Dte of Commercial Taxes (Finance) :

Renewal of Approval for DG set installation

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

User Manual

Renewal of Approval for DG set installation 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 **"Renewal of Approval for DG set installation"** by **Dte of Commercial Taxes), 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).

<u>**Salient Features of Silpasathi Portal:**</u>

- 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 of Approval for DG set installation is required to renew license for approval of DG set installation.. 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.	Commissioning report of the own Generating Plants	Commissioning report of own generating plants refers to a document that outlines the testing and validation process of an entity's own power generation facilities
2.	Copy of last electricity bill	Copy of latest electricity bill

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| #	Documents Required	Detailed Description
3.	Logbook of relevant documents for ascertaining consumption of electrical energy for calculating arrear electricity bill	A logbook of relevant documents is essential for accurately calculating arrear electricity bills.
4.	PAN (Applicant)	PAN stands for Permanent Account Number
5.	Purchase Voucher of the generating plant/ plants	A purchase voucher is a financial document issued by the designated authority to authorize the payment of incurred expenses
6.	Rent Agreement of the Own Generating Plants, if applicable	A rent agreement for an own-generating plant likely refers to a contract between a property owner and a plant operator
7.	Single line electrical distribution diagram showing the detailed load of the premises and change over system with the generating plants	electrical distribution diagram
8.	Test Certificate containing test results of the sealed and tested Kwh meter/meters (Energy Meter) along with current transformers, potential transformers, if any	Test Certificate

Timeline (WBRTPS)

Renewal of Approval for DG set installation has an WBRTPS timeline of 30 days 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

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| SI. No.	Field Name	Instructions
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
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

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Sl. No.	Field Name	Instructions
16.	Assessee Number	Enter Assessee Number
17.	Assessee Name	Enter Assessee Name
18.	Khatian No.	Enter Khatian No.
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

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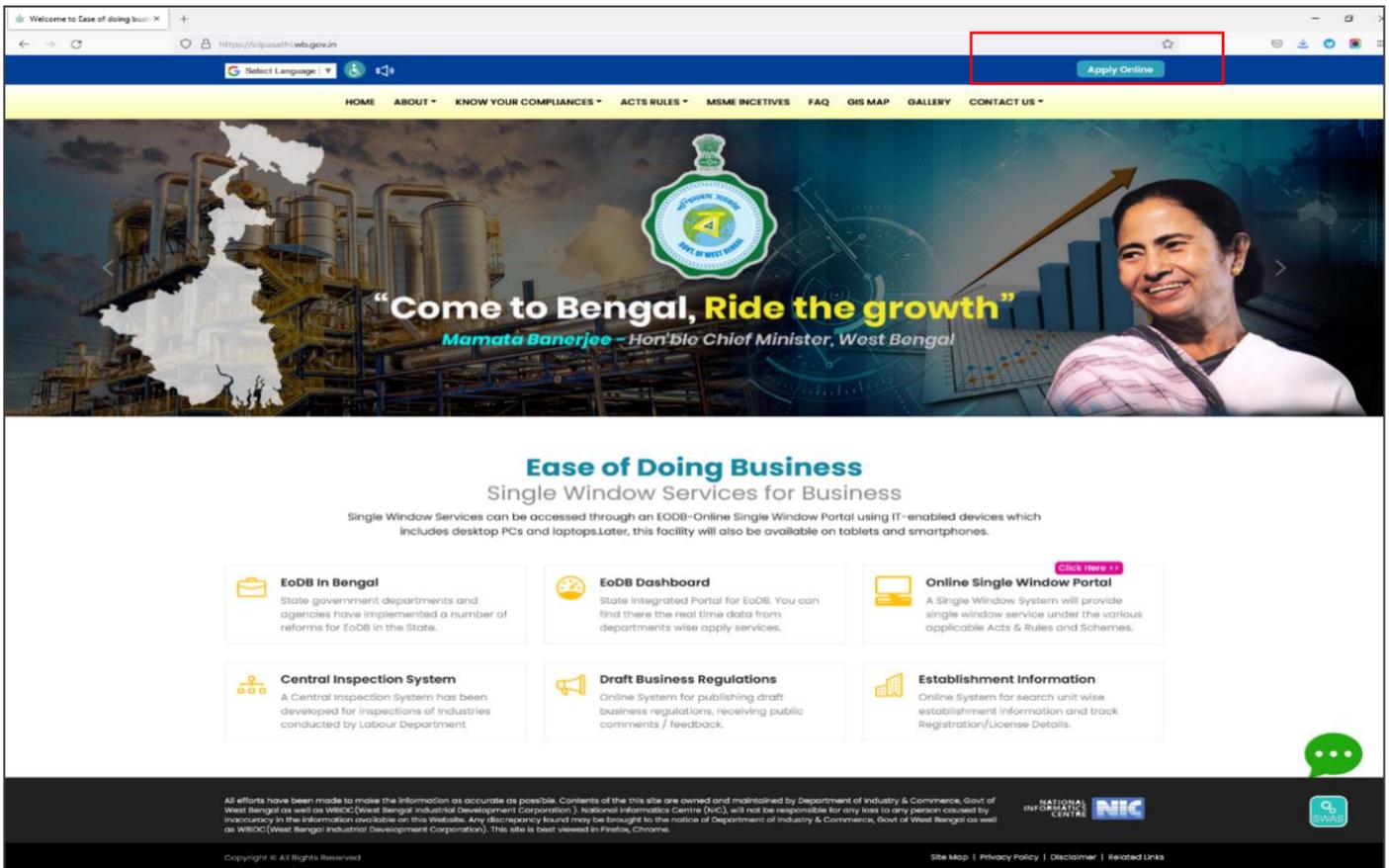
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

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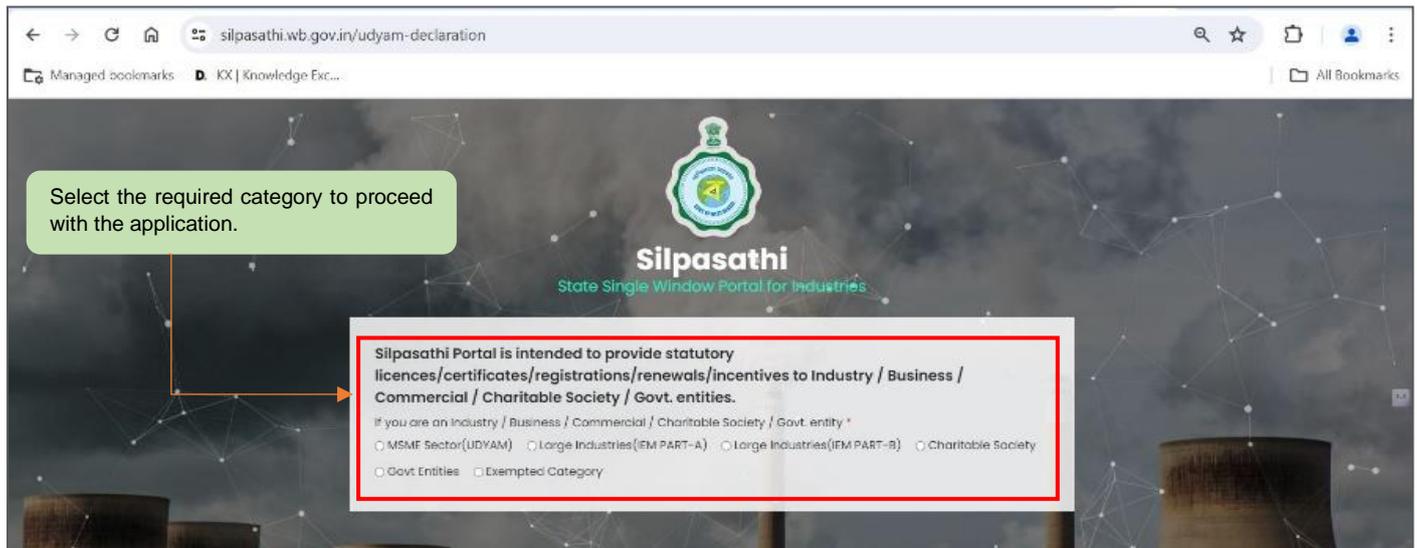
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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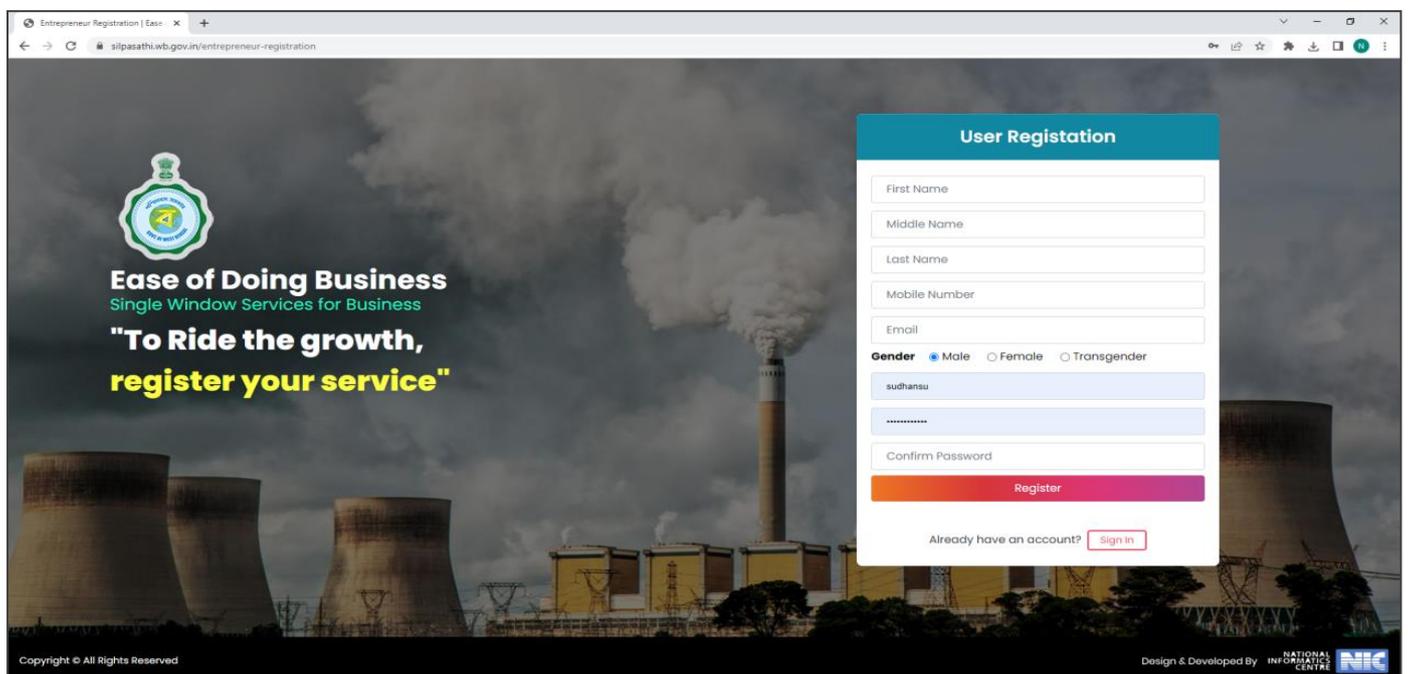
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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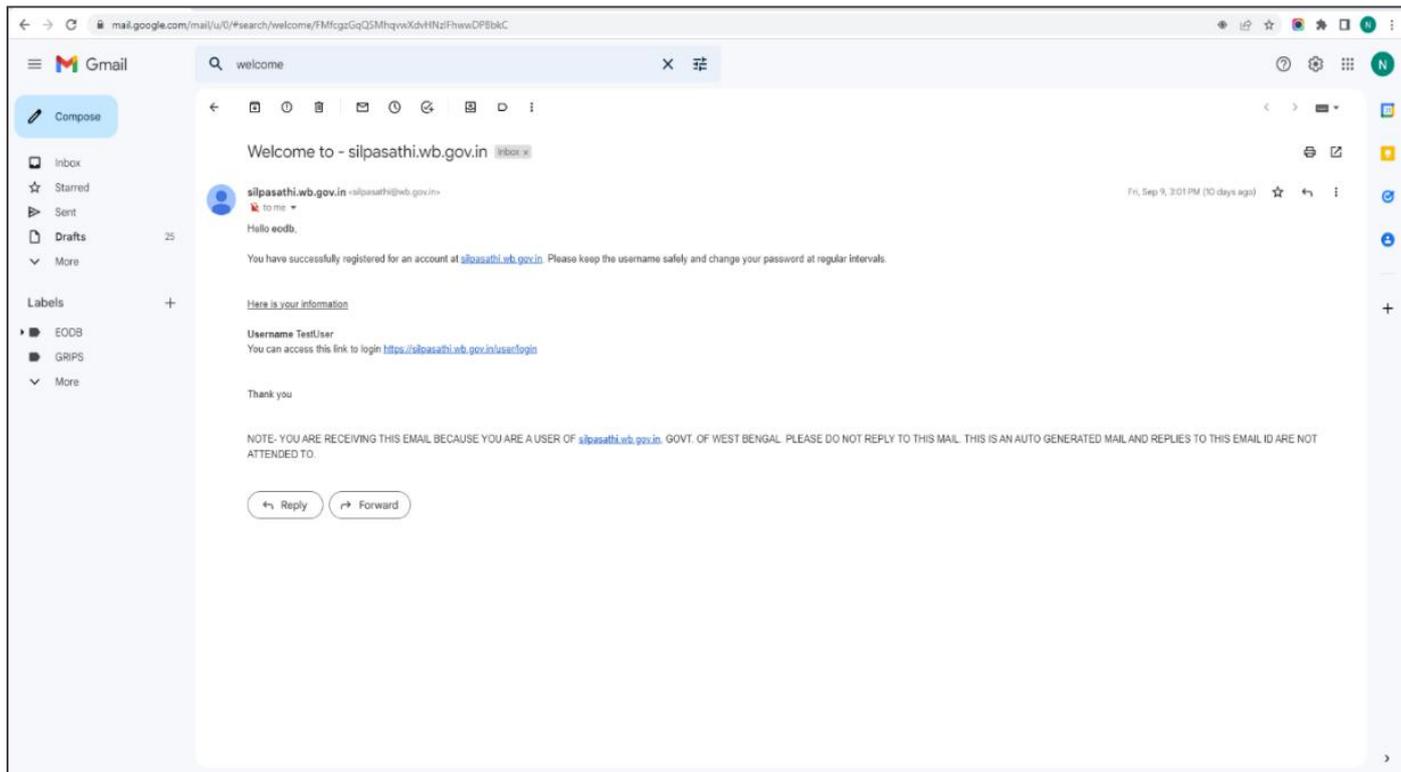
Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.
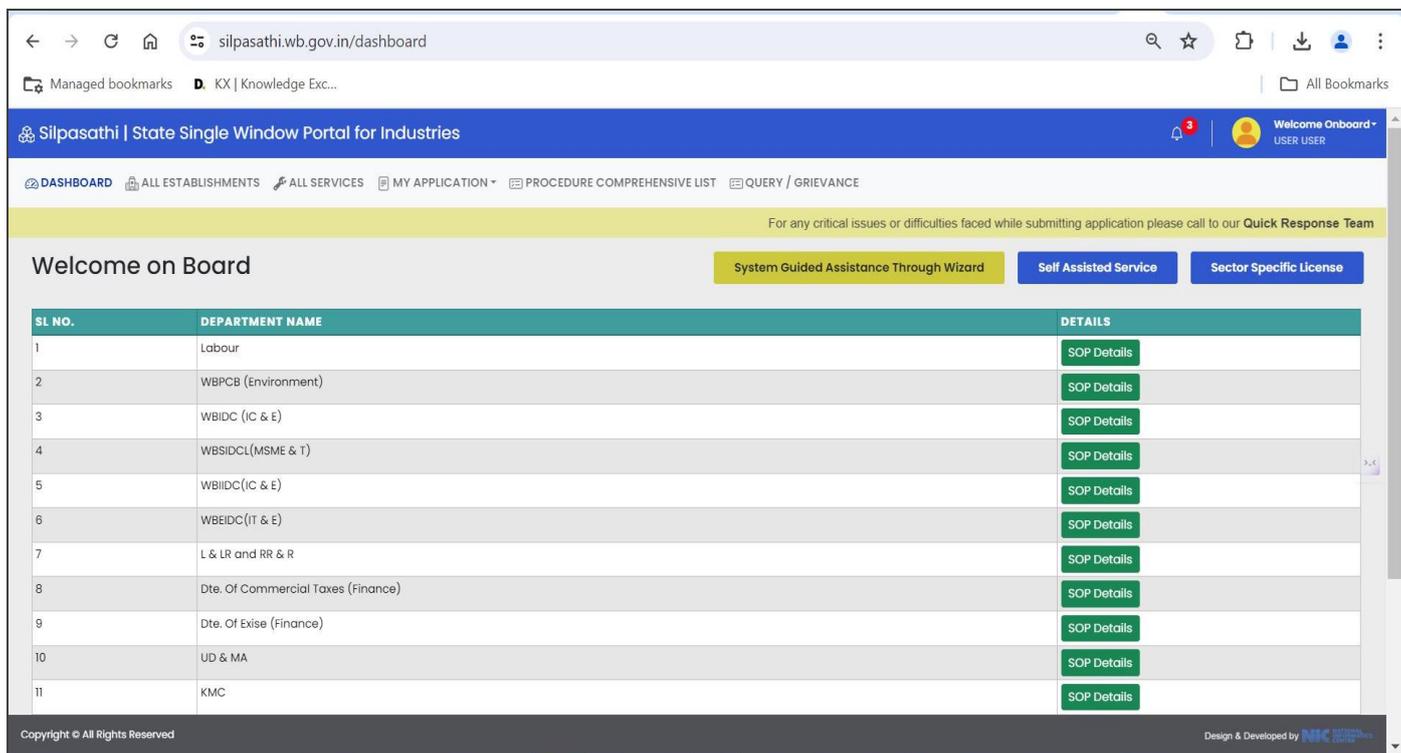
The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.

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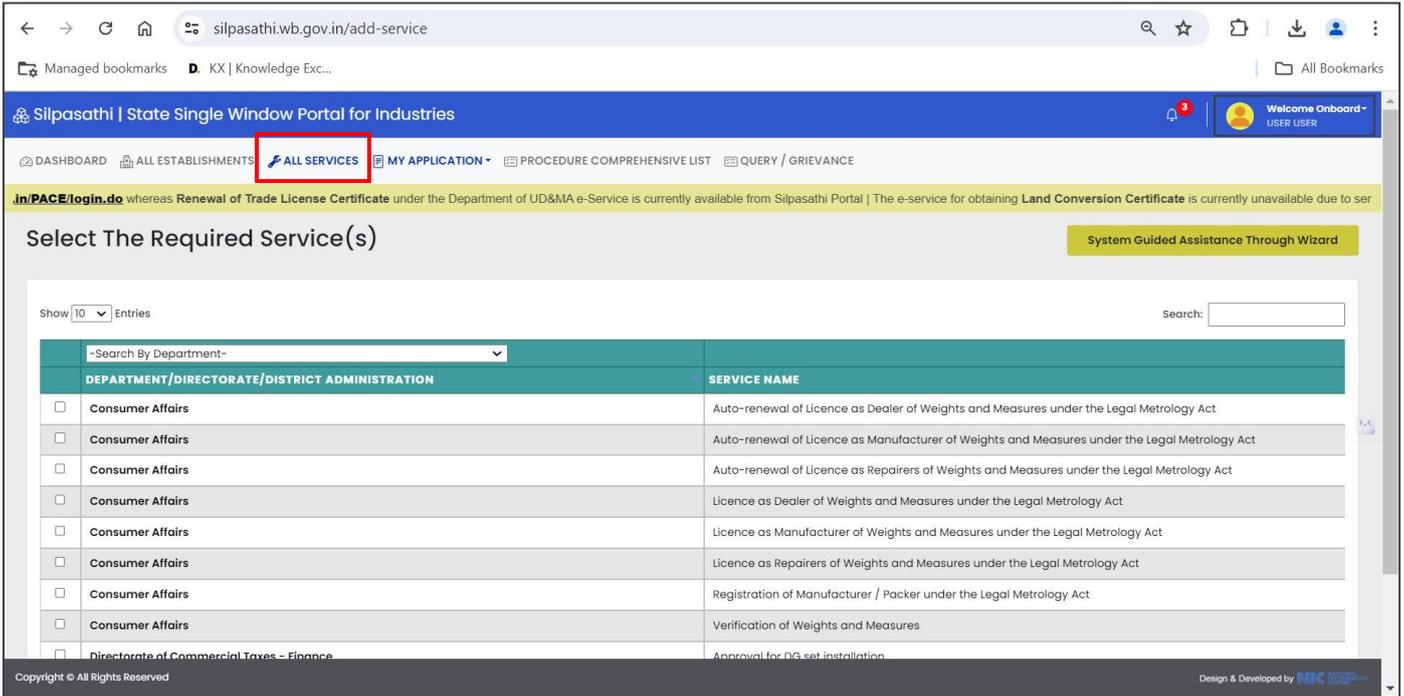
Once done, a list of services will appear. Applicants need to click on <u>the checkbox</u> adjacent to the service named **Renewal of Approval for DG set installation**.
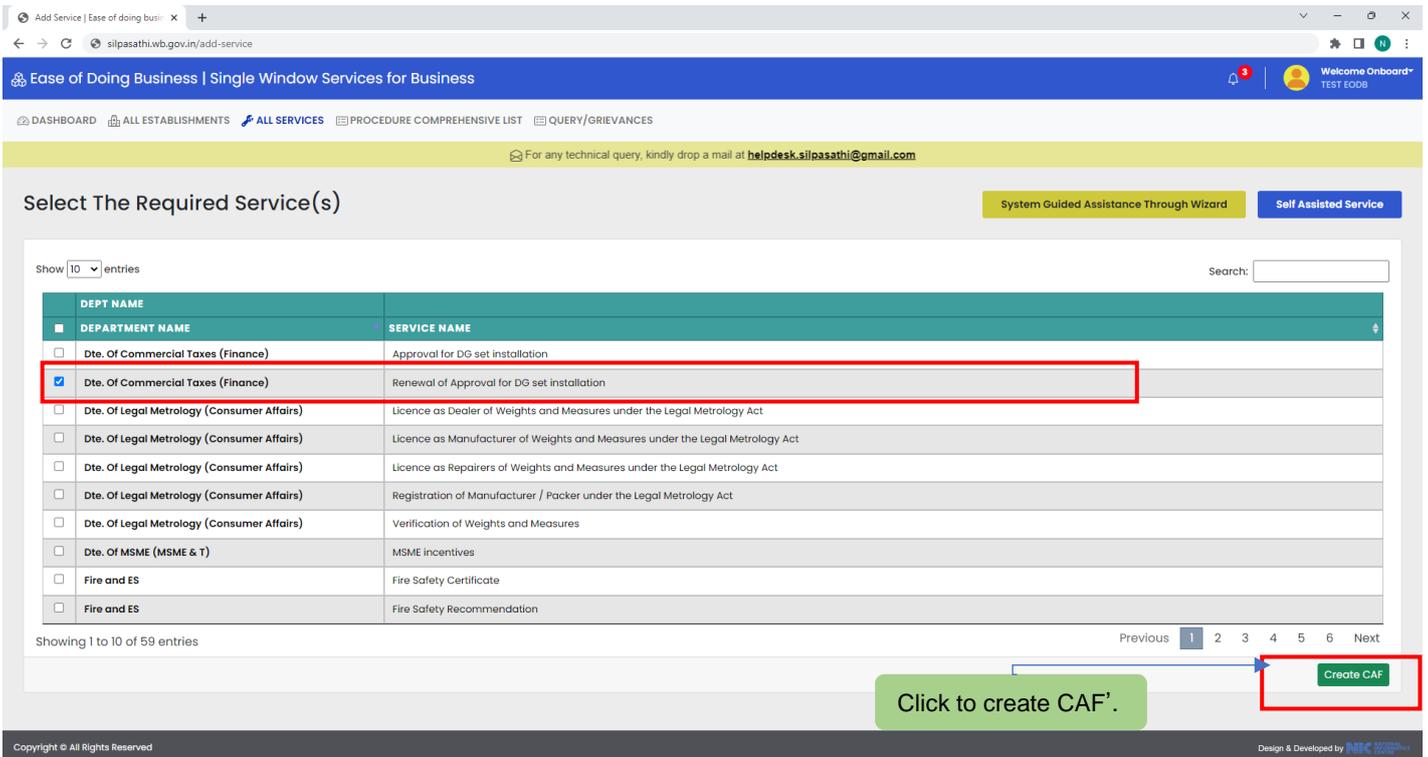
After selecting the service **Renewal of Approval for DG set installation**, the applicant has to click on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

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

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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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.

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.

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The applicant must select the files and upload.
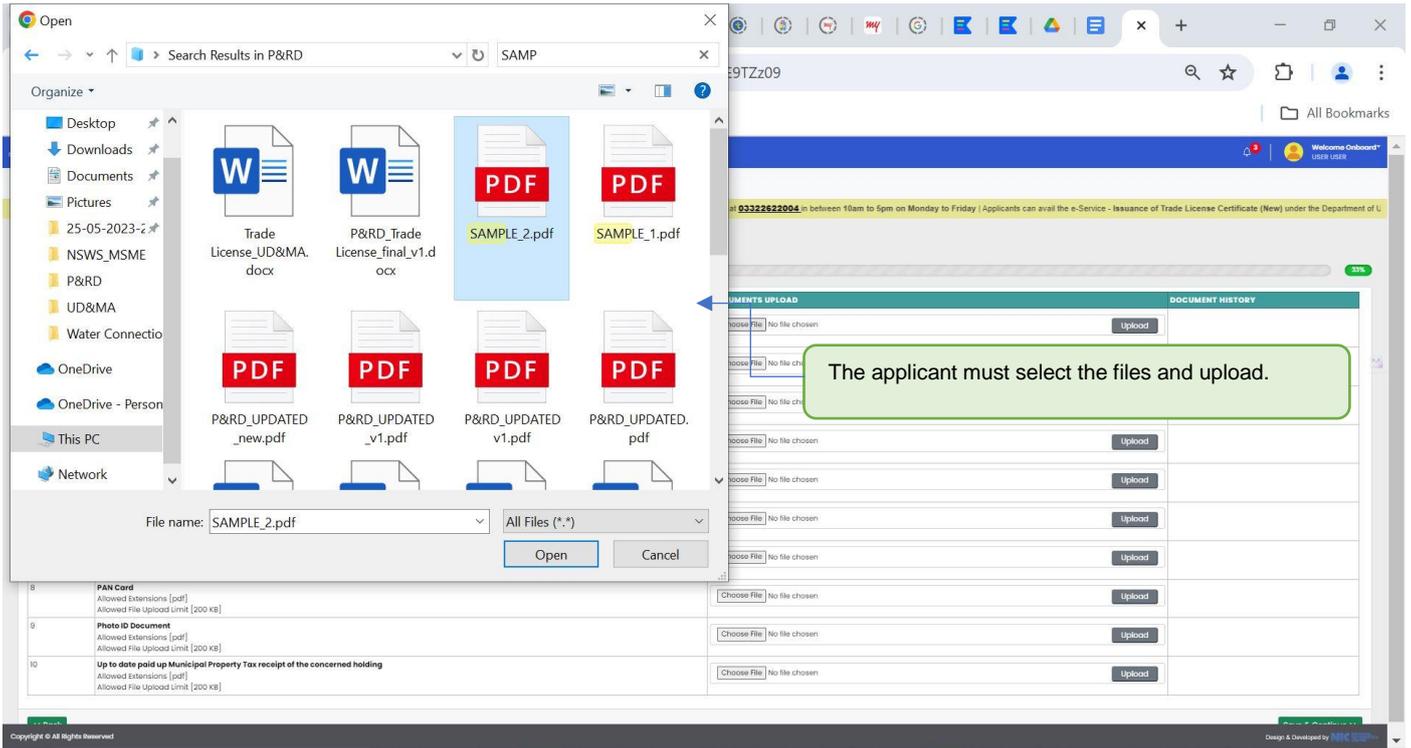
The applicant is required to upload **both the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue'** to proceed with the application.
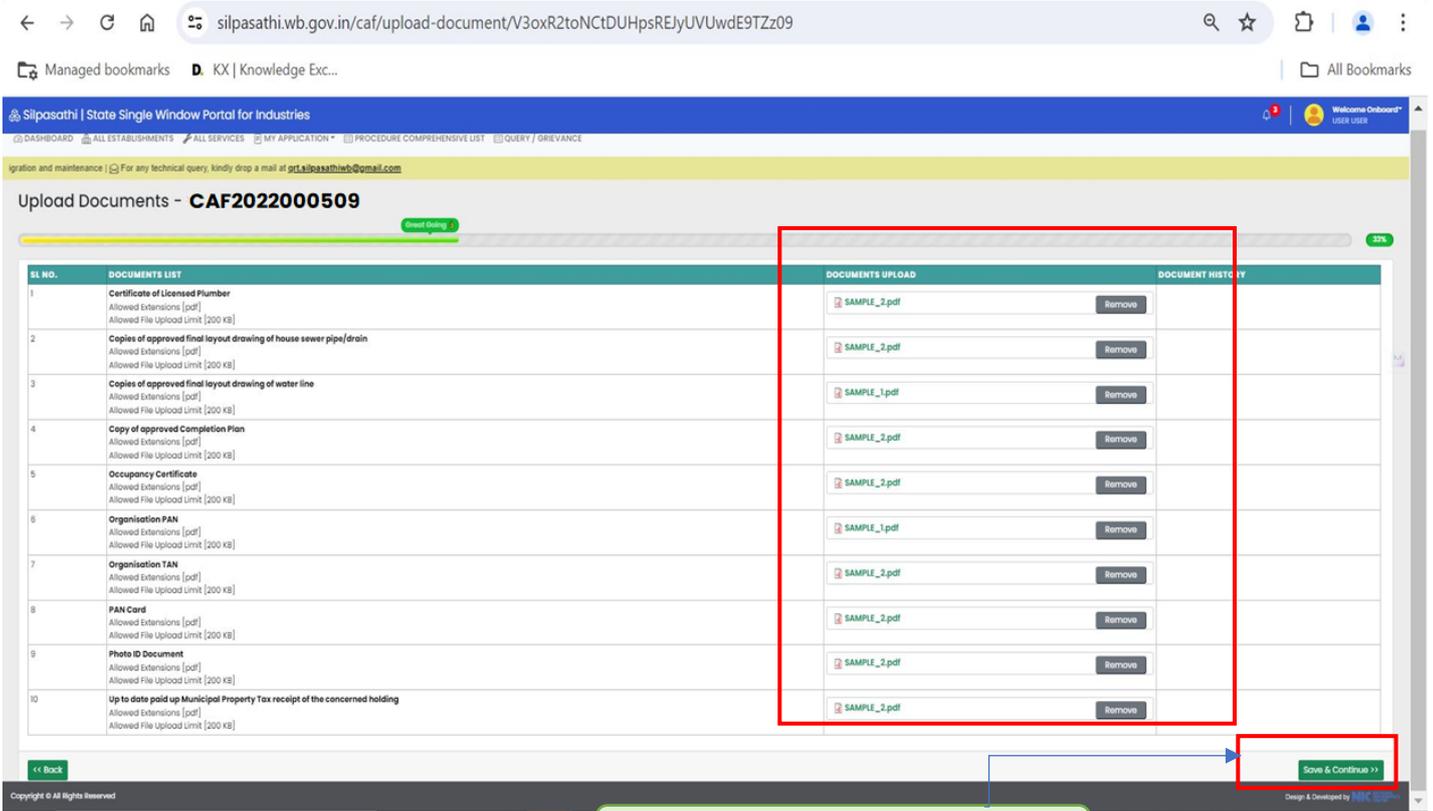
Click to continue with the application process.

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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.
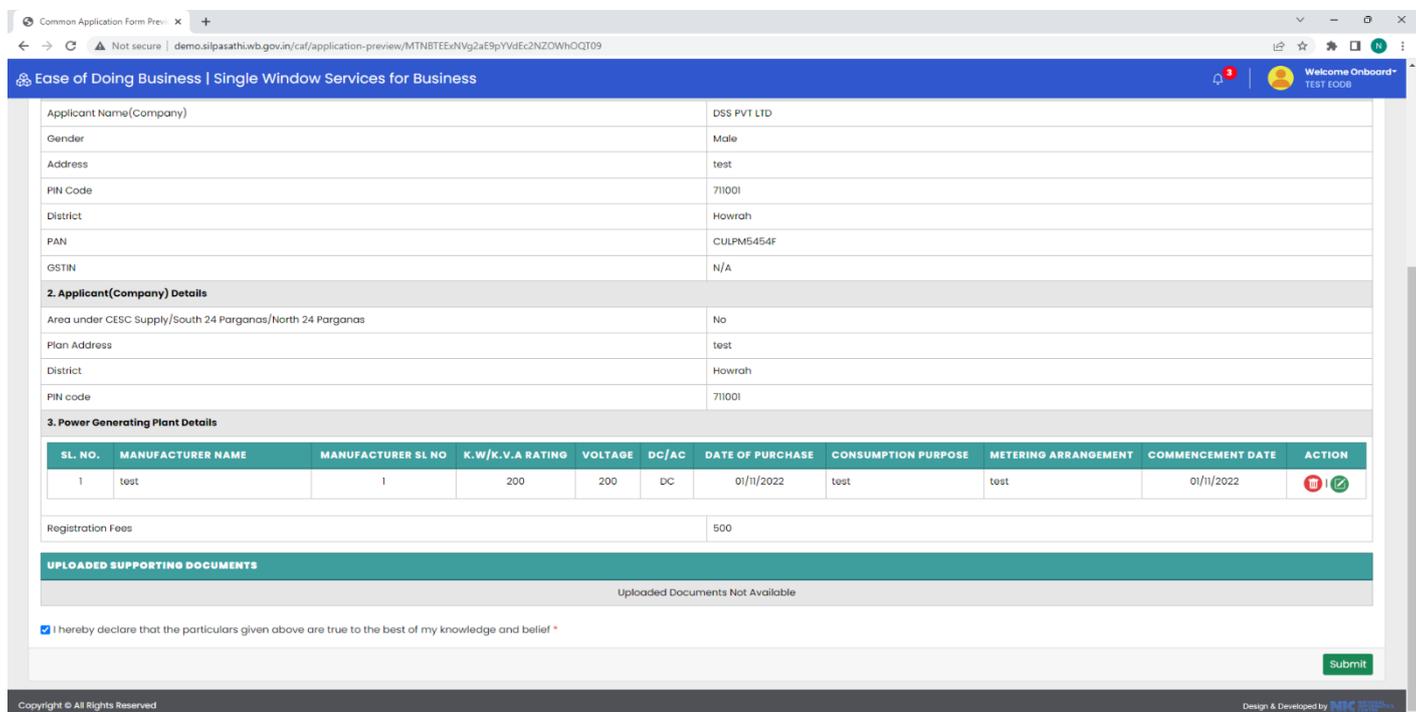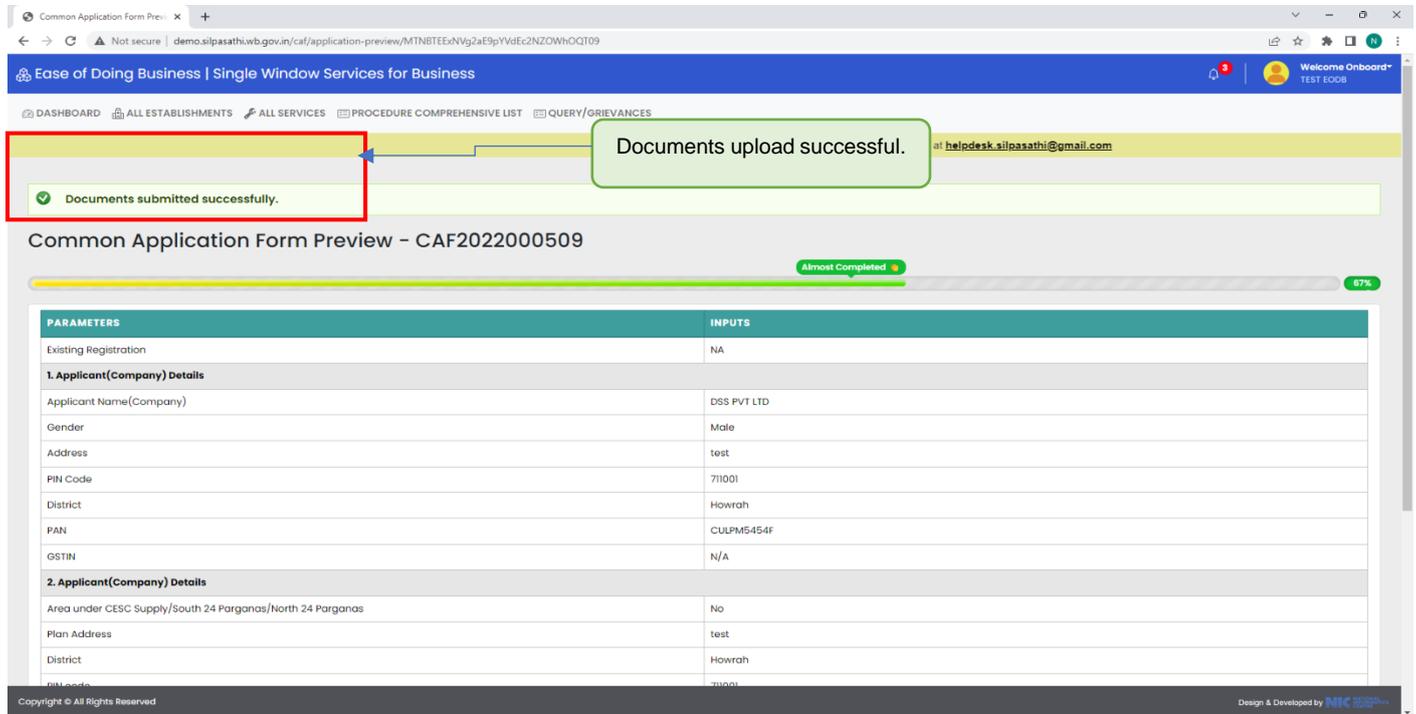
Declaration statement

On clicking on '**Submit**' link, the following webpage appears post submission of application with updated Status.
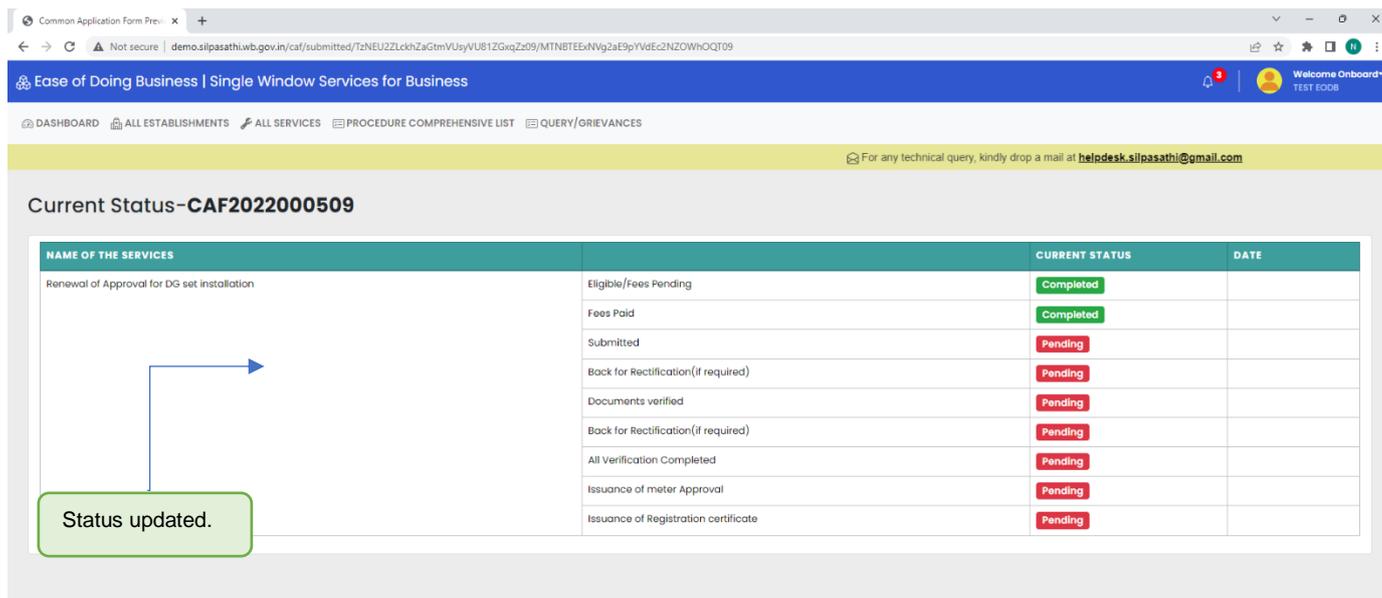
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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

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## 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

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.

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

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".**

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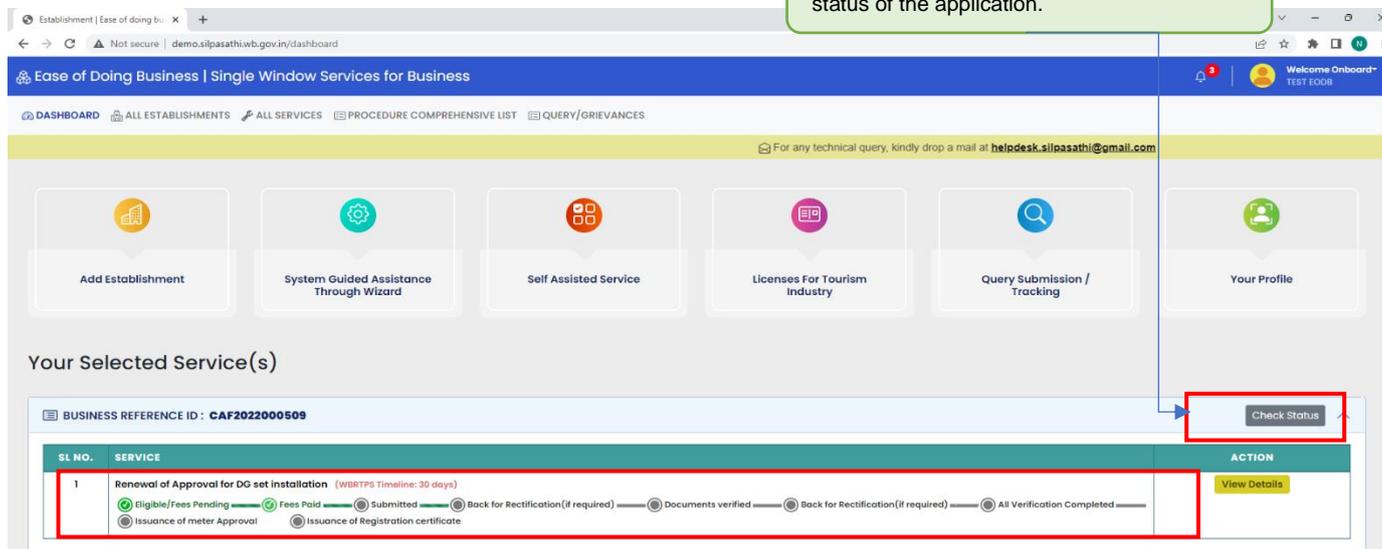
Note: Latest status can be seen any time through Applicant's Dashboard

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

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Current Status-CAF2022000509

NAME OF THE SERVICES		CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Eligible/Fees Pending	Completed	
	Fees Paid	Completed	
	Submitted	Completed	
	Back for Rectification(if required)	Completed	
	Documents verified	Completed	
	Back for Rectification(if required)	Completed	
	All Verification Completed	Completed	
	Issuance of meter Approval	Completed	
	Issuance of Registration certificate	Pending	

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000509

| SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days) Eligible/Fees Pending — Fees Paid — Submitted — Back for Rectification(if required) — Documents verified — Back for Rectification(if required) — All Verification Completed — Issuance of meter Approval — Issuance of Registration certificate	View Details

Current Status-CAF2022000509

NAME OF THE SERVICES		CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Eligible/Fees Pending	Completed	
	Fees Paid	Completed	
	Submitted	Completed	
	Back for Rectification(if required)	Completed	
	Documents verified	Completed	
	Back for Rectification(if required)	Completed	
	All Verification Completed	Completed	
	Issuance of meter Approval	Completed	
	Issuance of Registration certificate	Completed	

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4: Online Download of final approval certificate

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

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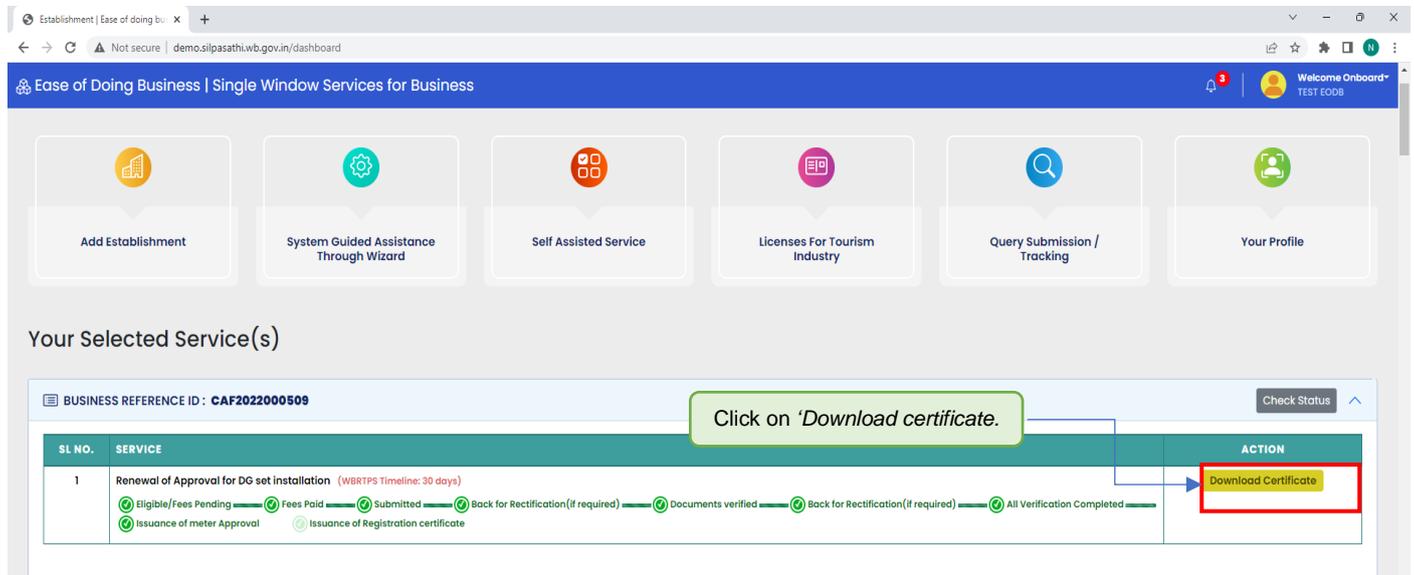
Note: Latest status can be seen any time through Applicant's Dashboard

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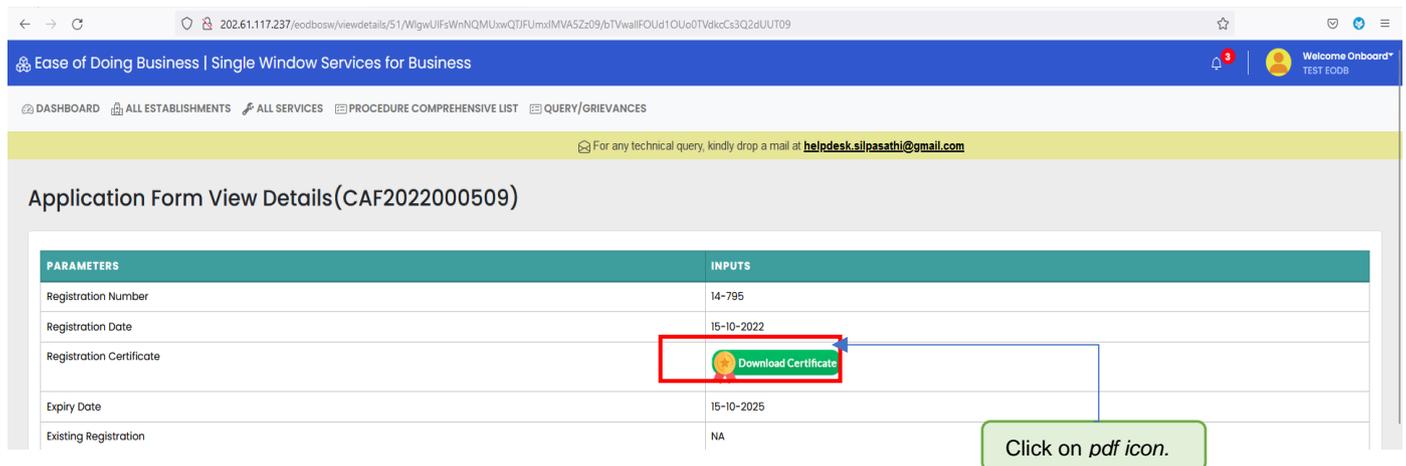
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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

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One Approval certificate document has been illustrated below:
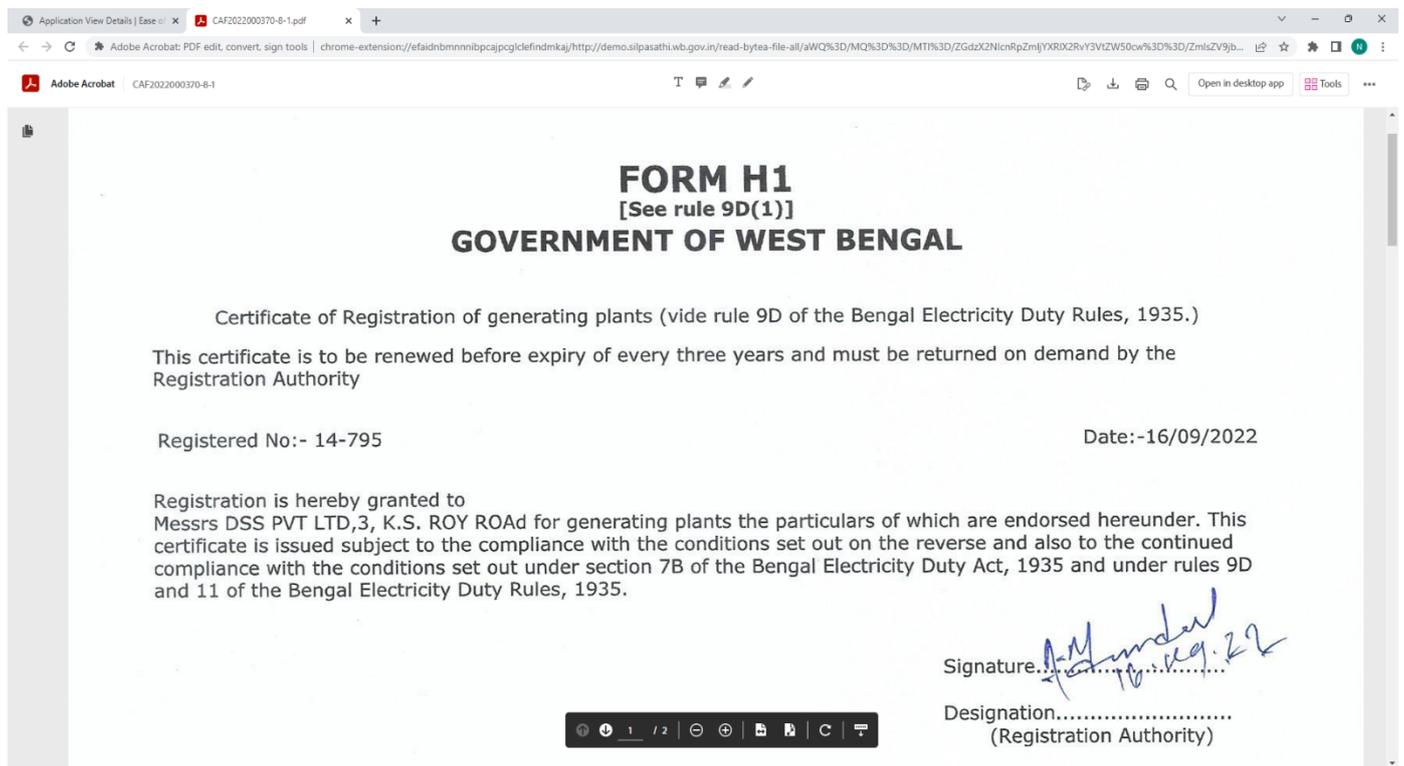
5: Third Party verification details

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):

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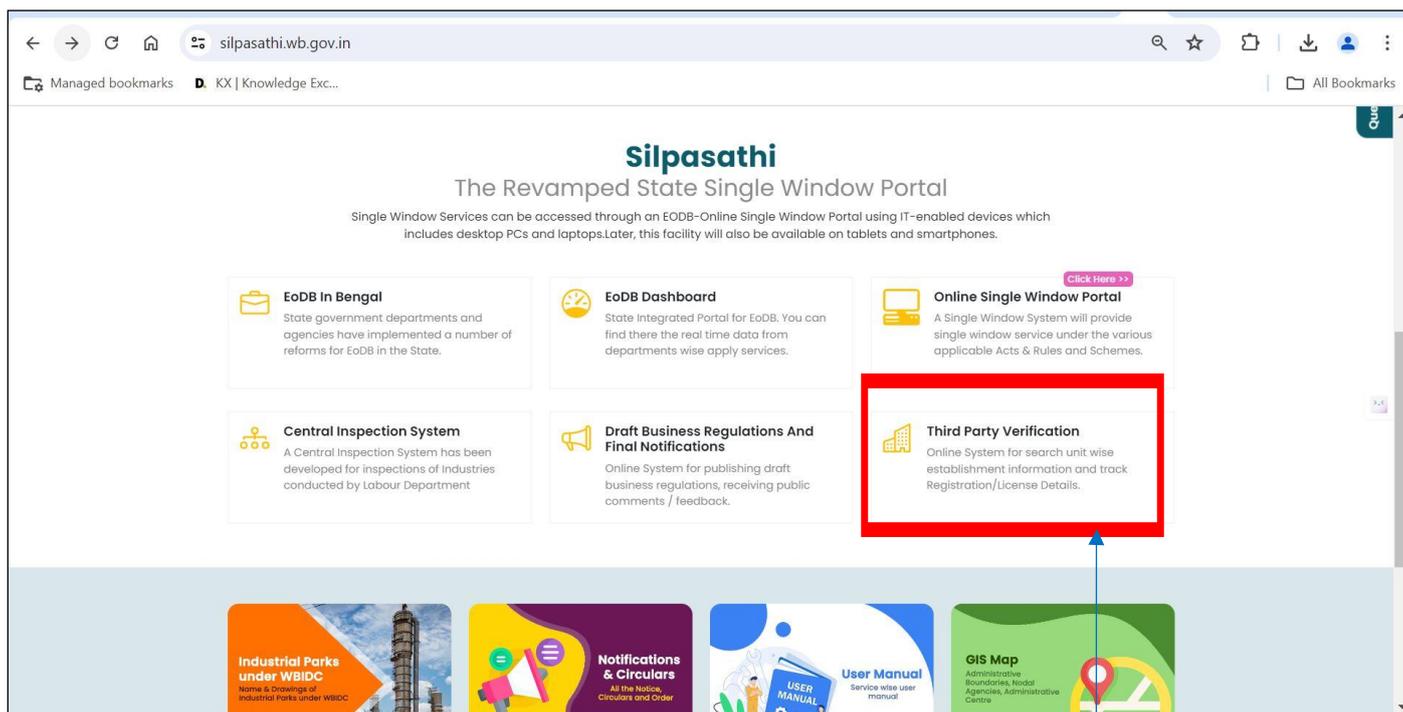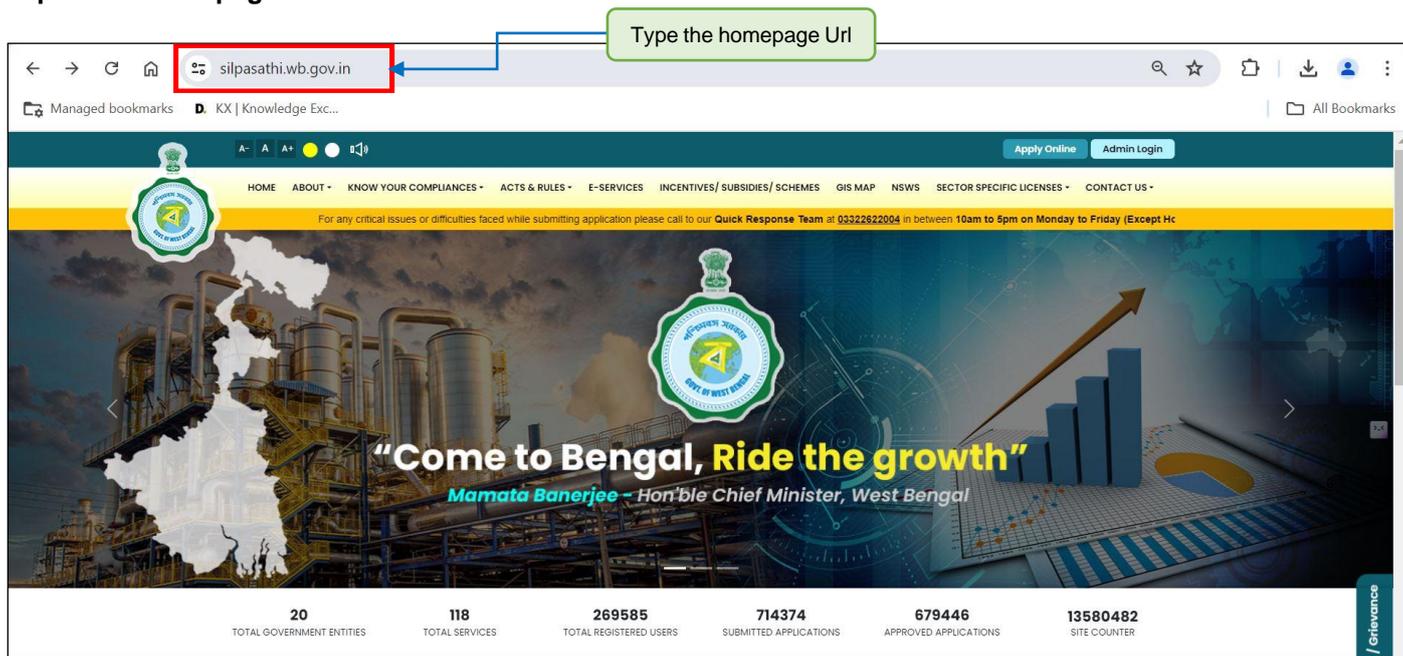
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

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User can also directly use this url

Enter Registration number/ License number to view details.

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:

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