



Department of Urban Development & Municipal Affairs UD&MA :

*Water Connection and
Certificate of Non-
availability of water*

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

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

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Water Connection – (UD&MA) and Certificate of Non-availability of water

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Introduction

This document is intended to serve as a User Manual for grant of the service “**Water Connection**” 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

Water Connection by UD&MA Department 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). In certain cases, the application gets rejected by the concerned officials. It is further decided by the Department that the Water connection cannot be provided in the area and hence the certificate for non-availability of water is issued to the applicant. to the applicant. 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.

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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.	Certificate of Licensed Plumber	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.	Copies of approved final layout drawing of house sewer pipe/drain	Finalized and authorized diagrams or plans that depict the precise layout and configuration of the sewer pipe or drainage system for a house or building.
3.	Copies of approved final layout drawing of water line	Authorized and finalized diagrams or plans that detail the layout and configuration of the water supply system for a building or property.
4.	Copy of approved Completion plan	Any document that signifies official approval for the completion of a construction project or a specific phase of it which include Final drawings, Certificates, etc
5.	Occupancy Certificate	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
6.	Organisation PAN	Organisation PAN" refers to the Permanent Account Number (PAN) assigned to organizations or entities in India
7.	Organisation TAN	Organisation TAN" refers to the Tax Deduction and Collection Account Number (TAN), which is a unique alphanumeric code assigned to entities or individuals responsible for deducting or collecting tax on behalf of the government
8.	PAN Card	A PAN Card, or Permanent Account Number Card, is a unique identification card issued by the Income Tax Department of India
9.	Photo ID Document	A "photo ID document" refers to an official identification document that includes a photograph of the individual to whom it belongs. The purpose of a photo ID document is to verify and confirm the identity of the person presenting it. Examples include Driver's License, Passport, etc.
10.	Up to date paid up Municipal Property Tax receipt of the concerned holding	An "up to date paid up Municipal Property Tax receipt of the concerned holding" refers to a document that confirms the current

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#	Documents Required	Detailed Description
		status of property tax payments for a specific property or holding within a municipality

Timeline (WBRTPS)

Water Connection (UD&MA) has an WBRTPS timeline of 15 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 (Mr/Ms/Mrs)
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
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
Site Details		
1.	ULB Name	Enter ULB Name

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Sl. No.	Field Name	Instructions
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.
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 from the list provided based on ULB
2.	Salutation	Auto-generated after selection of consultant
3.	Consultant Type	Auto-generated after selection of consultant
4.	Class (Not for Architect / Structural Reviewer)	Auto-generated after selection of consultant
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 (Assembly/ Educational/ Hazardous/etc)

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Sl. No.	Field Name	Instructions
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/ Block wise) 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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Water Connection – (UD&MA) and Certificate of Non-availability of water

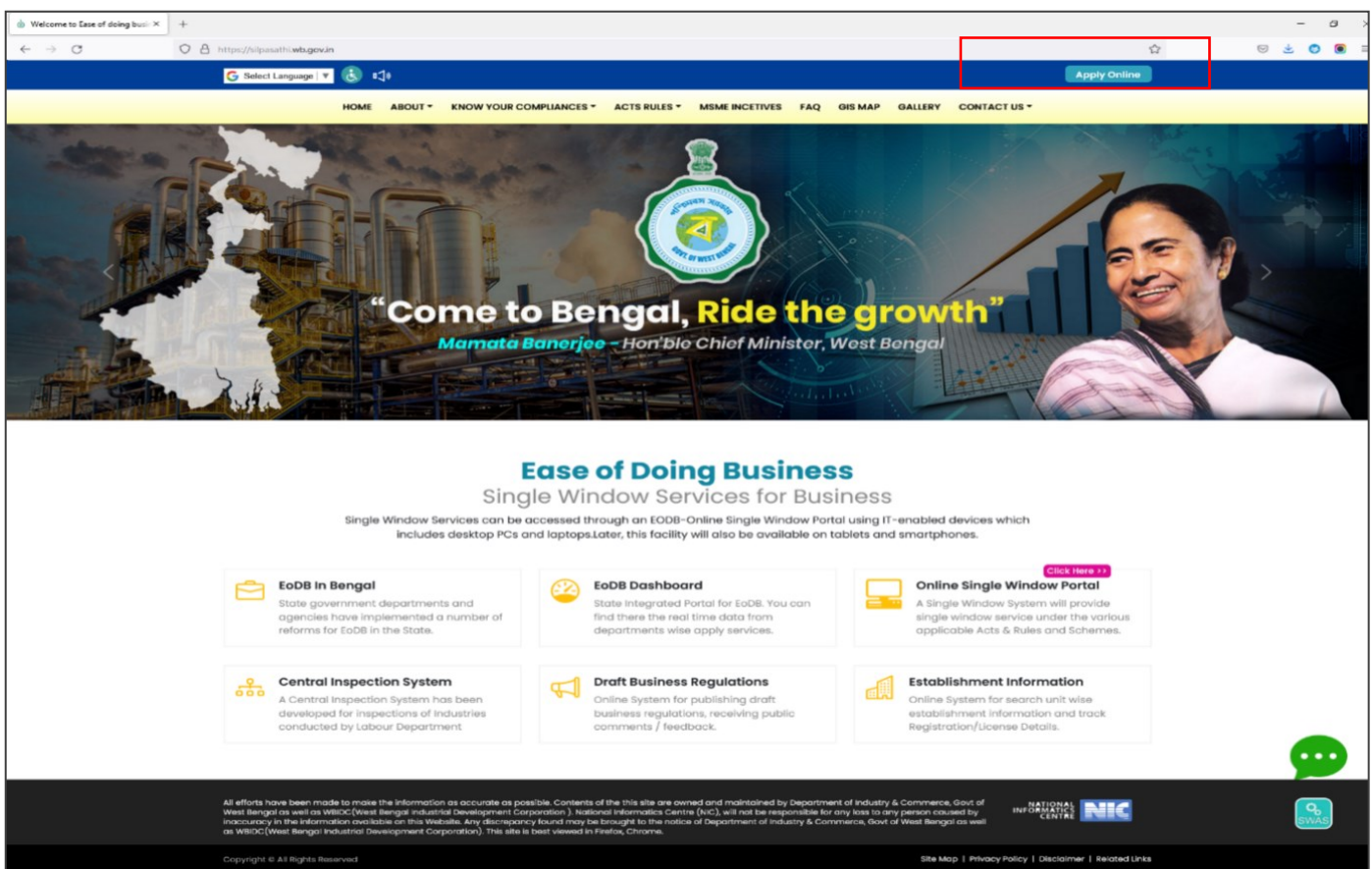
Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Application Process through SilpaSathi

A. Application is approved for Water Connection

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.

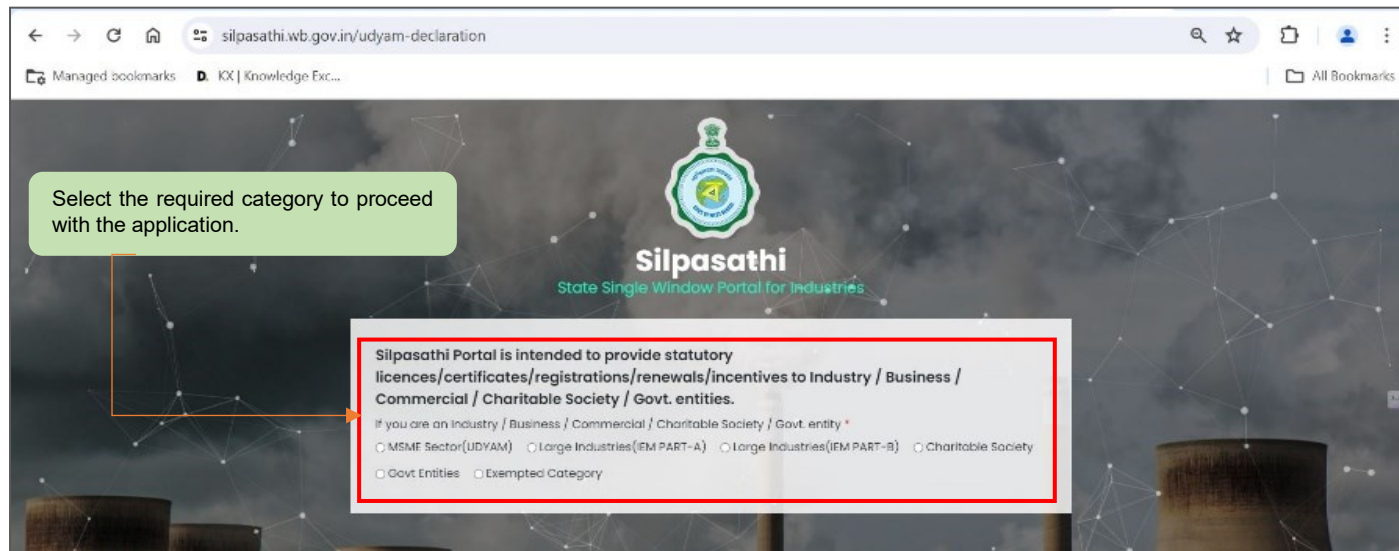


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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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**.

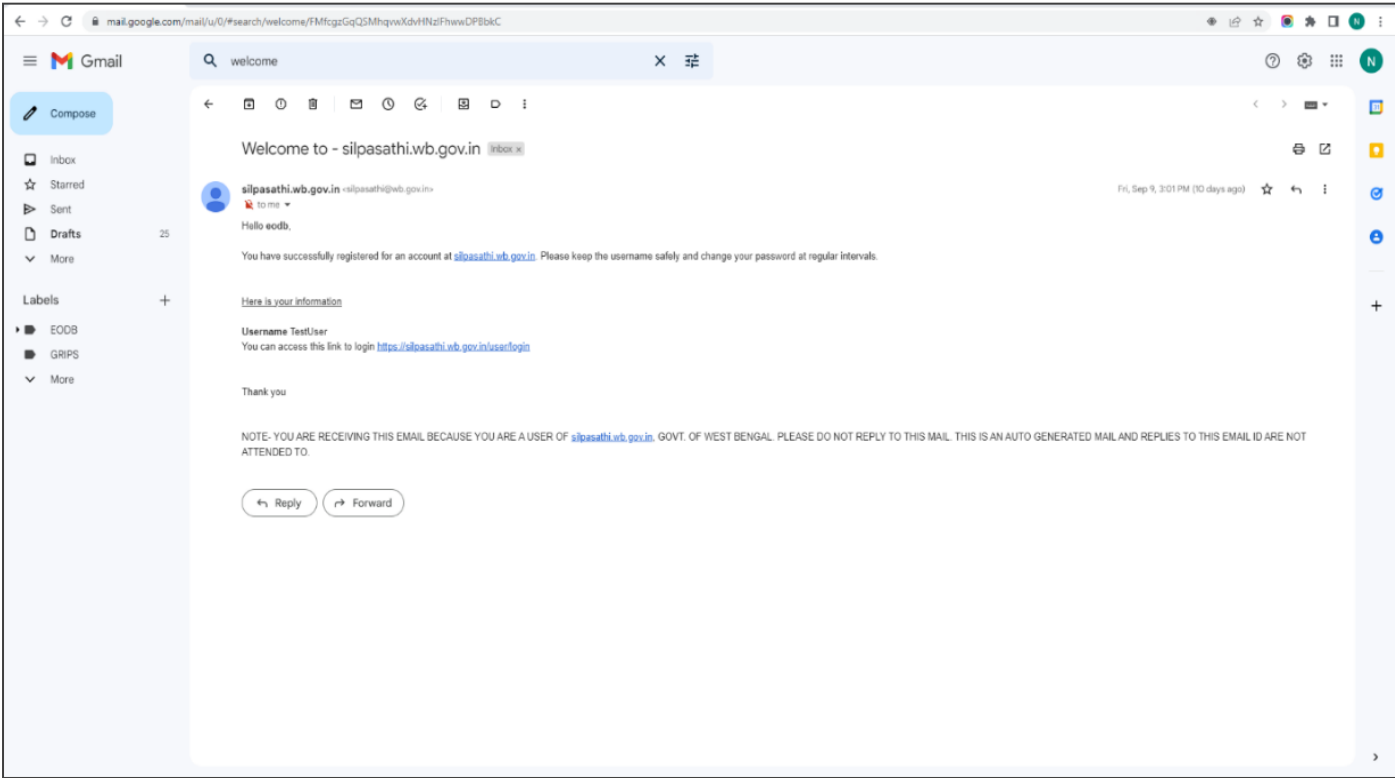
The screenshot shows the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and is set against a background image of industrial smokestacks. The form fields include: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), a text input field containing 'sudhansu', a password field with masked characters, and a 'Confirm Password' field. A red 'Register' button is at the bottom of the form. Below the button, there is a link: 'Already have an account? [Sign In](#)'. The page footer includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRAL NIC'.

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

User Manual

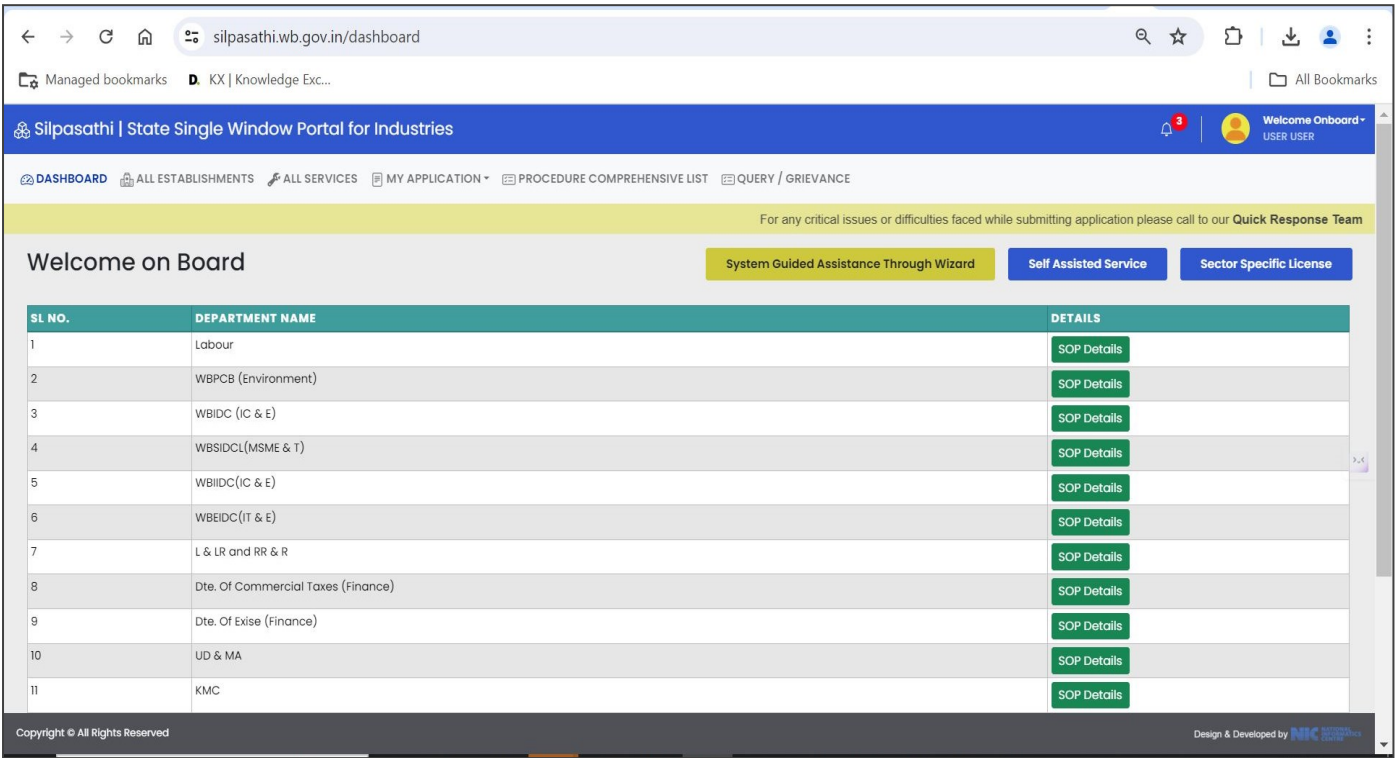
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Online Application submission

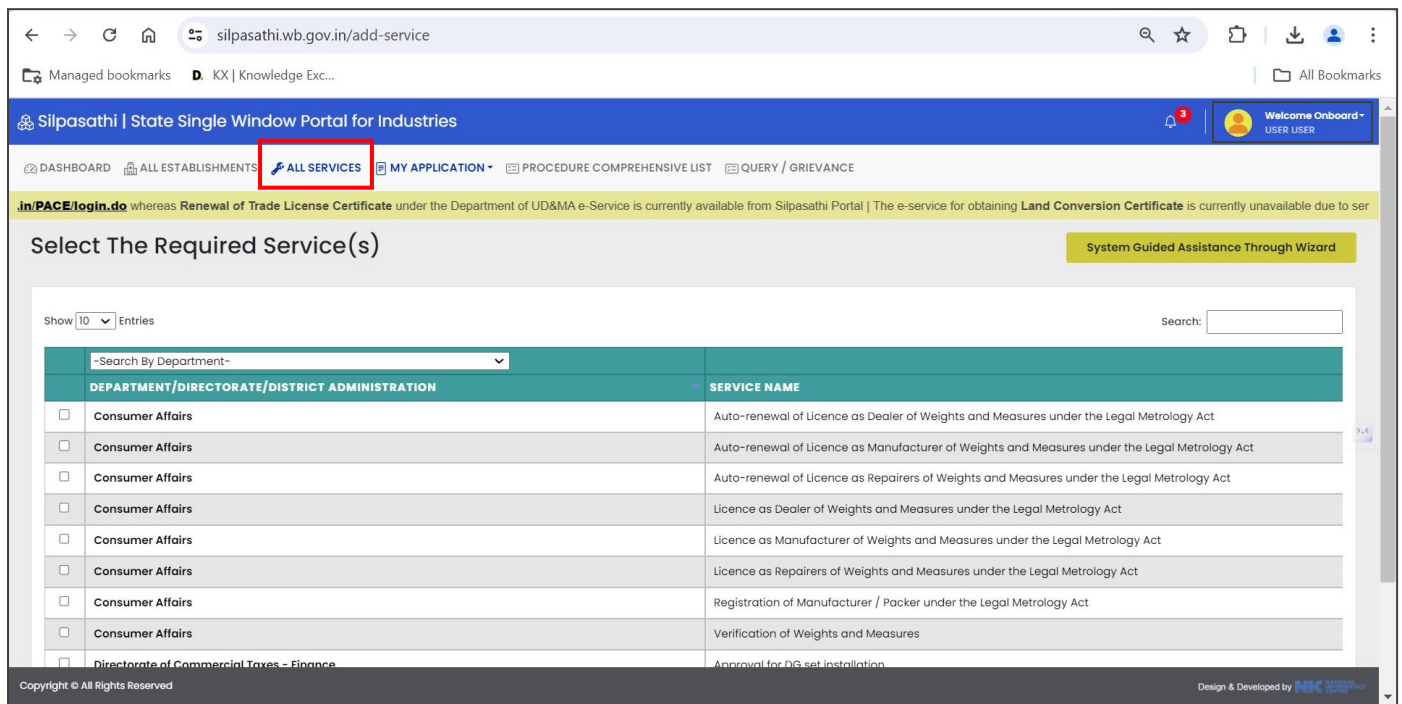
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



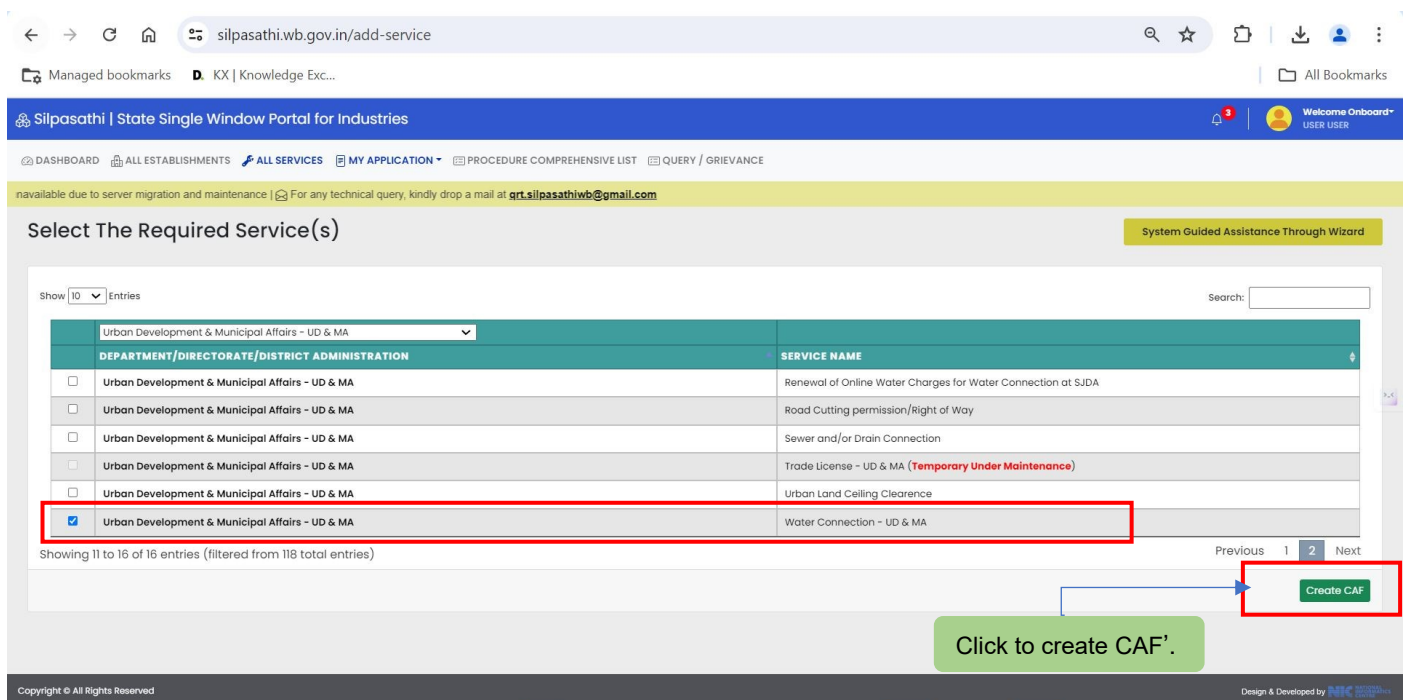
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Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Water Connection– UD&MA.**



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After selecting the service '**Water Connection – 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.

Applicant's Dashboard

CAF ID generated.

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

The screenshot displays the SilpaSathi dashboard at the URL silpasathi.wb.gov.in/dashboard. The dashboard header includes the SilpaSathi logo and the text 'State Single Window Portal for Industries'. A green notification banner at the top left states 'CAF ID generated.' and a green callout box at the top right instructs the user to 'Click on 'Apply Online' to proceed with the application.' The dashboard features several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Below these tiles, a section titled 'Your Selected Service(s)' displays a table with the following data:

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days) ● Application Assigned to Consultant —● Consultant Pending —● Consultant completed Nodal Officer action pending —● Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department —● Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department —● Meeting date has been finalized by nodal officer —● Nodal Officer reject Signatory Authority action pending (if applicable) —● Signatory Authority Reject (if applicable) —● Fees Pending —● Fees Paid —● Nodal Officer Recommended after Payment, pending for Water Department —● Nodal Officer recommended Signatory Authority action pending —● Signatory Authority approved	

Below the table, there are two more entries for 'BUSINESS REFERENCE ID' with their respective 'Apply Online' buttons:

- BUSINESS REFERENCE ID : CAF2024528301
- BUSINESS REFERENCE ID : CAF2024508460
- BUSINESS REFERENCE ID : CAF2024494845

The footer of the dashboard includes the text 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

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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silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFqMnZrY2plZzO9/V3oxR2toNctDUHpsREjyUVUwdE9TZzO9

KX | Knowledge Exc...

All Bookmarks

Silpasathi | State Single Window Portal for Industries

DASHBOARDALL ESTABLISHMENTSALL SERVICESMY APPLICATIONPROCEDURE COMPREHENSIVE LISTQUERY / GRIEVANCE

For any critical issues or difficulties faced while submitting

Common Application Form

Process Start :

10%

Applicant Details

Applicant Type*

Organisation

Select Sub-Type

Name*

Mrs.

OLIVIA BANERJEE

Mobile Number*

8271.....

Email ID*

ABCIZ34@GAMIL.COM

Address*

73F SOUTH

Post Office*

ASANSOL

PIN*

700030

Police Station*

ASANSOL

Aadhar Number*

894*****

Photo ID Type

Driving Licence

Photo ID No

I234

PAN*

HPI****

Organisation Details

Organisation Type*

Other Organisation Type

Organisation Name*

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Silpasathi | State Single Window Portal for Industries

Organisation Details

Organisation Type*

Pvt Ltd Company

Other Organisation Type

Other Organisation Type

Organisation Name*

ABCXYZ

Applicant Designation*

Ms.

Organisation PAN No*

I234

Organisation TAN No*

I234

Land Owner Name*

ABC

Site Details

ULB Name*

Asansol

District*

Paschim Bardhaman

ULB Type*

Municipal Corporation

Ward No

- Select -

Block

-select-

Location / Street Name

-select-

Police Station*

Asansol PS(N)

Plot Is SubDivided

-select-

Plot SubDivision No

Plot SubDivision no

Borough No*

I2

Holding No*

I2

Premises Number*

I2

Mouza*

I2

JL No*

I2

Nearrest Land Mark*

TELEPHONE OFFICE

Post Office*

Asansol

PIN*

700030

Assessee Number*

I2345678

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The screenshot shows the SilpaSathi portal interface for the Water Connection (UD&MA) application. The browser address bar displays the URL: `silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFlqMnZrY2plZz09/V3oxR2toNctDUHpsREJyUVUwdE9TZz09`. The form is divided into several sections:

- Engaged Personnel Detail:** Includes fields for Consultant Name (DEBABRATA MISHRA), Salutation, Consultant Type (Licenced Building Surveyor), Class (Not For Architect/ Structural Reviewer), Email Address (jyotshnoudyog@gmail.com), and Mobile No (9434312614).
- Specifications:** Includes fields for Select Building Category (Building with mixed occupancies), Residential Sub Type (Only In Case Of Residential/Co-Operative Housing Buildings), Building Permit No (12), Building Permit Sanction Date (03-06-2024), Occupancy Certificate (Full/Partial/Blockwise) Approval Number (1234), and Occupancy Certificate Approval Date (26-06-2024).
- Land Details:** Includes fields for Land Area As Per Deed (Square Meter) (12) and Land Area As Per Measurement (Square Meter) (12).

The 'Save & Continue' button is highlighted with a red box.

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 screenshot shows the SilpaSathi portal interface for the document upload process. The browser address bar displays the URL: `silpasathi.wb.gov.in/caf/upload-document/V3oxR2toNctDUHpsREJyUVUwdE9TZz09`. The page displays a list of documents to be uploaded, including:

- Certificate of Licensed Plumber
- Copies of approved final layout drawing of house sewer pipe/drain
- Copies of approved final layout drawing of water line
- Copy of approved Completion Plan
- Occupancy Certificate
- Organisation PAN
- Organisation TAN
- PAN Card
- Photo ID Document
- Up to date paid up Municipal Property Tax receipt of the concerned holding

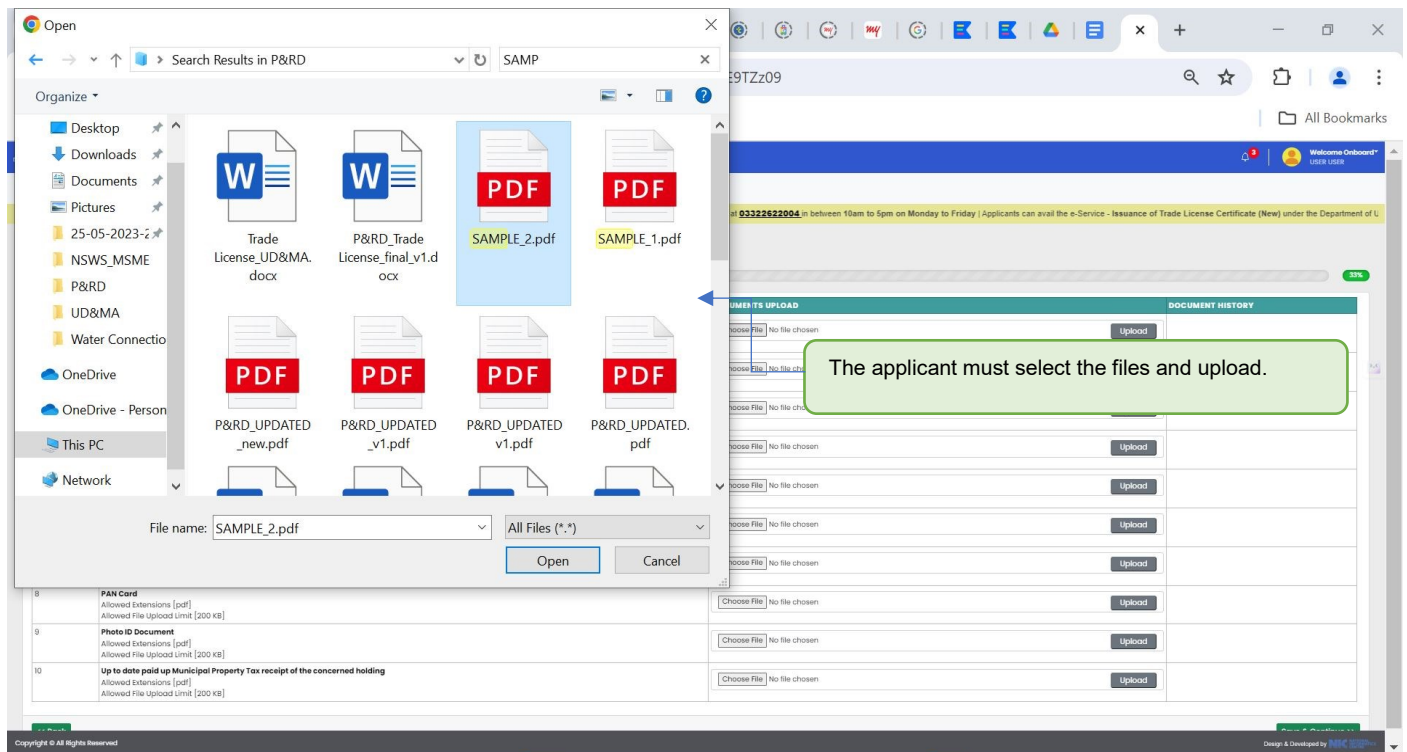
The 'Upload' button for each document is highlighted with a red box.

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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.



The applicant is required to upload **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.

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The screenshot shows the 'Upload Documents' page for application CAF2024528301. It features a table with 10 rows of required documents, each with a 'DOCUMENTS UPLOAD' column containing a 'SAMPLE_2.pdf' file and a 'DOCUMENT HISTORY' column. A red box highlights the 'DOCUMENTS UPLOAD' column. A green box highlights the 'Save & Continue >>' button at the bottom right. A blue arrow points from the green box to a callout box.

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	Certificate of Licensed Plumber Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
2	Copies of approved final layout drawing of house sewer pipe/drain Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
3	Copies of approved final layout drawing of water line Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_1.pdf Remove	
4	Copy of approved Completion Plan Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
5	Occupancy Certificate Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
6	Organisation PAN Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_1.pdf Remove	
7	Organisation TAN Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
8	PAN Card Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
9	Photo ID Document Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
10	Up to date paid up Municipal Property Tax receipt of the concerned holding Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	

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.

The screenshot shows the 'Common Application Form Preview' page for application CAF2024528301. It displays a 'Successfully Uploaded' message and a 'Documents upload successful.' message. A red box highlights the 'Successfully Uploaded' message. A blue arrow points from the red box to a callout box.

Successfully Uploaded
Documents has been successfully uploaded.

Documents upload successful.

Common Application Form Preview - CAF2024528301

APPLICANT REGISTRATION INFORMATION	
1. Applicant Details	
Applicant Type	Organisation
Applicant Sub Type	
Solution	
Applicant Name	Ms.
Mobile Number	OLVIA BANERJEE
Email ID	827408990
Address	ABC1234@GMAIL.COM
Post Office	73F SOUTH
PIN	ASANSOL
Police Station	700030
Aadhar Number	ASANSOL
Applicant Photo Type	894783442735
Photo ID No	Driving Licence
PAN	IZ34
Applicant Type	HPMPS6122H
2. Organization Details	
Organisation Type	Driving Licence
Other Organisation Type	
Organisation Name	Pvt Ltd Company
Applicant Designation	ABCXYZ
Organisation PAN No.	MS
	IZ34

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← → ↺ 🏠 silpasathi.wb.gov.in/caf/application-preview/V3oxR2toNCtDUHpsREJyUVUwdE9TZz09/dUZvWmR6bVA5L0xySGgzChlweHIUUT09 🔍 ☆ 📁 👤 ⋮

📁 Managed bookmarks D. KX | Knowledge Exc... 📁 All Bookmarks

Silpasathi | State Single Window Portal for Industries 1 Welcome Onboard*
USER USER

2. Organization Details	
Organisation Type	Pvt Ltd Company
Other Organisation Type	
Organisation Name	ABCXYZ
Applicant Designation	MR.
Organisation PAN No	1234
Organisation PAN No	1234
Organisation TAN No	1234
Land Owner Name	ABC
3. Owner Details	
Same as Applicant ?	Yes
Owner Type	
Solution	
Organization Name/ Owner Name	
Mobile Number	
Email ID	
Address	
PIN	
Aadhar Number	
Photo ID Type	
Photo ID No	
4. Site Details	
ULB Name	Asansol
District	Paschim Bardhaman
ULB Type	Municipal Corporation
Ward No	
Location / Street Name	0
Police Station	Asansol PS(N)
Plot is Subdivided	
Plot Subdivision no	
Borough No	12
Holding No	12
Premises Number	12
Mouza	12

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← → ↺ 🏠 silpasathi.wb.gov.in/caf/application-preview/V3oxR2toNCtDUHpsREJyUVUwdE9TZz09/dUZvWmR6bVA5L0xySGgzChlweHIUUT09 🔍 ☆ 📁 👤 ⋮

📁 Managed bookmarks D. KX | Knowledge Exc... 📁 All Bookmarks

Post Office	Asansol
PIN	700030
Assessee Number	12345678
Assessee Name	ABCXYZ
5. Engaged Personnel Detail	
Consultant Name	DEBABRATA MISHRA
Solution	
Consultant Type	Licensed Building Surveyor
Class (Not for Architect/ Structural Reviewer)	II
Email Address	jjyotshnauudyog@gmail.com
Mobile No	9434312914
6. Specifications	
Select Building Category	Building with mixed occupancies
Residential Sub Type (Only in case of Residential/Co-operative Housing buildings)	
Building Permit No	12
Building Permit Sanction Date	03-06-2024
Occupancy Certificate (Full/Partial/Blockwise) Approval Number	1234
Occupancy Certificate Approval Date	26-06-2024
7. Land Details	
Land Area as per deed (Square Meter)	12
Land area as per measurement (Square Meter)	12
UPLOADED SUPPORTING DOCUMENTS	
PAN Card	
Photo ID Document	
Organisation PAN	
Organisation TAN	
Copy of approved Completion Plan	
Certificate of Licensed Plumber	
Copies of approved final layout drawing of water line	
Copies of approved final layout drawing of house sewer pipe/drain	
Up to date paid up Municipal Property Tax receipt of the concerned holding	
Occupancy Certificate	
<input type="checkbox"/> I Herewith Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief*	

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Declaration statement

Click on submit for submission of application.

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

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CAF2024528301 – Current Status

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Water Connection – UD & MA	Application Assigned to Consultant	Completed	
	Consultant Pending	Pending	
	Consultant completed Nodal Officer action pending	Pending	
	Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department	Pending	
	Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department	Pending	
	Meeting date has been finalized by nodal officer	Pending	
	Nodal Officer reject Signatory Authority action pending (if applicable)	Pending	
	Signatory Authority Reject (if applicable)	Pending	
	Fees Pending	Pending	
	Fees Paid	Pending	
	Nodal Officer Recommended after Payment, pending for Water Department	Pending	
	Nodal Officer recommended Signatory Authority action pending	Pending	
Water Connection – UD & MA	Signatory Authority approved	Pending	

Application status updated.

The application is now assigned to a consultant. Based on the application details and information, further actions shall be taken by the concerned officials.

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 submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.
CAF No.: CAF2024XXXXXX
Dt.: 22-07-2024 14:03:05
- Silpa Sathi SWP, Govt. of WB

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in>
to me
Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No.: CAF2022000481 Dt: 22-05-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF silpasathi.wb.gov.in. GOVT. OF WEST BENGAL. PLEASE DO NOT REPLY TO THIS MAIL. THIS IS AN AUTO GENERATED MAIL AND REPLIES TO THIS EMAIL ID ARE NOT ATTENDED TO.

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

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

Click to check latest status.

silpasathi.wb.gov.in/dashboard

Managed bookmarks D. KX | Knowledge Exc...

Silpasathi | State Single Window Portal for Industries

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

sd while submitting application please call to our Quick Response Team at 03322622004 in between 10am to 5pm on Monday to Friday | Applicants can avail the e-Service - Issuance of Trade License Certificate (New) under the Department of UD&MA from <https://edistr>

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Sector Specific License Query / Grievance Submission / Tracking Your Profile

Your Selected Service(s) (Please click on to Check Status [Click Here] 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 : CAF2024528301

Check Status [Click here]

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days) Application Assigned to Consultant Consultant Pending Consultant completed Nodal Officer action pending Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department Meeting date has been finalized by nodal officer Nodal Officer reject Signatory Authority action pending (If applicable) Signatory Authority Reject (If applicable) Fees Pending Fees Paid Nodal Officer Recommended after Payment, pending for Water Department Nodal Officer recommended Signatory Authority action pending Signatory Authority approved	

BUSINESS REFERENCE ID : CAF2024508460

Apply Online

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silpasathi.wb.gov.in/caf/submitted/b2JsL1A1WEkrQ09hZFpNbklIMVpUQT09/V3oxR2toNctDUHpsREJyUVUwdE9Tz09

Managed bookmarks D. KX | Knowledge Exc...

Silpasathi | State Single Window Portal for Industries

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

For any critical issue

CAF2024528301 - Current Status

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Water Connection - UD & MA	Application Assigned to Consultant	Completed	
	Consultant Pending	Completed	
	Consultant completed Nodal Officer action pending	Completed	
	Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department	Completed	
	Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department	Completed	
	Meeting date has been finalized by nodal officer	Completed	
	Nodal Officer reject Signatory Authority action pending (If applicable)	Completed	
	Signatory Authority Reject (If applicable)	Completed	
	Fees Pending	Completed	
	Fees Paid	Pending	
	Nodal Officer Recommended after Payment, pending for Water Department	Pending	
	Nodal Officer recommended Signatory Authority action pending	Pending	
Water Connection - UD & MA	Signatory Authority approved	Pending	

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DevTools - silpasathi.wb.gov.in/caf/submitted/b2JsL1A1WEkrQ09hZFpNbklIMVpUQT09/V3oxR2toNctDUHpsREJyUVUwdE9Tz09

Design & Developed by

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

2. 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 screenshot displays the 'Silpasathi | State Single Window Portal for Industries' dashboard. At the top, there are navigation links and a 'Welcome Onboard' message. Below this, a row of service tiles includes 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', and 'Your Profile'. A green callout box labeled 'For proceeding with payment' points to the 'Pay Now' button in the 'ACTION' column of the 'Water Connection - UD & MA' service row. The 'BUSINESS REFERENCE ID' is 'CAF2024528301'. A green callout box labeled 'Application status updated.' points to the 'Pay Now' button. The dashboard also shows a progress bar for the service and a 'Check Status [Click Here]' button.

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days)	Pay Now

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.

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

Payments Details- CAF2024528301

Details of the depositor

Name	User User
Email	sonolisaho87@gmail.com
Mobile	8274999999

Note: By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.

Service wise fees details

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(Rs.)
1	Water Connection	Permanent Water Connection Fees	SS23032306887	360
Total				360

<< Back

Proceed to Pay

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.

api.payu.in/public/#/4c5ade6b893cff9bb0b885396533040a/paymentoptions

Payable amount displayed.

Choose a payment option

Payable Now ₹ 360

Transaction Id: EOD83158492358239340

Offers

Get upto Rs 14 cashback reward via...
₹10 - ₹14 Cashback | T&C

VIEW MORE OFFERS & REWARDS

SELECT A PAYMENT OPTION

PAYMENT OPTIONS

- Net Banking
- Cards (Credit/Debit)
- UPI
- WhatsApp

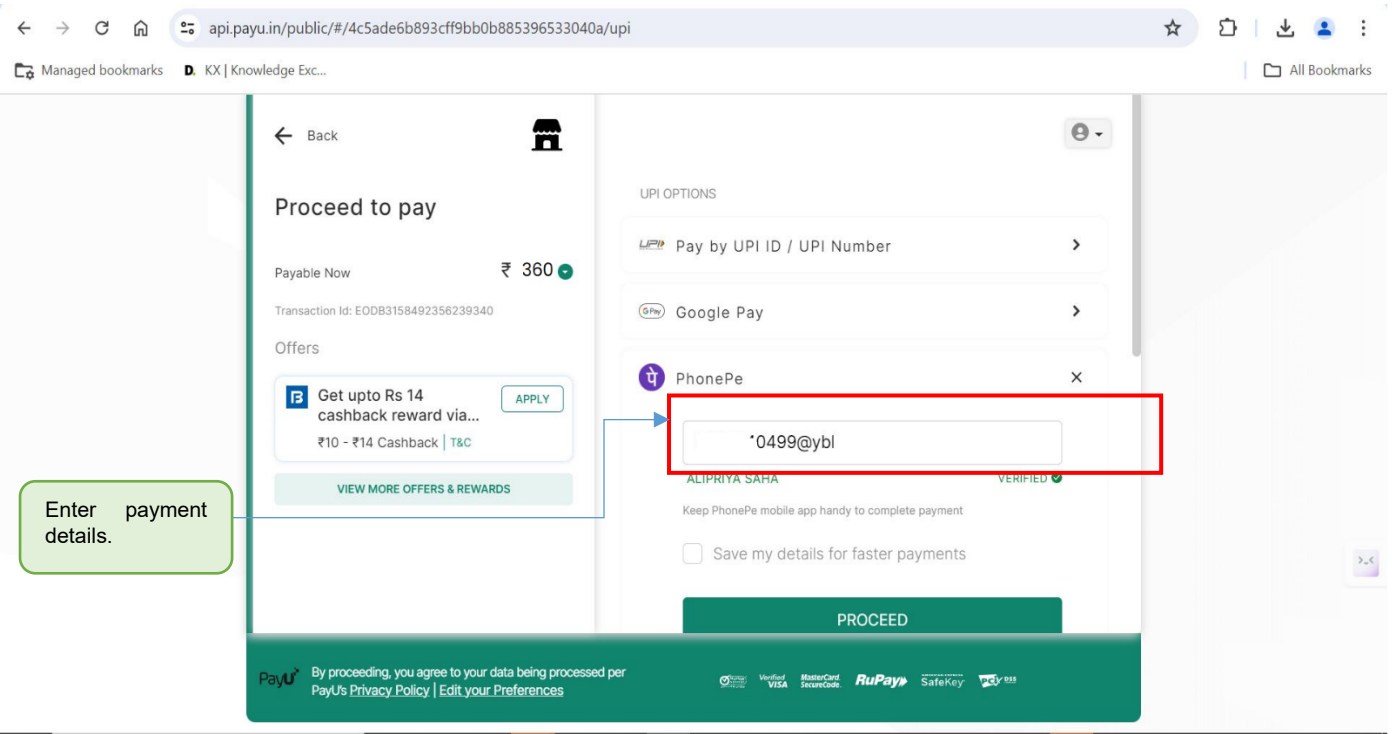
Choose payment method.

User Manual

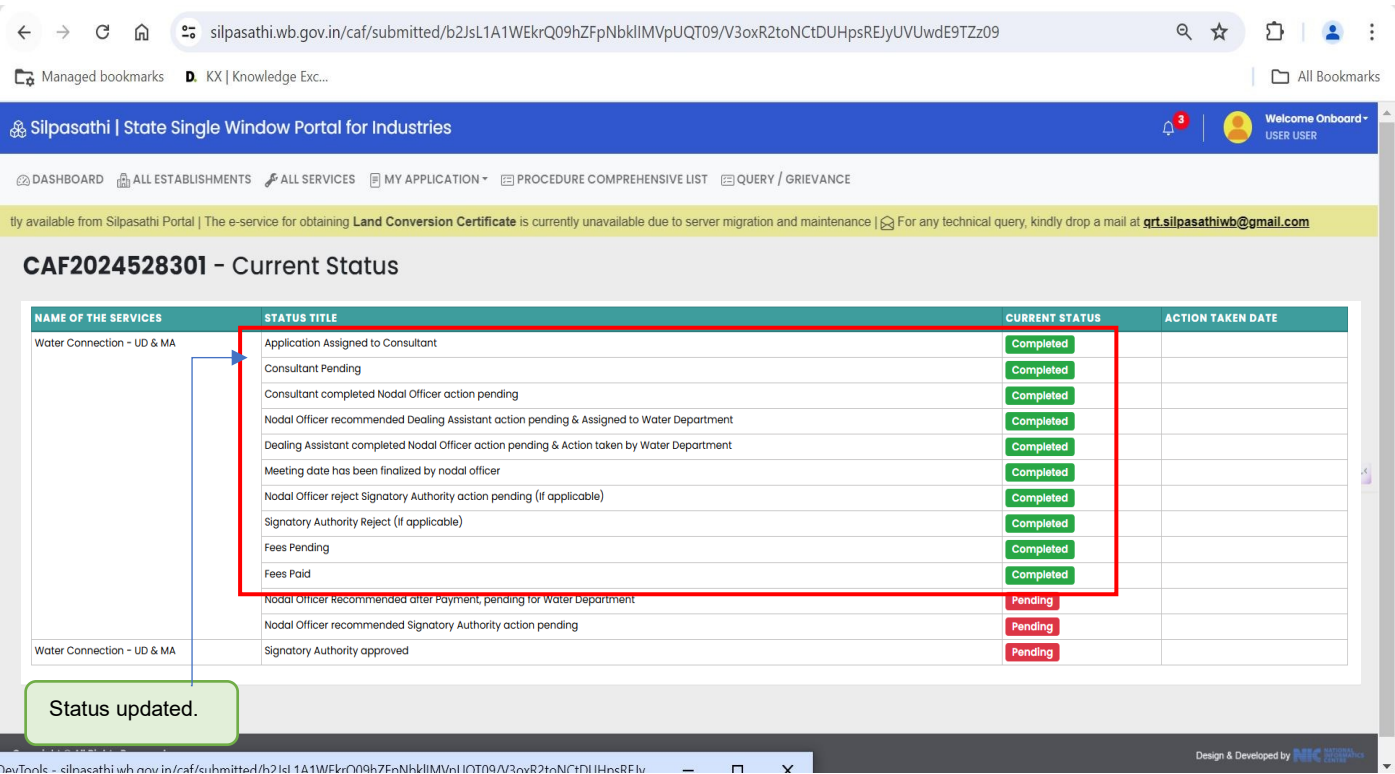
Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) 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.



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”.



User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

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.

The screenshot displays the 'Silpasathi | State Single Window Portal for Industries' dashboard. The top navigation bar includes a search icon, a star icon, and a user profile icon. The main content area features several service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific License', 'Query / Grievance Submission / Tracking', and 'Your Profile'. Below these tiles, the 'Your Selected Service(s)' section is visible, showing a list of applications. The first application, 'Water Connection - UD & MA', is highlighted, and a red box around the 'Check Status | Click Here' button is shown. The status bar at the bottom indicates 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days) Application Assigned to Consultant Consultant Pending Consultant completed Nodal Officer action pending Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department Meeting date has been finalized by nodal officer Nodal Officer reject Signatory Authority action pending (If applicable) Signatory Authority Reject (If applicable) Fees Pending Fees Paid Nodal Officer Recommended after Payment, pending for Water Department Nodal Officer recommended Signatory Authority action pending Signatory Authority approved	Click to Proceed

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

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

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

Latest status updated as **Signatory Authority approved.**

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Water Connection - UD & MA	Application Assigned to Consultant	Completed	
	Consultant Pending	Completed	
	Consultant completed Nodal Officer action pending	Completed	
	Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department	Completed	
	Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department	Completed	
	Meeting date has been finalized by nodal officer	Completed	
	Nodal Officer reject Signatory Authority action pending (If applicable)	Completed	
	Signatory Authority Reject (If applicable)	Completed	
	Fees Pending	Completed	
	Fees Paid	Completed	
	Nodal Officer Recommended after Payment, pending for Water Department	Completed	
	Nodal Officer recommended Signatory Authority action pending	Completed	
	Water Connection - UD & MA	Signatory Authority approved	Completed

4. Online Download of final approval certificate

The applicant has to '**Download Certificate**' to view further.

Applicant's Dashboard

Click on '**Download certificate.**'

Click Status [Click Here]

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days)	Download Certificate

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

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). 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 screenshot shows the 'Download Certificate' page on the SilpaSathi portal. The page header includes 'Ease of Doing Business | Single Window Services for Business' and navigation links like 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY/GRIEVANCES'. A notification banner at the top right says 'SWS-OBPAS_1101_2022_1375_WNS_water_SIG.pdf Completed - 517 KB'. The main content area is titled 'Download Certificate' and includes a greeting 'Dear Sample Name' and a thank you message. Below this is an 'APPLICATION SUMMARY' table with the following details:

APPLICATION SUMMARY	
UDMA Water Application No	SWS-OBPAS/101/2022/1375/WNS
ULB Name	Asansol
UDMA Water Certificate	Download Application PDF

A red box highlights the 'Download Application PDF' link. A green callout box with an arrow points to this link, containing the text 'Click on pdf icon.' At the bottom right, a 'Received Files' window shows the downloaded file 'SWS-OBPAS_110...water_SIG.pdf' with an 'Open' button.

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

The Final Certificate gets downloaded (Screenshot)


The screenshot shows the 'Certificate of Water Connection' document. The header includes the 'e-Grihanaksha' logo and the title 'Certificate of Water Connection'. The document is dated '21-09-2022'. The 'From' section identifies the issuer as 'The Chairperson, Board of Administrators, Asansol Municipal Corporation'. The 'To' section identifies the recipient as 'Mr. Sample Owner name, Sample Address'. The 'Subject' is 'Completion of water connection for building(s)'. The 'Ref' is 'AIN SWS-OBPAS/101/2022/1375/WNS dated 19/09/2022'. The 'Building Particulars' are 'Plot: LR-23 - 52, Premises Number - 56, Hasking No - 123, Mouza - Sample mouz, Ward-11, Block - -, Location - G.T.ROAD(T.P.MARKET-2), Asansol.' The certificate text states: 'Sir/Madam, With reference to the above, the said house(s) water line has been connected to existing water line of the ULB and on the basis of the report of Water Supply Department of the ULB, this connection is certified to be fit in all respect.' The document is signed by 'Mukesh Kumar, Chairperson, Board of Administrators' and includes a QR code and a 'Stamp is Verified' stamp.

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

One Approval certificate document has been illustrated below:

**E-Grihanaksha**
Online Building Plan Approval System

Certificate of Water Connection

Date: 21-09-2022

From :

The Chairperson
Board of Administrators
Asansol Municipal Corporation

To:


Mr. Sample Owner name
Sample Address

Subject: Completion of water connection for building(s)

Ref: AIN SWS-OBPAS/1101/2022/1375/WNS dated 19/09/2022

Building Particulars: Plot- LR-23 : 52, Premises Number - 56, Holding No - 123, Mouza - Sample mouz,
Ward-11, Block - -, Location - G.T.ROAD(T.P.MARKET-2), Asansol,

Sir/Madam,
With reference to the above, the said house(s) water line has been connected to existing water line of the
ULB and on the basis of the report of Water Supply Department of the ULB, this connection is certified to be
fit in all respect.



Yours faithfully
Signature Not Verified
Digitally Signed:
Name: Mukesh Kumar
Date: 21-Sep-2022 17:26:17
Reason: Permanent Water Connection
Location: Asansol

Mukesh Kumar
Chairperson
Board of Administrators

Page 1/1

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) 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 logging into the portal.

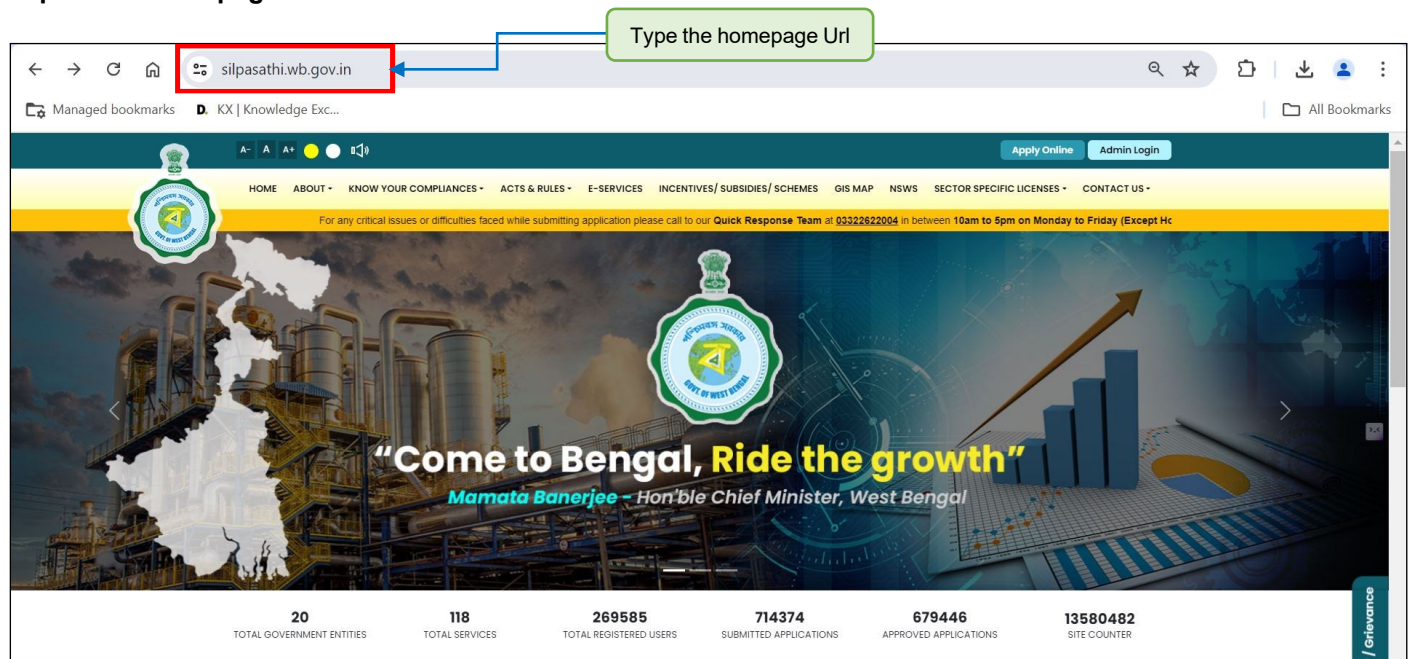
Third part verification process

The applicant or any user has to log in to <https://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):

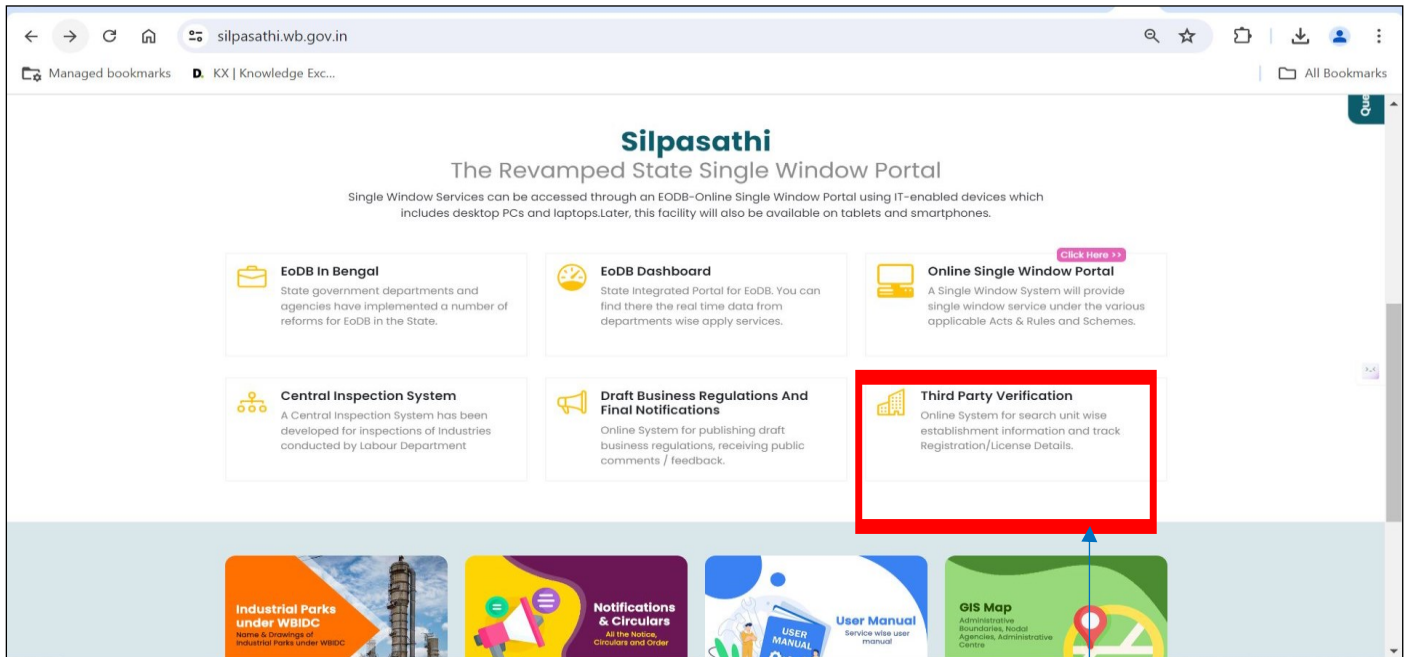
SilpaSathi Homepage



User Manual

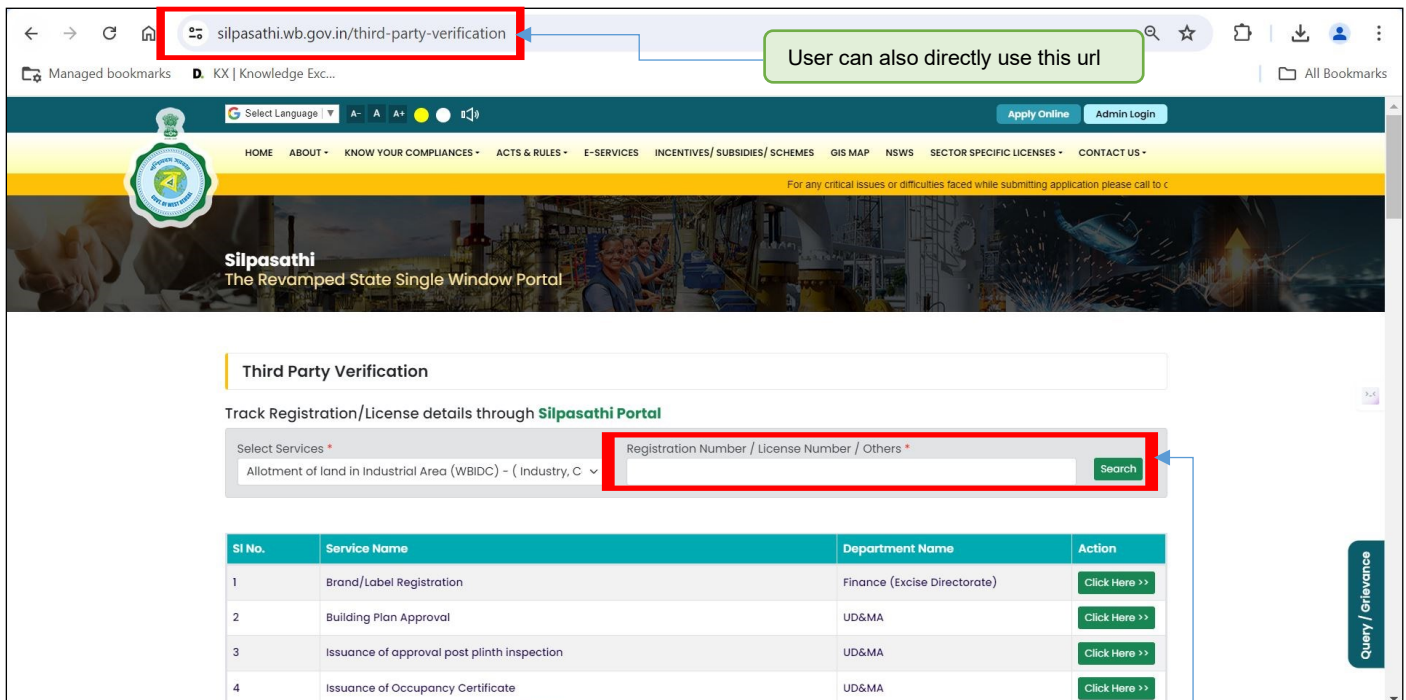
Water Connection – (UD&MA) and Certificate of Non-availability of water

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



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.

Select 'Third Party Verification'



Enter Registration number/ License number to view details.

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

Track Registration/License Details

Select Services *
Water Connection - (UD &MA)

Registration Number / License Number / Others *
SWS-OBPAS/1101/2022/1375/WNS

Search

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

The third party can view the details as illustrated below:

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

Track Registration/License Details

Select Services *
Water Connection - (UD & MA)

Registration Number / License Number / Others *
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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NATIONAL INFORMATICS CENTRE NIC

SWAS

88°F Cloudy

ENG IN 15:38 21-09-2022

User Manual

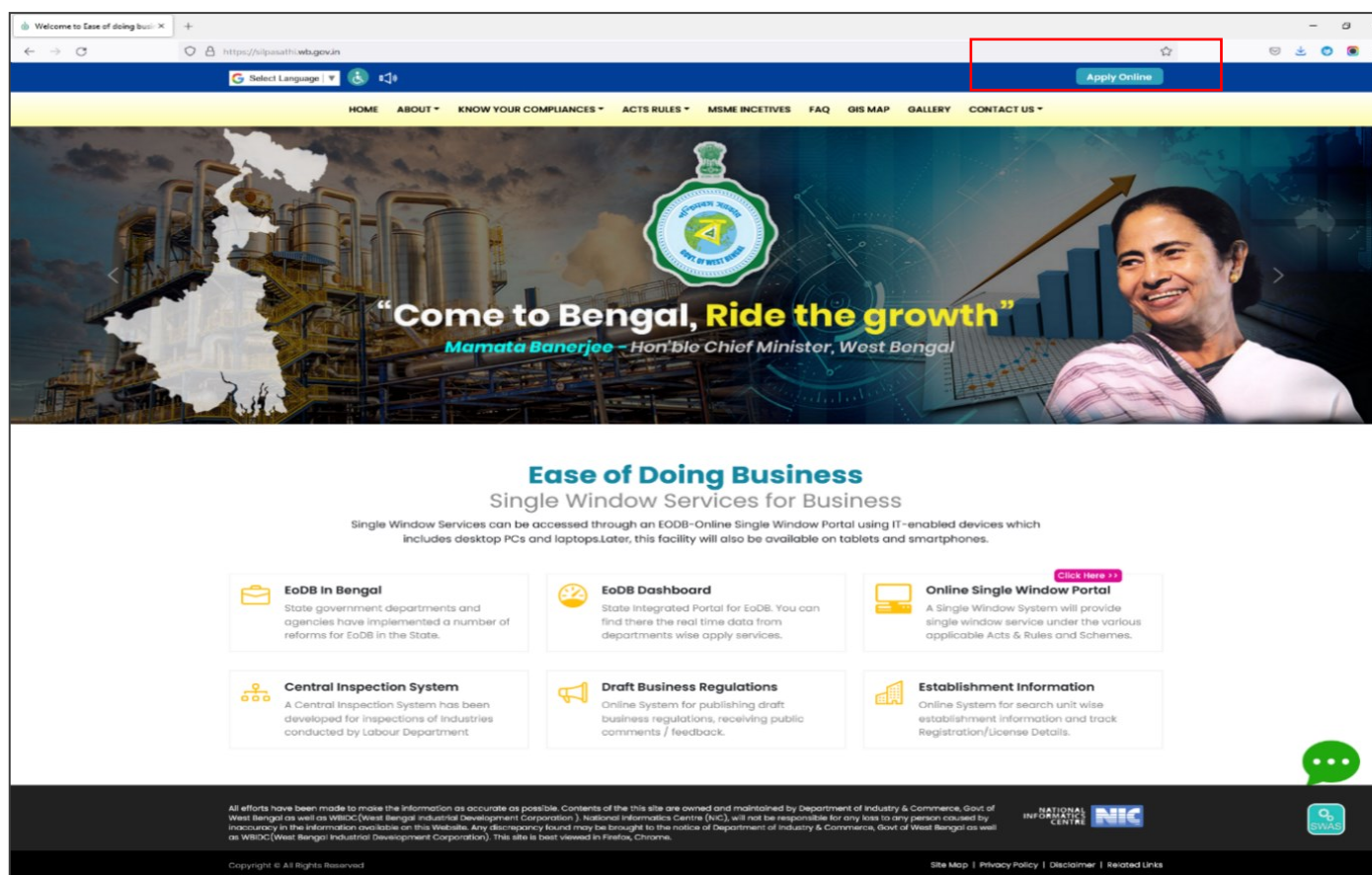
Water Connection – (UD&MA) and Certificate of Non-availability of water

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

B. Certificate of Non-Availability of Water

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.

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

Select the required category to proceed with the application.

Silpasathi
State Single Window Portal for Industries

Silpasathi Portal is intended to provide statutory licences/certificates/registrations/renewals/incentives to Industry / Business / Commercial / Charitable Society / Govt. entities.

If you are an Industry / Business / Commercial / Charitable Society / Govt. entity *

☐ MSME Sector(UDYAM) ☐ Large Industries(JEM PART-A) ☐ Large Industries(JEM PART-B) ☐ Charitable Society

☐ Govt. Entities ☐ Exempted Category

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**.

Sign In'. The background of the page shows an industrial scene with cooling towers. The footer includes 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRAL NIC'."/>

Ease of Doing Business
Single Window Services for Business
"To Ride the growth,
register your service"

User Registration

First Name

Middle Name

Last Name

Mobile Number

Email

Gender ☒ Male ☐ Female ☐ Transgender

sadhansu

Confirm Password

Register

Already have an account? [Sign In](#)

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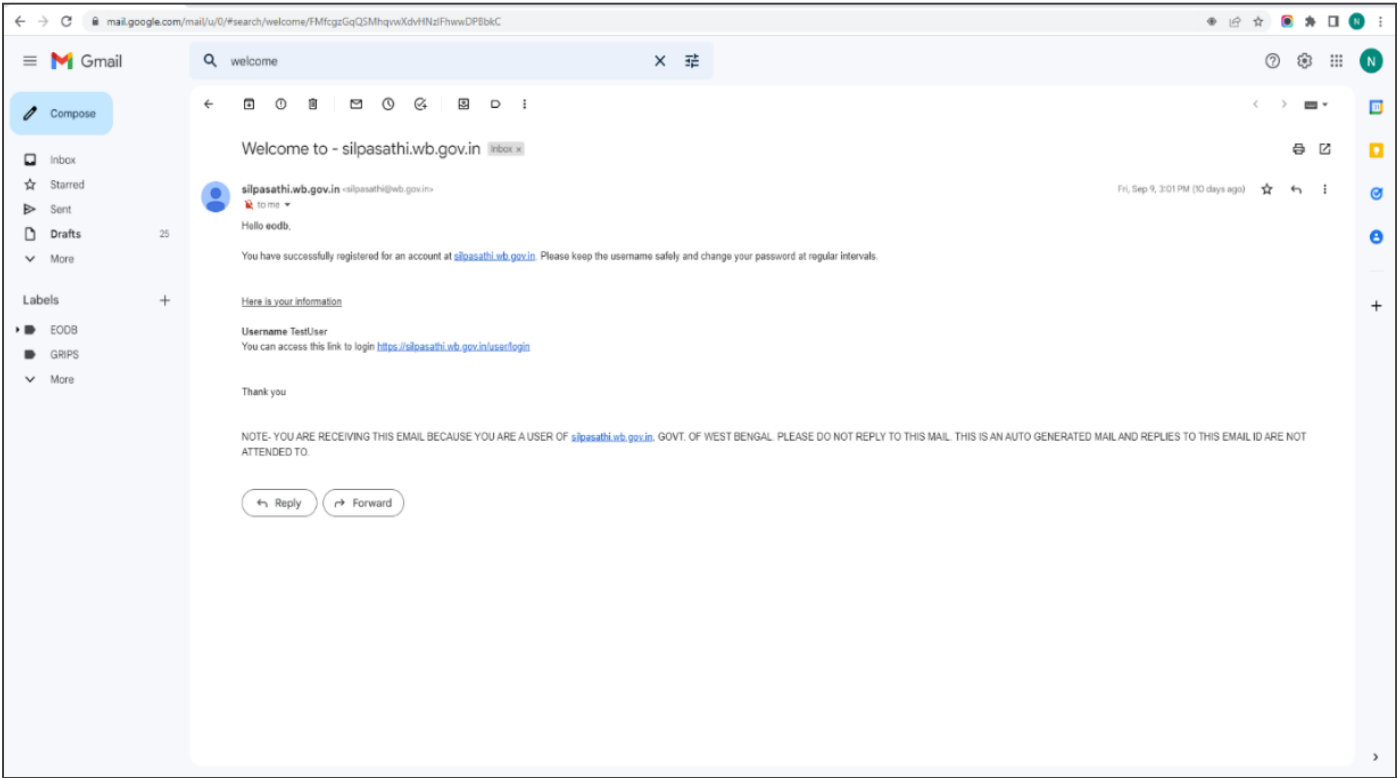
Design & Developed By NATIONAL INFORMATICS CENTRAL NIC

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

User Manual

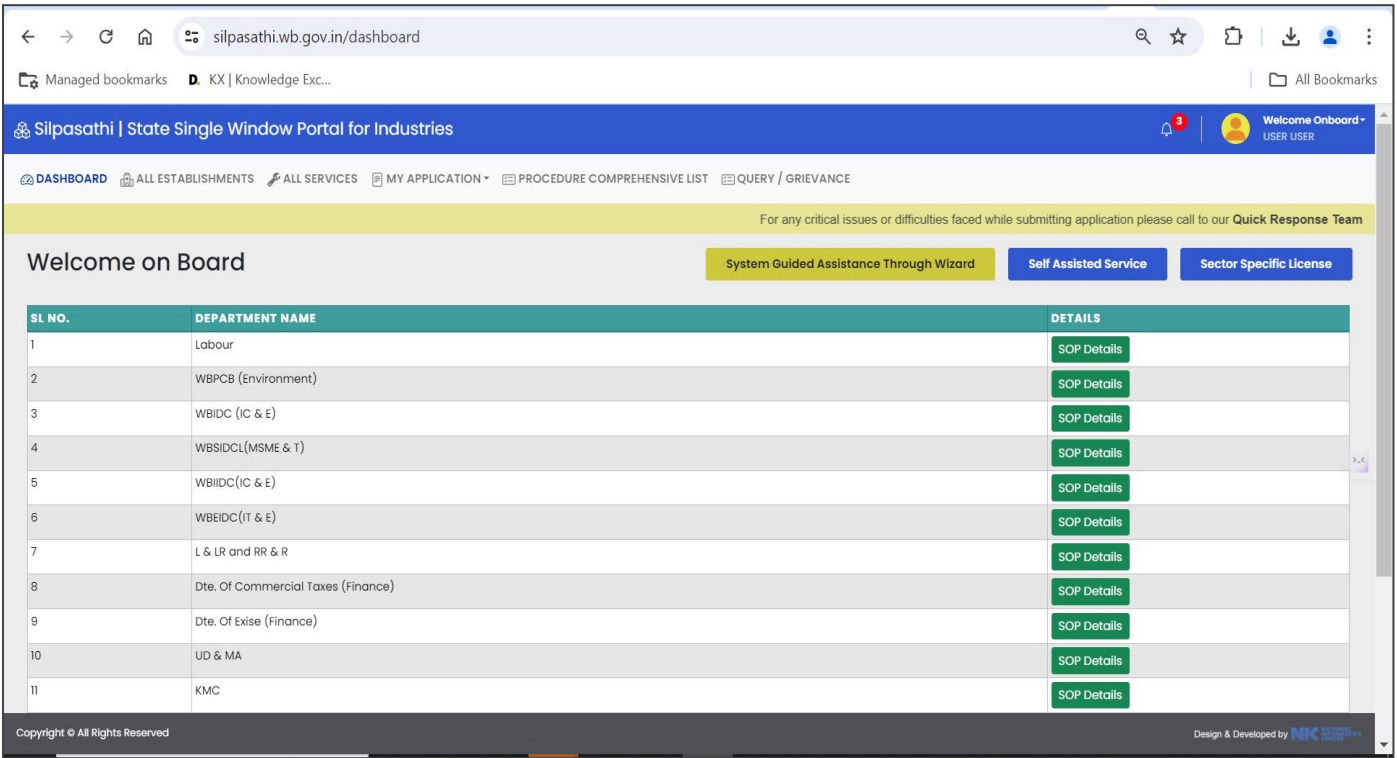
Water Connection – (UD&MA) and Certificate of Non-availability of water

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



Online Application submission

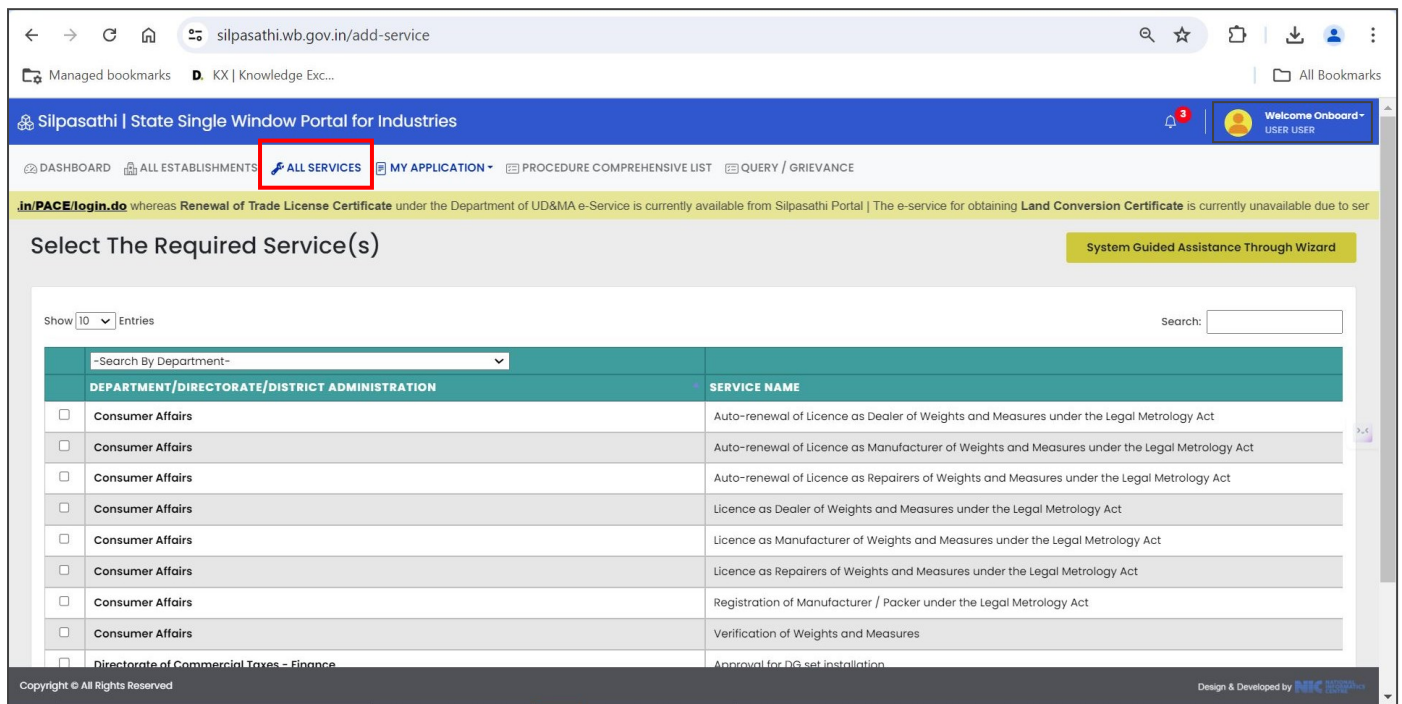
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



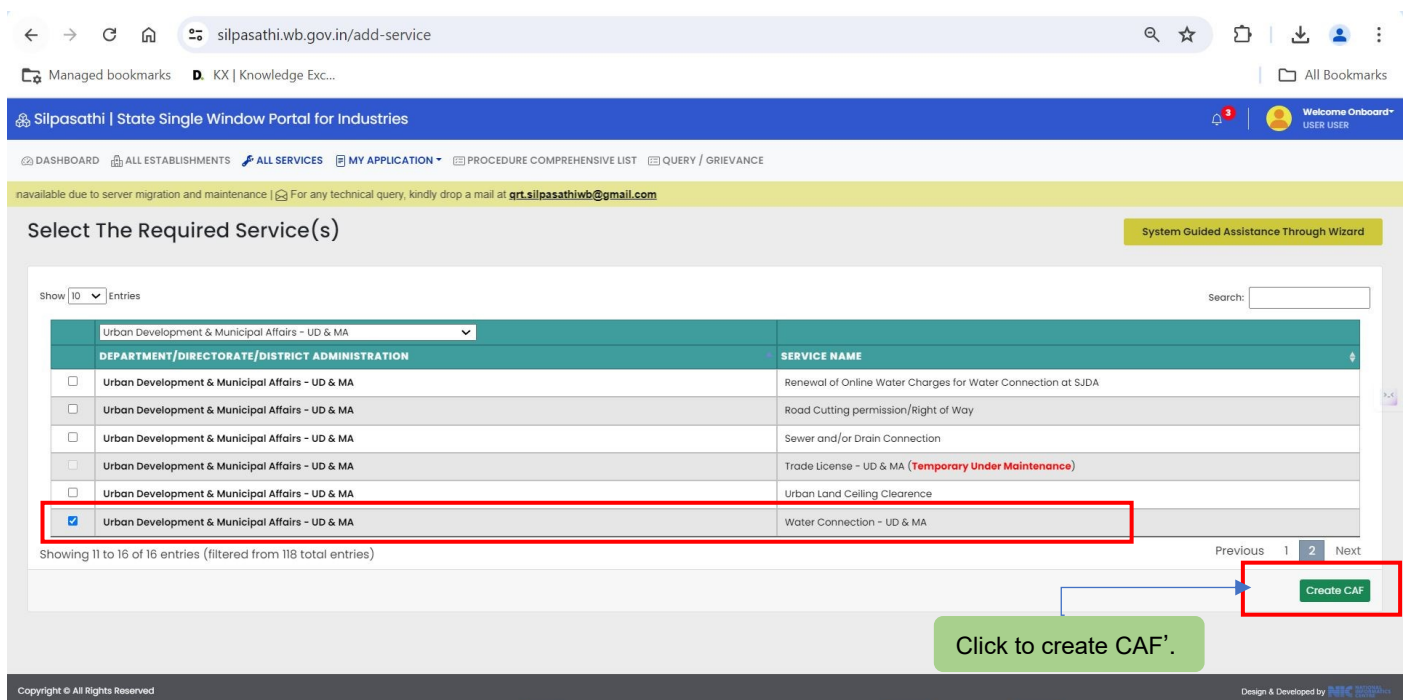
User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) 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 '**Water Connection– UD&MA.**



User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). After selecting the service '**Water Connection – 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.

Applicant's Dashboard

CAF ID generated.

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

The screenshot displays the SilpaSathi dashboard at silpasathi.wb.gov.in/dashboard. A green notification box at the top left states "CAF ID generated." A green callout box at the top right instructs the user to "Click on 'Apply Online' to proceed with the application." The dashboard header includes the SilpaSathi logo and the text "State Single Window Portal for Industries". A red box highlights a green checkmark icon and the text "Service Added Successfully". The main content area features several service tiles: "Add Establishment", "System Guided Assistance Through Wizard", "Self Assisted Service", "Sector Specific License", "Query / Grievance Submission / Tracking", and "Your Profile". Below these tiles, a section titled "Your Selected Service(s)" displays a table with the following data:

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTPS Timeline: 15 days) ● Application Assigned to Consultant —● Consultant Pending —● Consultant completed Nodal Officer action pending —● Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department —● Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department —● Meeting date has been finalized by nodal officer —● Nodal Officer reject Signatory Authority action pending (if applicable) —● Signatory Authority Reject (if applicable) —● Fees Pending —● Fees Paid —● Nodal Officer Recommended after Payment, pending for Water Department —● Nodal Officer recommended Signatory Authority action pending —● Signatory Authority approved	

Below the table, three business reference IDs are listed: "BUSINESS REFERENCE ID : CAF2024528301", "BUSINESS REFERENCE ID : CAF2024508460", and "BUSINESS REFERENCE ID : CAF2024494845". Each ID has an "Apply Online" button next to it. A red box highlights the "Apply Online" button for the first ID. The footer of the dashboard includes the text "Copyright © All Rights Reserved" and "Design & Developed by NIC".

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):

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFlqMnZrY2plZz09/V3oxR2toNctDUHpsREJyUVUwdE9TZz09

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Silpasathi | State Single Window Portal for Industries

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

For any critical issues or difficulties faced while submitting

Common Application Form

Process Start 1 10%

Applicant Details

Applicant Type* Organisation	Applicant Sub Type (In Case Of Applicant Type Is 'Authorised By Registered Power Of Attorney') Select Sub-Type	
Salutation* Ms.	Name* OLIVIA BANERJEE	Mobile Number* 827-...
Email ID* ABC1234@GAMIL.COM	Address* 73F SOUTH	Post Office* ASANSOL
PIN* 700030	Police Station* ASANSOL	Aadhar Number* 884-...
Photo ID Type Driving Licence	Photo ID No I234	PAN* HPM...

Organisation Details

Organisation Type* Pvt Ltd Company	Other Organisation Type Other Organisation Type	Organisation Name* ABCXYZ
---------------------------------------	--	------------------------------

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silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFlqMnZrY2plZz09/V3oxR2toNctDUHpsREJyUVUwdE9TZz09

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Silpasathi | State Single Window Portal for Industries

3 Welcome Onboard* USER USER

Organisation Details

Organisation Type* Pvt Ltd Company	Other Organisation Type Other Organisation Type	Organisation Name* ABCXYZ
Applicant Designation* Ms.	Organisation PAN No* I234	Organisation TAN No* I234
Land Owner Name* ABC		

Site Details

ULB Name* Asansol	District* Paschim Bardhaman	ULB Type* Municipal Corporation
Ward No -select-	Block -select-	Location / Street Name -select-
Police Station* Asansol PS(N)	Plot Is Subdivided -select-	Plot SubDivision No Plot SubDivision no
Borough No* 12	Holding No* 12	Premises Number* 12
Mouza* 12	JL No* 12	Nearest Land Mark* TELEPHONE OFFICE
Post Office* Asansol	PIN* 700030	Assessee Number* I2345678

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silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFlqMnZrY2plZz09/V3oxR2toNctDUHpsREJyUVUwdE9TZz09

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Post Office* Asansol	PIN* 700030	Assessee Number* I2345678
Assessee Name* ABCXYZ		
Plot Type -select-	Plot No Plot No	Khatian No Khatian No

Add More Field

SL NO	PLOT TYPE	PLOT NO	KHATIAN NO	ACTION
No data found!				

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

The screenshot shows the SilpaSathi portal interface for the Water Connection (UD&MA) application. The browser address bar displays the URL: silpasathi.wb.gov.in/caf/application58/QzB1aER5VHZpdW4yWFlqMnZrY2plZz09/V3oxR2toNctDUHpsREJyUVUwdE9TZz09. The form is titled "Engaged Personnel Detail" and "Specifications". The "Engaged Personnel Detail" section includes fields for Consultant Name (DEBABRATA MISHRA), Salutation (Salutation), Consultant Type (Licenced Building Surveyor), Class (Not For Architect/ Structural Reviewer), Email Address (jyotshnoudyog@gmail.com), and Mobile No (9434312614). The "Specifications" section includes fields for Select Building Category (Building with mixed occupancies), Residential Sub Type (Only In Case Of Residential/Co-Operative Housing Buildings), Building Permit No (12), Building Permit Sanction Date (03-06-2024), Occupancy Certificate (Full/Partial/Blockwise) Approval Number (1234), and Occupancy Certificate Approval Date (26-06-2024). The "Land Details" section includes fields for Land Area As Per Deed (Square Meter) (12) and Land Area As Per Measurement (Square Meter) (12). A "Save & Continue" button is highlighted with a red box.

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

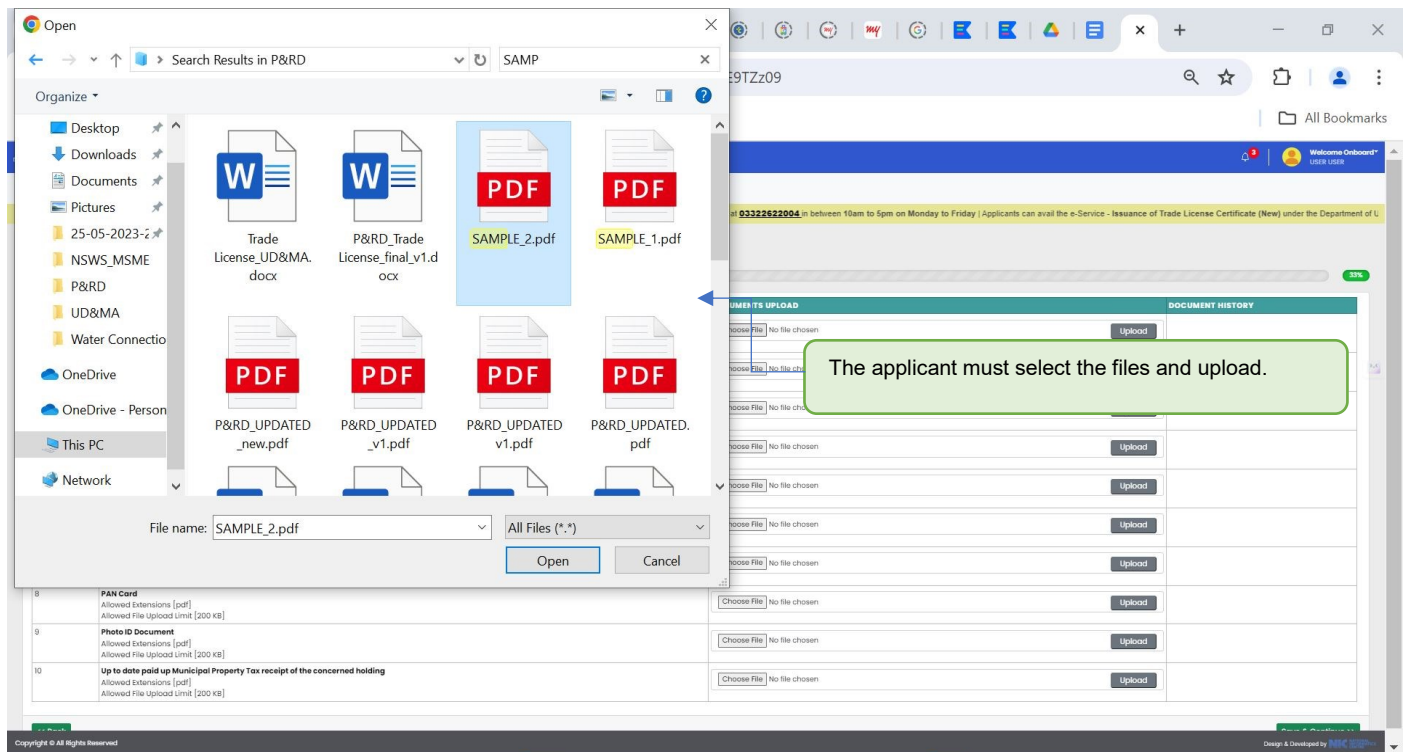
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

The screenshot shows the SilpaSathi portal interface for the document upload process. The browser address bar displays the URL: silpasathi.wb.gov.in/caf/upload-document/V3oxR2toNctDUHpsREJyUVUwdE9TZz09. The page title is "Upload Documents - CAF2024528301". A progress bar shows 33% completion. A table lists documents to be uploaded, including Certificate of Licensed Plumber, Copies of approved final layout drawing of house sewer pipe/drain, Copies of approved final layout drawing of water line, Copy of approved Completion Plan, Occupancy Certificate, Organisation PAN, Organisation TAN, PAN Card, Photo ID Document, and Up to date paid up Municipal Property Tax receipt of the concerned holding. Each document has a "Choose File" button and an "Upload" button. A red box highlights the document list and upload buttons.

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB). 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.



The applicant is required to upload **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.

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

silpasathi.wb.gov.in/caf/upload-document/V3oxR2toNctDUHpsREJyUVUwdE9TZz09

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Silpasathi | State Single Window Portal for Industries

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

Ignition and maintenance | For any technical query, kindly drop a mail at grt.silpasathiwb@gmail.com

Upload Documents - CAF2024528301

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	Certificate of Licensed Plumber Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
2	Copies of approved final layout drawing of house sewer pipe/drain Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
3	Copies of approved final layout drawing of water line Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_1.pdf Remove	
4	Copy of approved Completion Plan Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
5	Occupancy Certificate Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
6	Organisation PAN Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_1.pdf Remove	
7	Organisation TAN Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
8	PAN Card Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
9	Photo ID Document Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	
10	Up to date paid up Municipal Property Tax receipt of the concerned holding Allowed Extensions [pdf] Allowed File Upload Limit [200 KB]	SAMPLE_2.pdf Remove	

Save & Continue >>

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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.

silpasathi.wb.gov.in/caf/application-preview/V3oxR2toNctDUHpsREJyUVUwdE9TZz09/dUZvWmR6bVA5L0xySGgzChlweHIUUT09

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Silpasathi | State Single Window Portal for Industries

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

Documents upload successful.

For any critical issues or difficulties faced while submitting application please call to our Quick Response Team

Successfully Uploaded
Documents has been successfully uploaded.

Common Application Form Preview - CAF2024528301

APPLICANT REGISTRATION INFORMATION	
1. Applicant Details	
Applicant Type	Organisation
Applicant Sub Type	
Salutation	Ms.
Applicant Name	OUVIA BANERJEE
Mobile Number	8274089310
Email ID	ABC1234@GMAIL.COM
Address	73F SOUTH
Post Office	ASANSOL
PIN	700030
Police Station	ASANSOL
Aadhar Number	894783442735
Applicant Photo Type	Driving Licence
Photo ID No	1234
PAN	HPMP56122H
Applicant Type	Driving Licence
2. Organization Details	
Organisation Type	Pvt Ltd Company
Other Organisation Type	
Organisation Name	ABCXYZ
Applicant Designation	Ms.
Organisation PAN No	1234

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User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

← → ↺ 🏠 silpasathi.wb.gov.in/caf/application-preview/V3oxR2toNCtDUHpsREJyUVUwdE9TZz09/dUZvWmR6bVA5L0xySGgzCHlweHIUUT09 🔍 ☆ 📁 👤 ⋮

📁 Managed bookmarks D. KX | Knowledge Exc... 📁 All Bookmarks

Silpasathi | State Single Window Portal for Industries 1 🏠 Welcome Onboard* USER USER

2. Organization Details	
Organisation Type	Pvt Ltd Company
Other Organisation Type	
Organisation Name	ABCXYZ
Applicant Designation	MR.
Organisation PAN No	1234
Organisation PAN No	1234
Organisation TAN No	1234
Land Owner Name	ABC
3. Owner Details	
Same as Applicant ?	Yes
Owner Type	
Solution	
Organization Name/ Owner Name	
Mobile Number	
Email ID	
Address	
PIN	
Aadhar Number	
Photo ID Type	
Photo ID No	
4. Site Details	
ULB Name	Asansol
District	Paschim Bardhaman
ULB Type	Municipal Corporation
Ward No	
Location / Street Name	0
Police Station	Asansol PS(N)
Plot is Subdivided	
Plot SubDivision no	
Borough No	12
Holding No	12
Premises Number	12
Mouza	12

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← → ↺ 🏠 silpasathi.wb.gov.in/caf/application-preview/V3oxR2toNCtDUHpsREJyUVUwdE9TZz09/dUZvWmR6bVA5L0xySGgzCHlweHIUUT09 🔍 ☆ 📁 👤 ⋮

📁 Managed bookmarks D. KX | Knowledge Exc... 📁 All Bookmarks

Post Office	Asansol
PIN	700030
Assessee Number	12345678
Assessee Name	ABCXYZ
5. Engaged Personnel Detail	
Consultant Name	DEBABRATA MISHRA
Solution	
Consultant Type	Licensed Building Surveyor
Class (Not for Architect/ Structural Reviewer)	II
Email Address	jjyotshnauudyog@gmail.com
Mobile No	9434312914
6. Specifications	
Select Building Category	Building with mixed occupancies
Residential Sub Type (Only in case of Residential/Co-operative Housing buildings)	
Building Permit No	12
Building Permit Sanction Date	03-06-2024
Occupancy Certificate (Full/Partial/Blockwise) Approval Number	1234
Occupancy Certificate Approval Date	26-06-2024
7. Land Details	
Land Area as per deed (Square Meter)	12
Land area as per measurement (Square Meter)	12
UPLOADED SUPPORTING DOCUMENTS	
PAN Card	View
Photo ID Document	View
Organisation PAN	View
Organisation TAN	View
Copy of approved Completion Plan	View
Certificate of Licensed Plumber	View
Copies of approved final layout drawing of water line	View
Copies of approved final layout drawing of house sewer pipe/drain	View
Up to date paid up Municipal Property Tax receipt of the concerned holding	View
Occupancy Certificate	View
<input type="checkbox"/> I Herewith Declare That The Particulars Given Above Are True To The Best Of My Knowledge And Belief*	
Submit	

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Declaration statement

Click on submit for submission of application.

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

Water Connection – (UD&MA) and Certificate of Non-availability of water

[←](#) [→](#) [🔄](#) [🏠](#) silpasathi.wb.gov.in/caf/submitted/b2Jsl1A1WEkrQ09hZFpNbkIIMVpUQT09/V3oxR2toNctDUHpsREjYUVUwdE9TZz09 🔍 ☆ 📁 | 👤 USER

Managed bookmarks D KX | Knowledge Exc... All Bookmarks

Silpasathi | State Single Window Portal for Industries 🛎️ 3 Welcome Onboard - USER USER

DASHBOARD 🏢 ALL ESTABLISHMENTS ⚙️ ALL SERVICES 📄 MY APPLICATION ▾ 📋 PROCEDURE COMPREHENSIVE LIST 🗉 QUERY / GRIEVANCE

For any critical issue

CAF2024528301 – Current Status

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Water Connection - UD & MA	Application Assigned to Consultant	Completed	
	Consultant Pending	Pending	
	Consultant completed Nodal Officer action pending	Pending	
	Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department	Pending	
	Dealing Assistant completed Nodal Officer action pending & Action taken by Water Department	Pending	
	Meeting date has been finalized by nodal officer	Pending	
	Nodal Officer reject Signatory Authority action pending (If applicable)	Pending	
	Signatory Authority Reject (If applicable)	Pending	
	Fees Pending	Pending	
	Fees Paid	Pending	
	Nodal Officer Recommended after Payment, pending for Water Department	Pending	
	Nodal Officer recommended Signatory Authority action pending	Pending	
	Signatory Authority approved	Pending	
Water Connection - UD & MA	Signatory Authority approved	Pending	

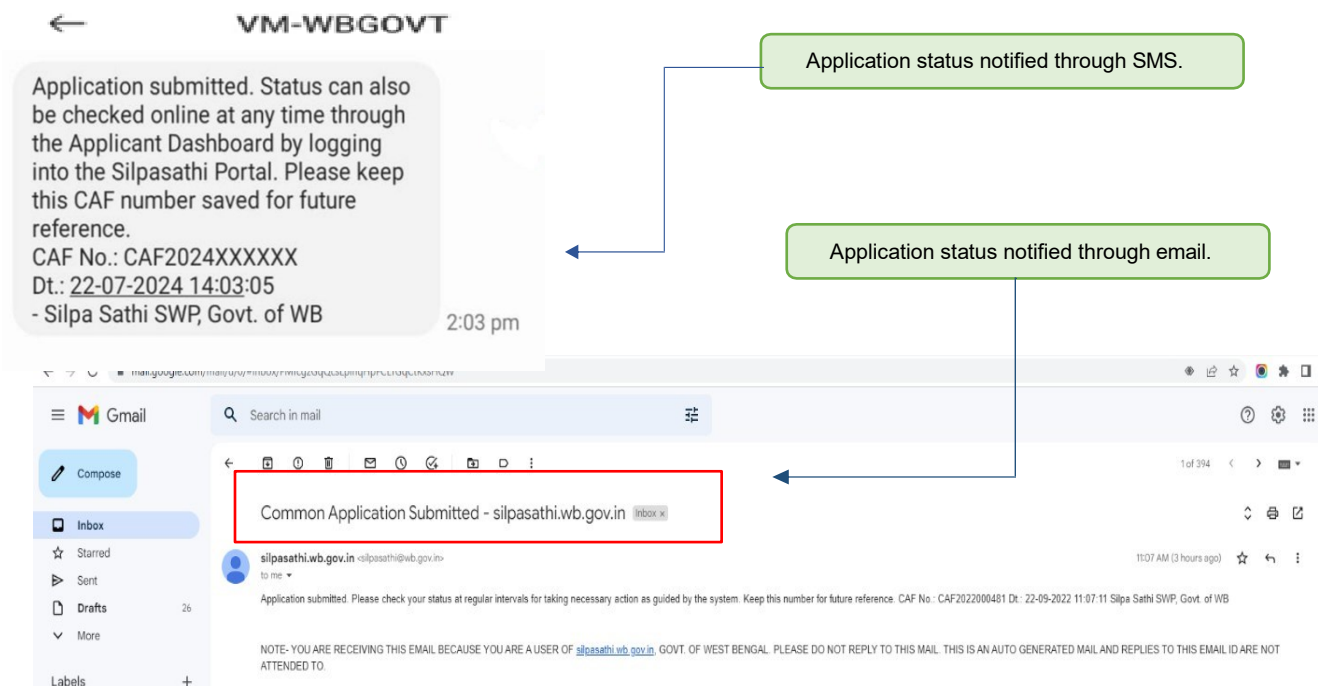
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User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

Water Connection (UD&MA) 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.



User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

The applicant can now see the status of his application in the dashboard. In certain cases, the application gets rejected by the concerned officials. It is further decided by the Department that the Water connection cannot be provided in the area and hence the certificate for non-availability of water is issued to the applicant. to the applicant.

The application has been rejected by the Signatory Authority and certificate for non-availability of water is provided to the applicant.

The screenshot shows the SilpaSathi dashboard with the following elements:

- Header: Silpasathi | State Single Window Portal for Industries
- Navigation: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific License, Query / Grievance Submission / Tracking, Your Profile
- Section: Your Selected Service(s) (Please click on to Check Status [Click Here] button every time at log in to get your updated status and Actionables)
- Note: * Note: The applications not submitted post 90 days would be removed from the system.
- Table of Selected Services:

SL NO.	SERVICE	ACTION
1	Water Connection - UD & MA (WBRTS Timeline: 15 days) Application Assigned to Consultant Nodal Officer recommended Dealing Assistant action pending & Assigned to Water Department Meeting date has been finalized by nodal officer Fees Pending Signatory Authority approved	Download Certificate

The applicant can download the certificate by clicking on the pdf icon.

The screenshot shows the 'Download Certificate' page with the following elements:

- Header: Silpasathi | State Single Window Portal for Industries
- Navigation: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, QUERY / GRIEVANCE, USER MANUAL
- Message: Dear Narendra Nath Das
- Text: Thank you for using West Bengal Single Window Services, please download your certificate
- Table: APPLICATION SUMMARY

APPLICATION SUMMARY	
UDMA Water Application No	SWS-OBPAS/1101/2025/0056/WNS
ULB Name	Asansol
UDMA Water Certificate	Download Application PDF

User Manual

Water Connection – (UD&MA) and Certificate of Non-availability of water

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

The certificate as downloaded from the portal.



Sample Certificate as below.

