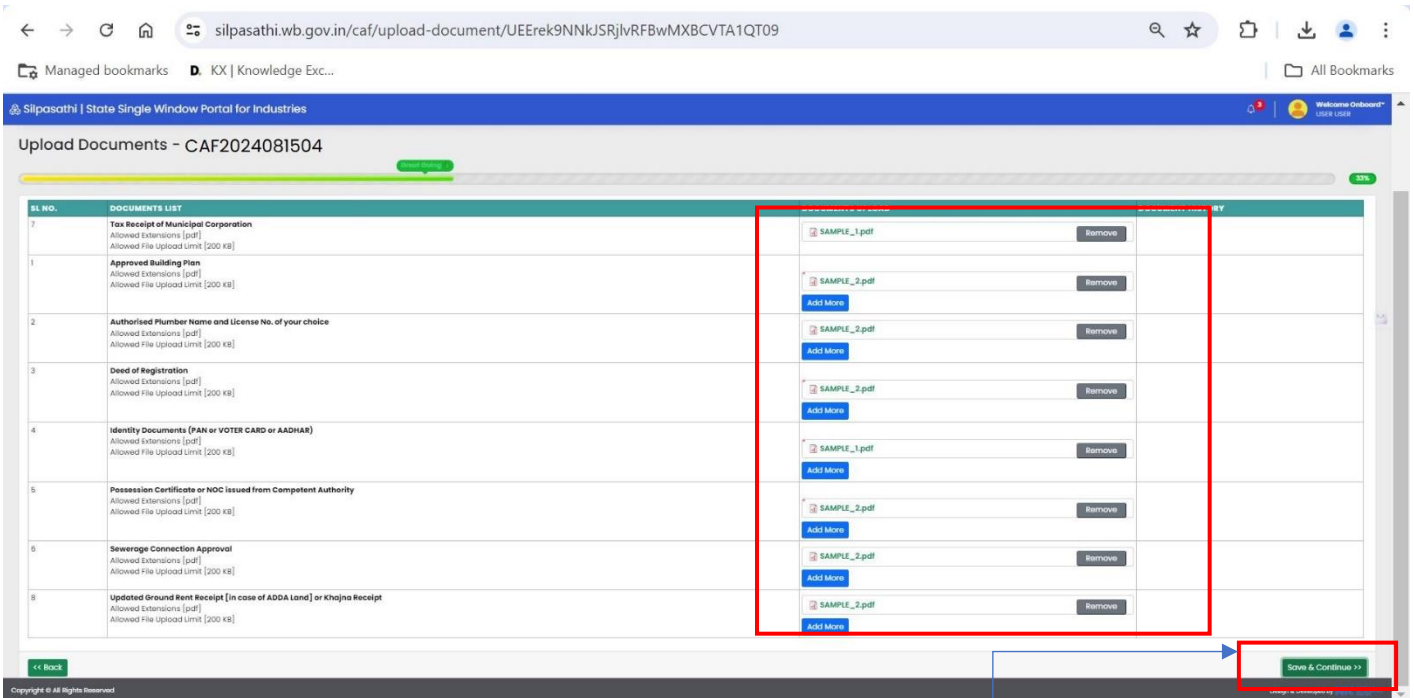
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



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

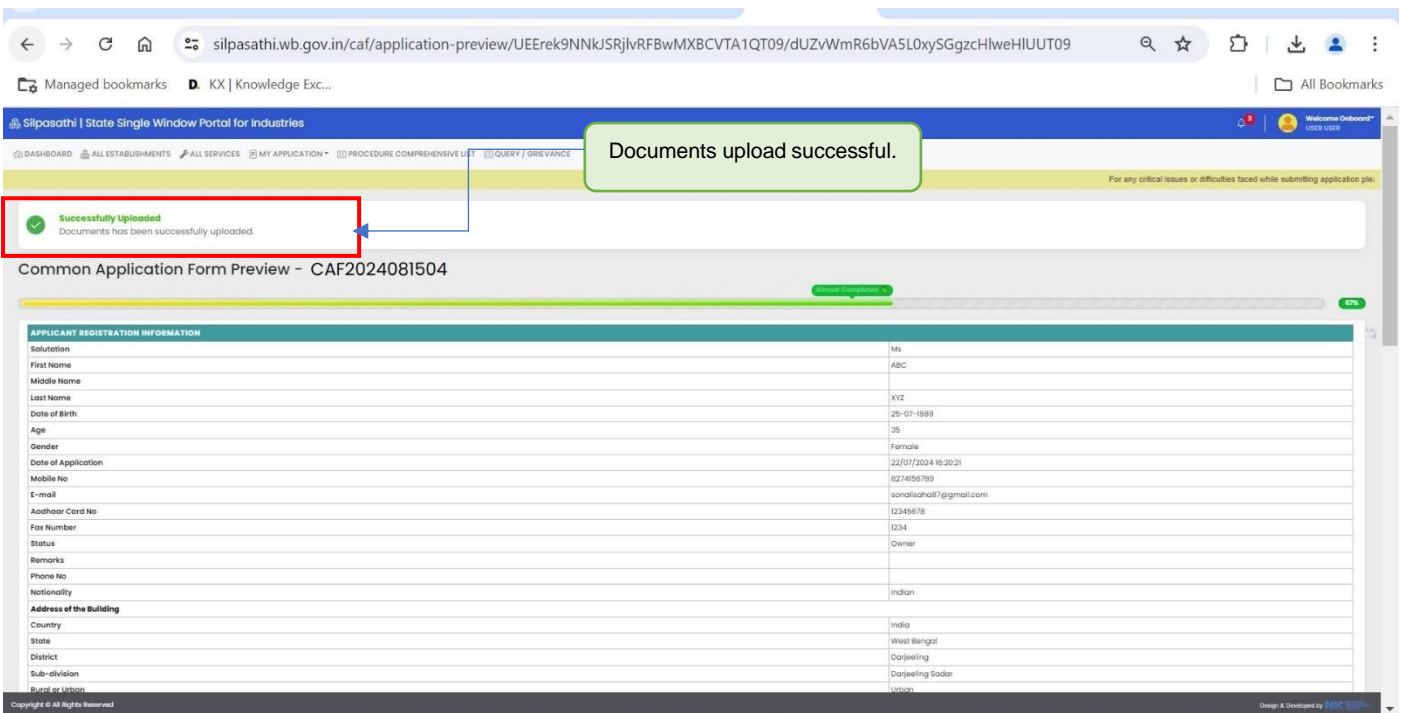


Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). The applicant is required to upload **both the required documents in pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.



Click to continue with the application process.

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



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The screenshot shows a web browser window with the URL silpasathi.wb.gov.in. The page title is 'Silpasathi | State Single Window Portal for Industries'. The form contains the following fields and values:

Rural or Urban	Urban
Block/Municipality/Municipal Corporation	Municipality
Block/Municipality/Municipal Corporation Name	Darjeeling
Village or Ward	ANA
Post Office	
Police Station	Darjeeling
Address Line 1	AAA
Address Line 2	BBB
Pin Code	700034
Holding No	
Premises No	
Mouza Name	
J.L.No	
Present Address of Applicant	
Country	India
State	West Bengal
District	Darjeeling
Sub-division	Darjeeling Sadar
Rural or Urban	Urban
Block/Municipality/Municipal Corporation	Municipality
Block/Municipality/Municipal Corporation Name	Darjeeling
Village or Ward	
Police station	
Post Office	
Address Line 1	AAA
Address Line 2	
Pin Code	700034
Parent or Husband details	
Father or Mother or Husband	Father
Solutation	Mr.
First Name	ABAB
Middle Name	
Last Name	
Other Details	

The screenshot shows the 'UPLOADED SUPPORTING DOCUMENTS' section of the application form. It lists various documents with 'View' links. Below this section is a declaration statement:

I Hereby Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief*

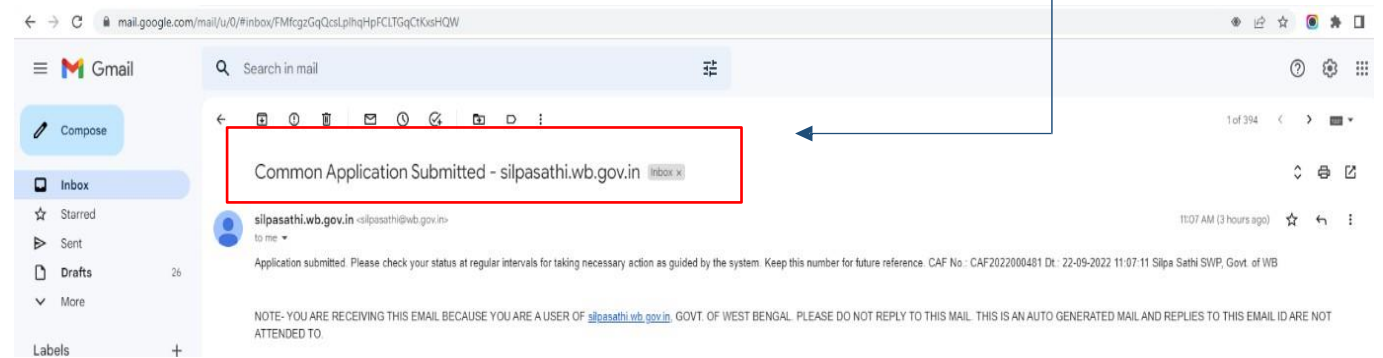
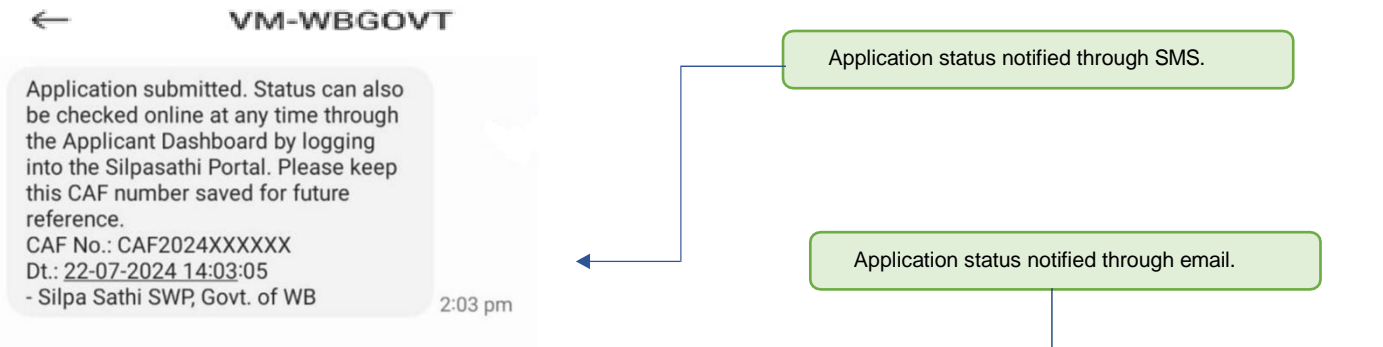
A red box highlights the declaration statement. A blue arrow points from a green box labeled 'Declaration statement' to this red box. A green 'Submit' button is visible at the bottom right of the form.

Declaration statement

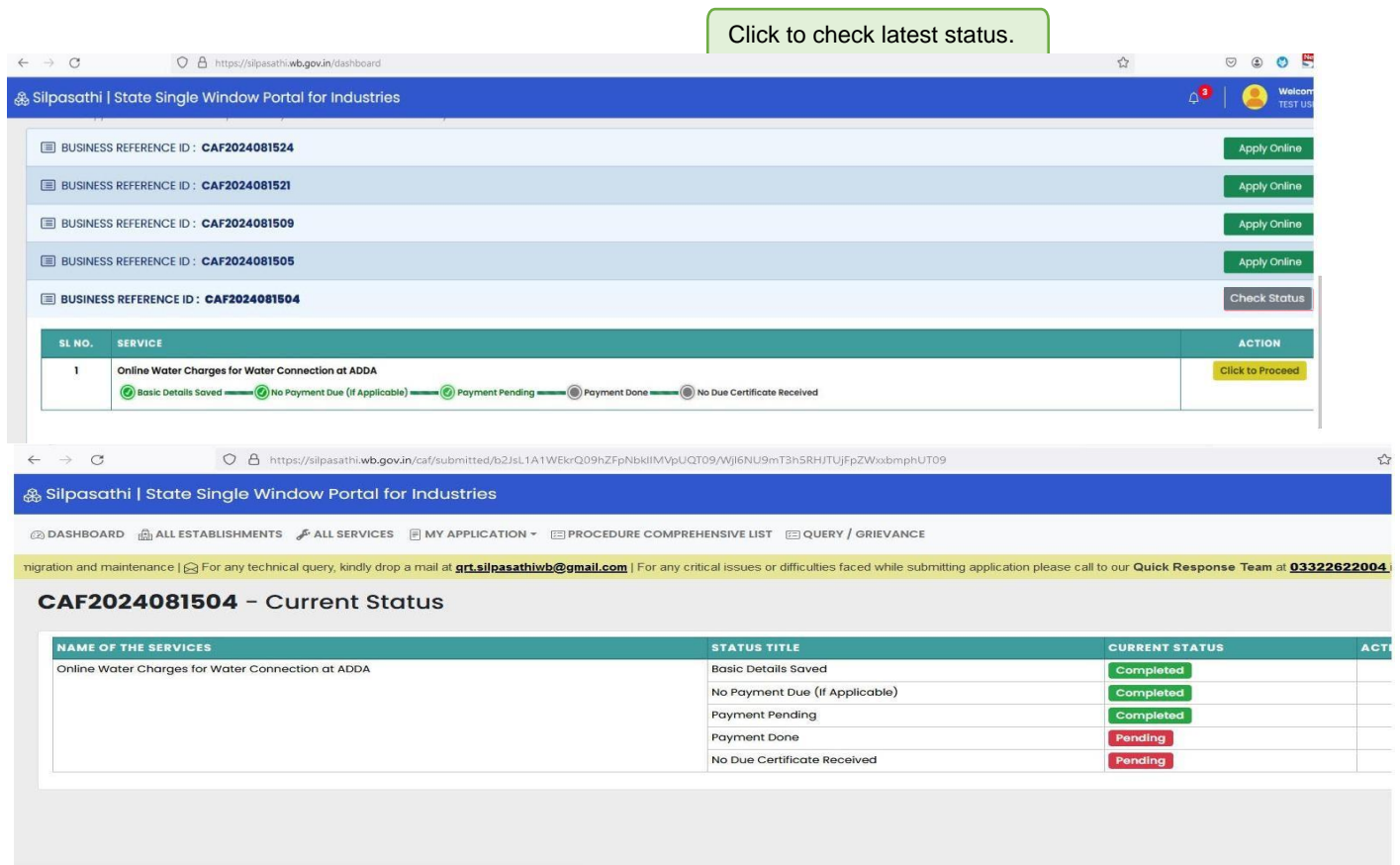
On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



The applicant can now see the status of his application in the dashboard.



Water Connection (ADDA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

3. Online Payment of fees

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

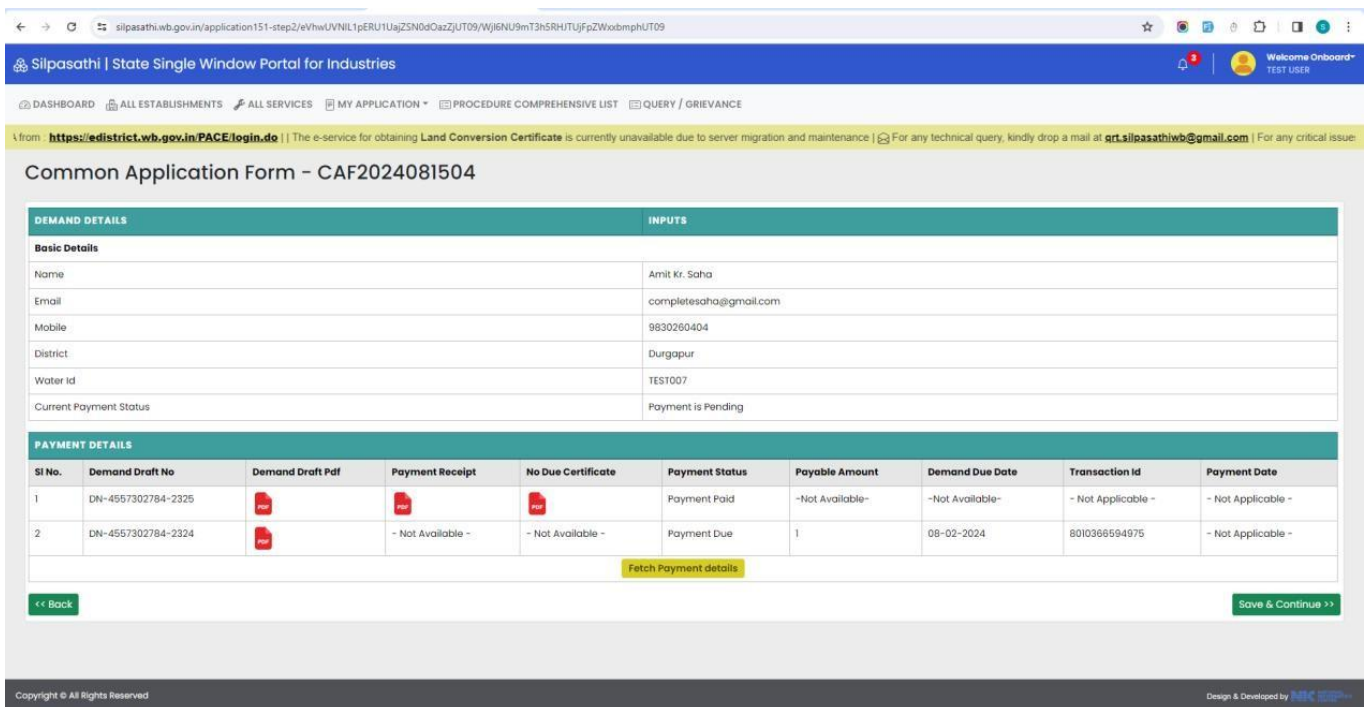
Applicant’s Dashboard



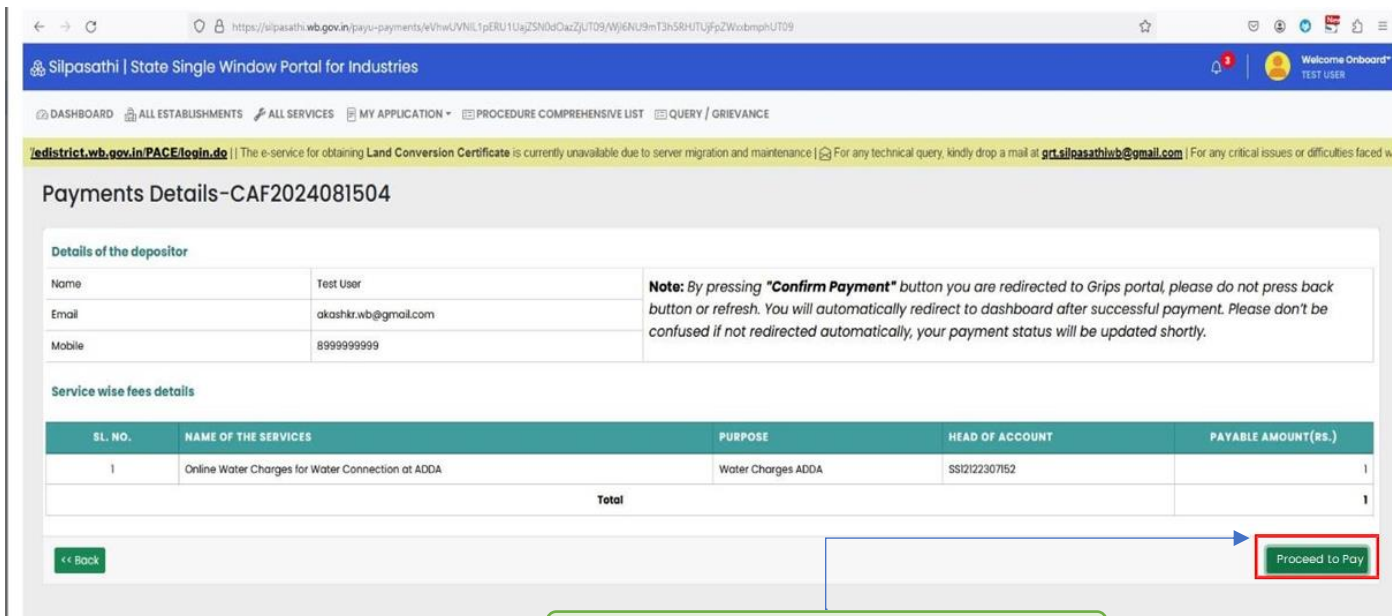
Application status updated.

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.

For proceeding with payment

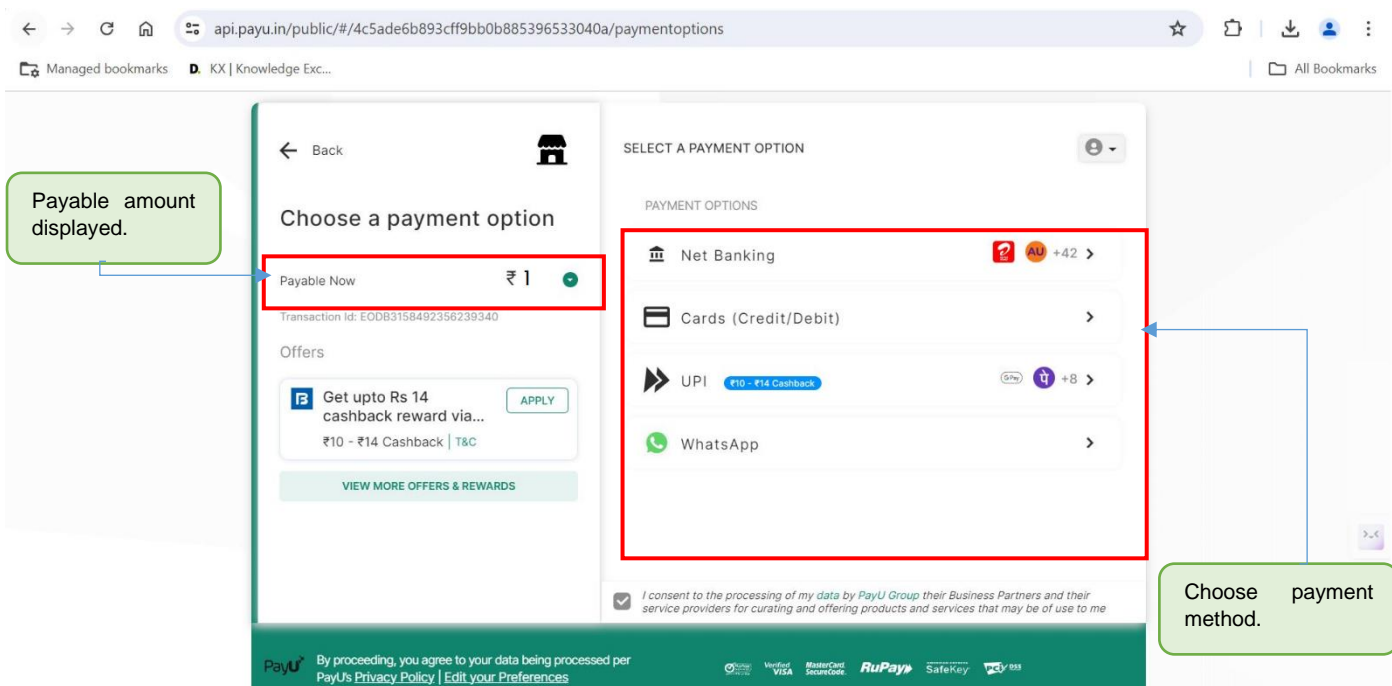


Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



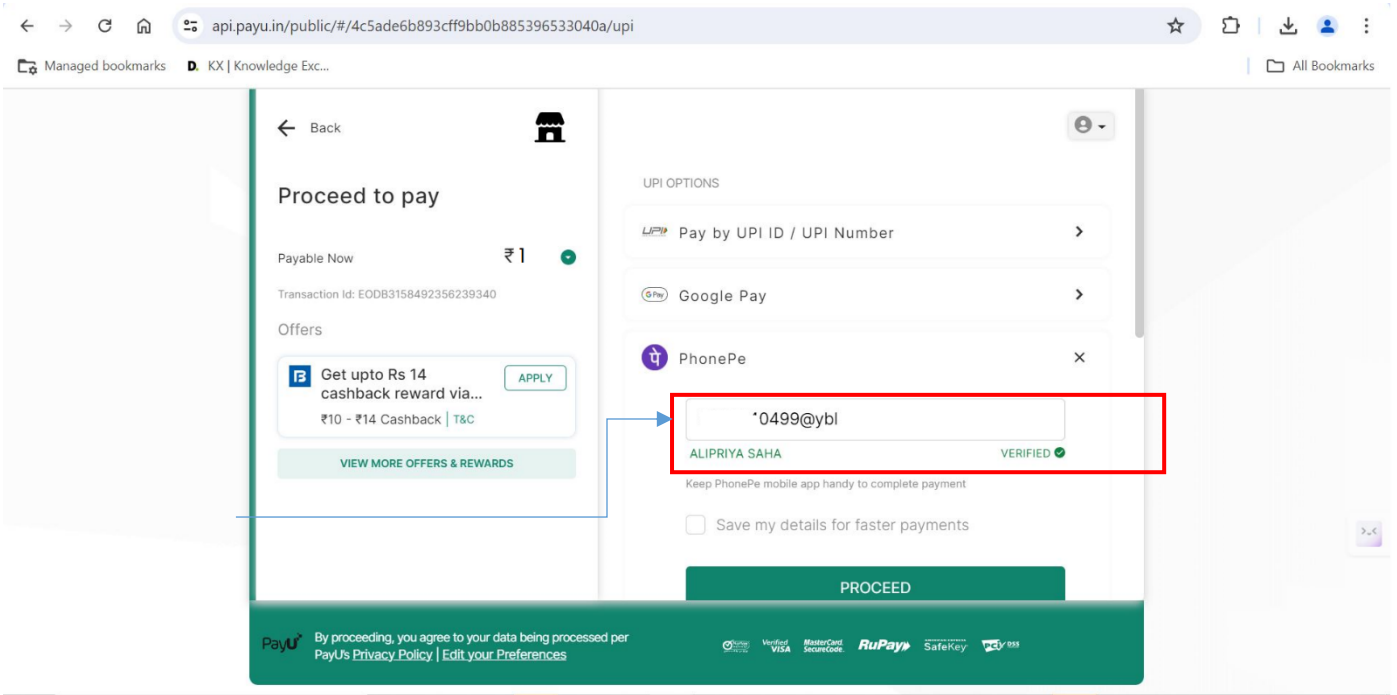
Click here to proceed with the payment in PayU portal.

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.

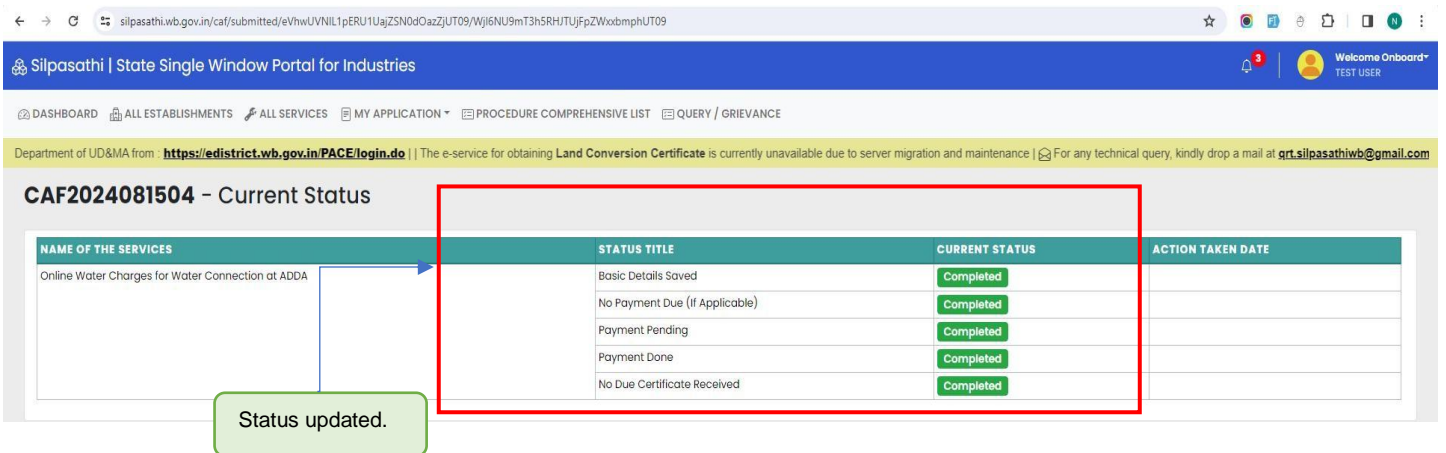


The applicant has to enter the correct details for payment transaction and proceed with the payment process.

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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 displaying the latest status.



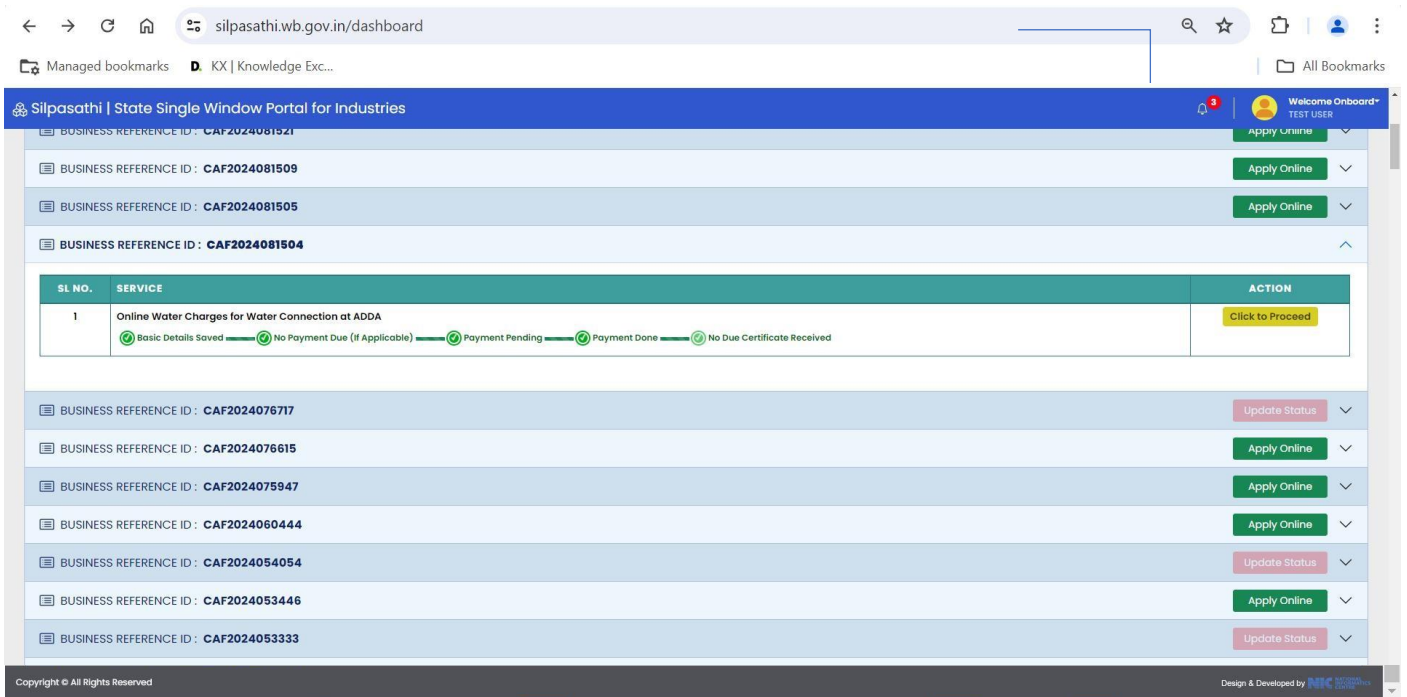
3. Track Status of Application

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

Applicant's Dashboard

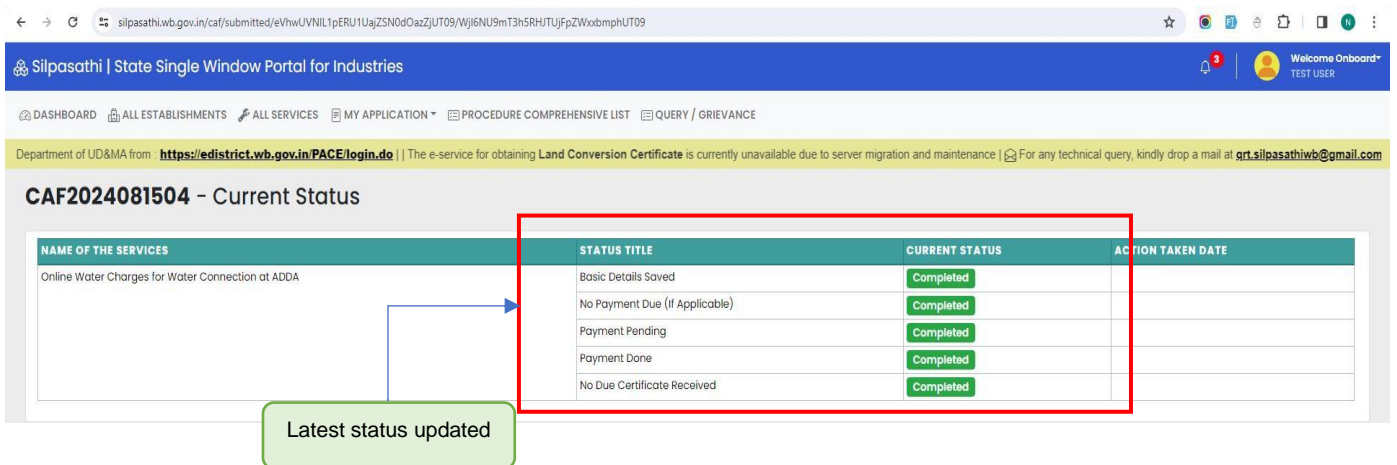
Click on 'Check Status' to check the latest status of the application.

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

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

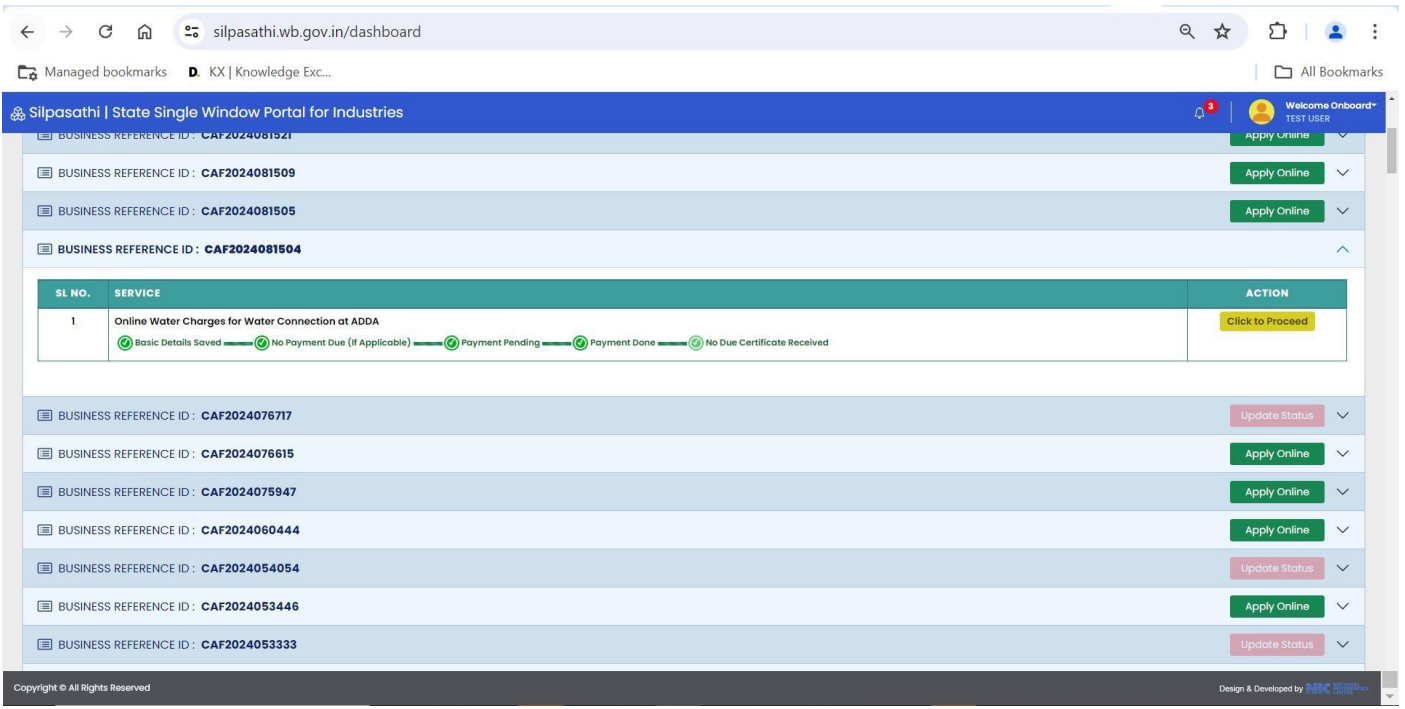


4: Online Download of final approval certificate

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

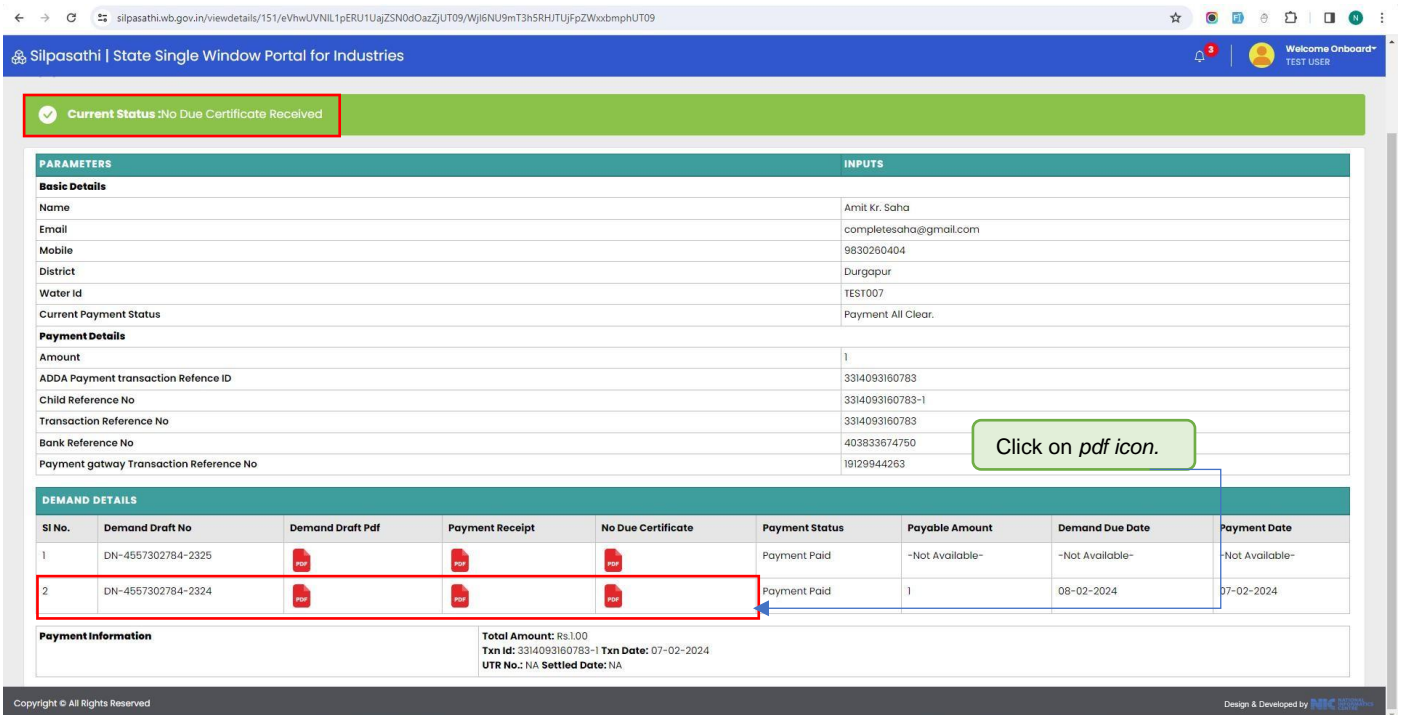
Applicant's Dashboard

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



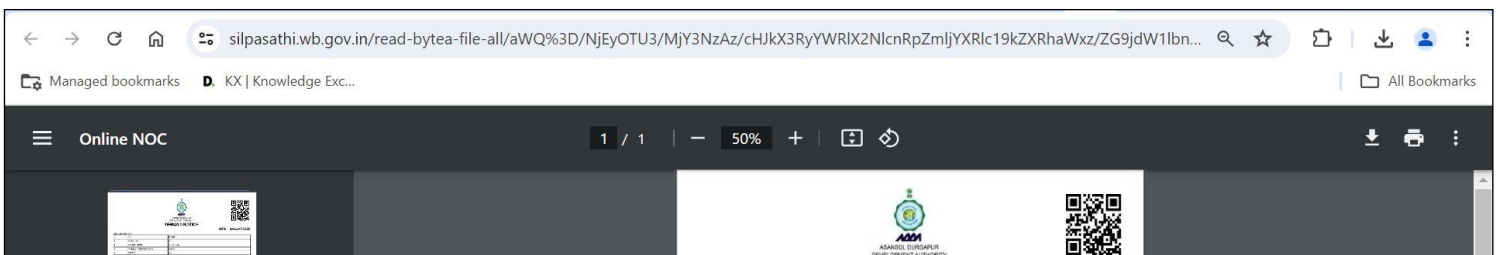
Note: Latest status can be seen any time through Applicant's Dashboard

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





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

The Final Certificate gets downloaded (Screenshot)



Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:

**ASANSOL DURGA PUR
DEVELOPMENT AUTHORITY**

DEMAND NOTICE

GSTIN :- 19AAAL0733G1ZK

APPLICANT DETAILS			
1	UID	TEST007	
2	SALUTATION	Mr.	
3	APPLICANT NAME	Amit Kr. Saha	
4	FATHERS / HUSBAND'S NAME	B Saha	
5	ADDRESS	Test	
6	MOBILE NO	9830280404	
7	PAN NUMBER	Test	
8	GST NUMBER		
9	OTHERS DETAILS		

A	A1	TOTAL OUTSTANDING (including interest, if any) upto 16-01-2024	0.00	
	A2	OUTSTANDING SGST	0.00	OUTSTANDING CGST 0.00

B. CURRENT DEMAND	
DEMAND NO	DN-4557302794-2324
DEMAND DATE	16-01-2024

DEMAND TYPE	DEMAND DESCRIPTION	AMOUNT
1	WATER CHARGES	1.00
	For Shipraathi Testing	
	GROSS AMOUNT	1.00
B1	SGST	0.00
	CGST	0.00
B2	TOTAL GST PAYABLE	0.00
B3	TOTAL AMOUNT PAYABLE	1.00

TOTAL DEMAND DUE			
TOTAL OUTSTANDING	CURRENT DEMAND	TOTAL GST	TOTAL
A=(A1)	B=(B1)	C=(A2+B2)	(A+B+C)
0.00	1.00	0.00	1.00

IN VIEW OF YOUR APPLICATION BEARING NO. _____ DATED: _____, THE AUTHORITY IS IN CONSIDERATION OF ACCEPTING YOUR APPLICATION.

YOU ARE, THEREFORE, REQUESTED TO PAY THE TOTAL AMOUNT AS MENTIONED IN THE TABLE ABOVE WITHIN 04-02-2024, SO THAT YOUR APPLICATION MAY BE CONSIDERED FOR FURTHER PROCESS.

This document has been digitally generated. No Signature is required.
ASANSOL DURGA PUR DEVELOPMENT AUTHORITY

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

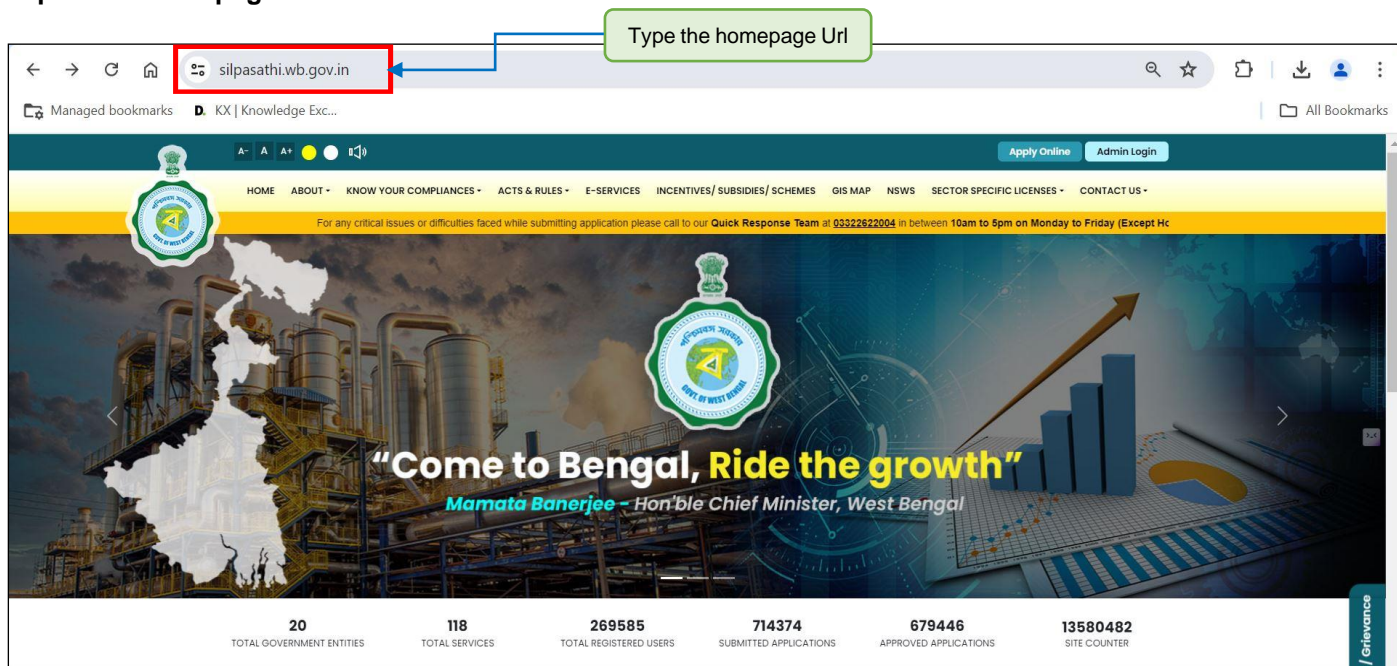
Third part verification process

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

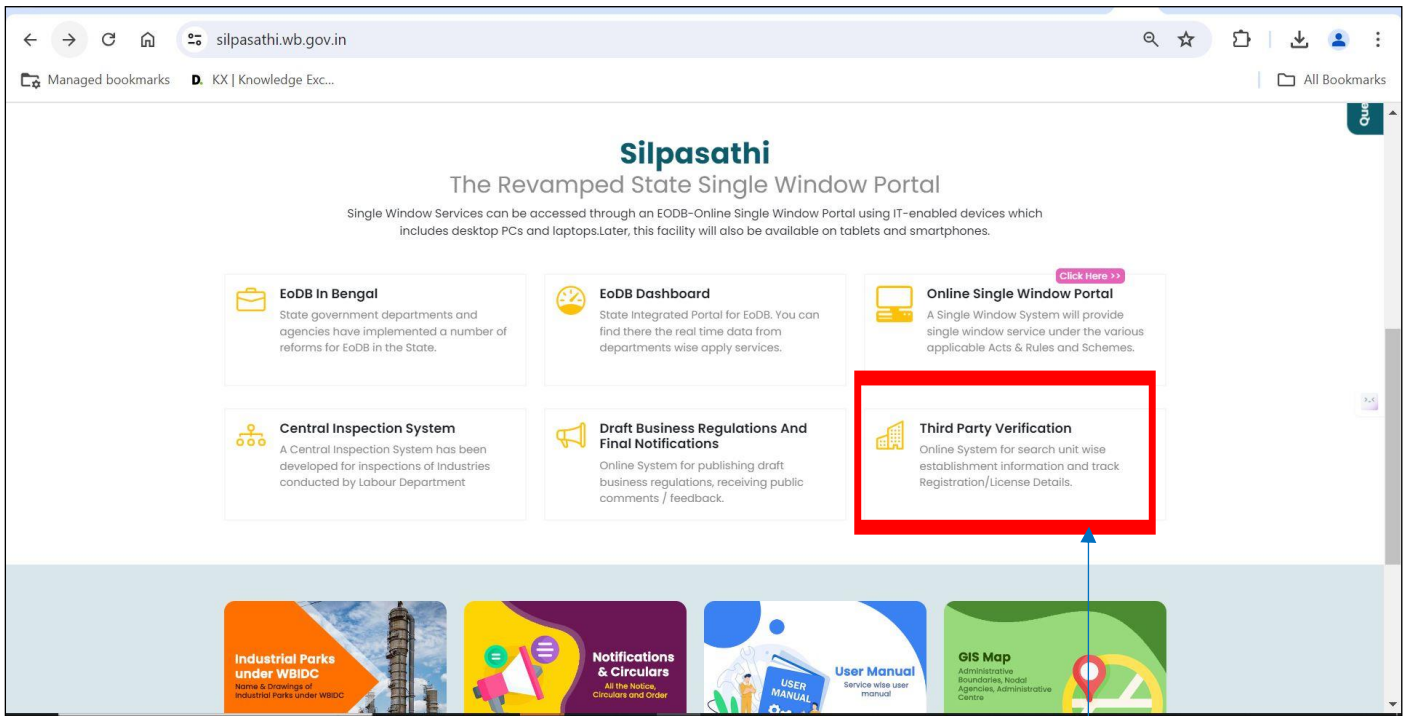
A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

SilpaSathi Homepage

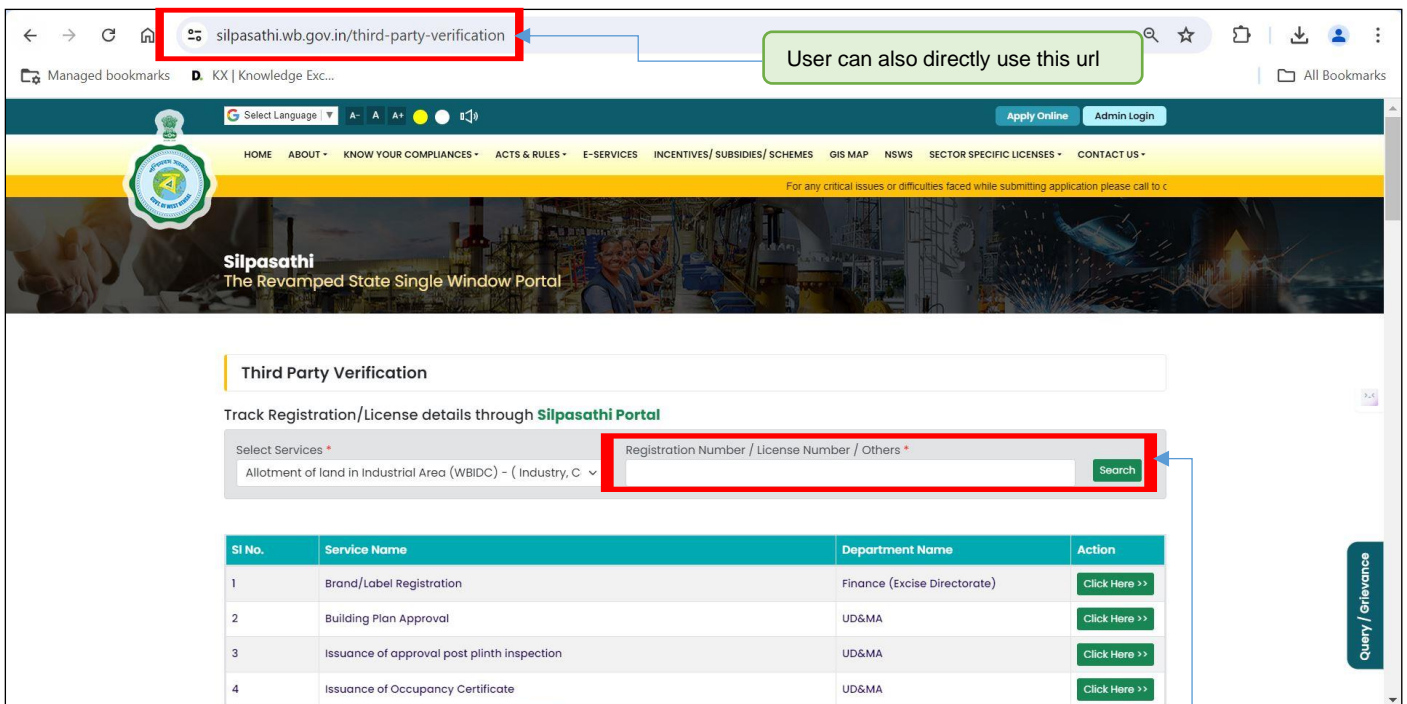


Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Select 'Third Party Verification'

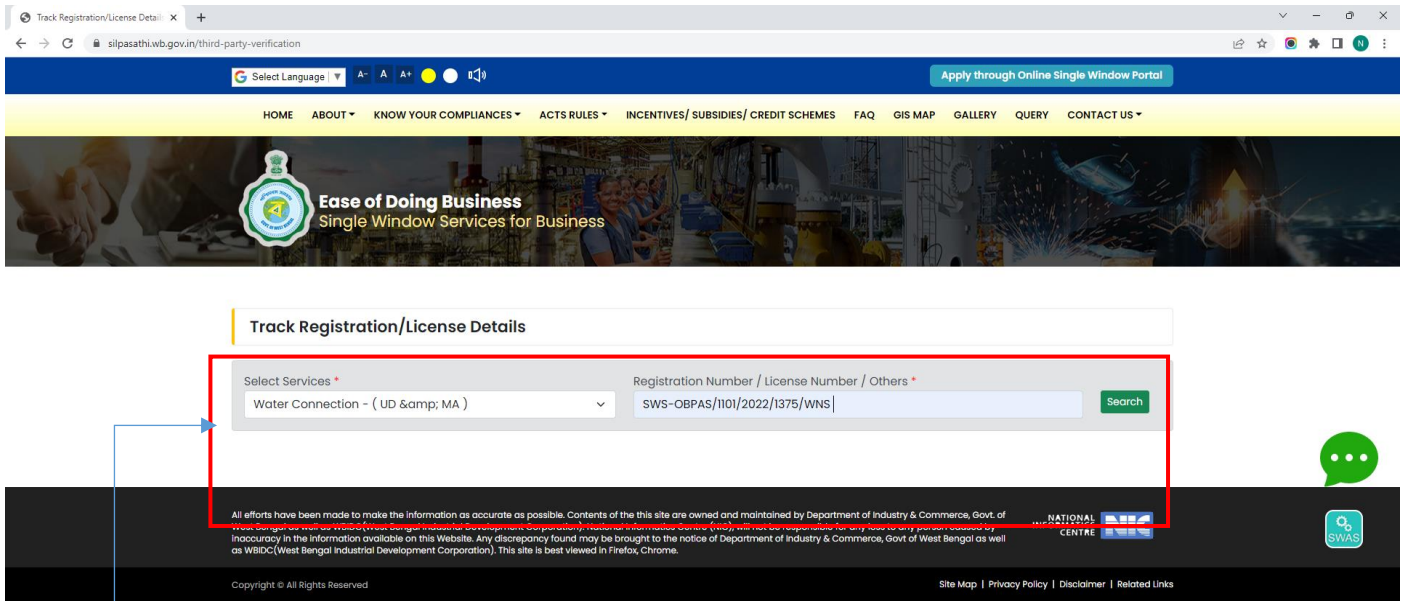
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



User can also directly use this url

Enter Registration number/ License number to view details.

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



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

The third party can view the details as illustrated below:

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Track Registration/License Details

Select Services * Registration Number / License Number / Others *

Water Connection - (UD & MA) SWS-OBPAS/1101/2022/1375/WNS Search

Parameter	Output
AIN Number	SWS-OBPAS/1101/2022/1375/WNS
Date	21-09-2022
Name of Applicant	Sample Name
Building Particulars	Premises No: 123 Holding No 123 Mouza: Sample mouza Ward Location 0 Sample landmark,Asansol

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