

Power (WBSEDCL):

Obtaining Electricity connection

without the need for a physical touch point for document submission for:

- I. Obtaining New electricity connection.
- II. Obtaining Drawing Approval from Electrical Inspectorate
- III. Sanction of power supply

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

User Manual

Electricity Connection (WBSEDCL) – Power and Approval of Drawing by CEI

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 **Electricity Connection (WBSEDCL)** and **Approval of Drawing by CEI** 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

Electricity Connection (West Bengal State Electricity Distribution Company Limited) is required for obtaining for electricity connection. The Electricity Connection service is a crucial utility that provides households and businesses with access to a steady supply of electricity. For Electricity Connection of Load greater than or equal to 200 KVA, the applicant has to obtain approval of drawing for Electrical Installation by CEI. Statutory approval of drawings from the Electrical Inspectorate of the respective state requires the applicant to first submit the drawings of the electrical installation to the office of the Chief Electrical Inspector. 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.	Passport size photo of Applicant	A passport-sized photograph, also known as a passport photo, is a standard requirement for visa applications and passport updates

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#	Documents Required	Detailed Description
2.	Voter Card	The Voter Card, also known as the Electoral Identity Card, is a crucial document issued by the Election Commission of India to Indian citizens
3.	Telephone Bill	A telephone bill is a document that details the charges and services used by a customer from their telecommunications provider
4.	Land Ownership Document (Property Paper)	Property paper refers to a document that describes the ownership and legal rights associated with a piece of property, such as a house, land, or building. It outlines the terms and conditions of ownership, including any mortgages, liens, or other encumbrances
5.	Land Ownership Document (Purchase Deed)	A purchase deed, also known as a sale deed, is a legal document that formalizes the transfer of a property from a seller to a buyer.
6.	Land Ownership Document(Tax Receipt of Panchayat)	A tax receipt from a Panchayat is an official document that confirms payment of taxes or other fees to the local government in India.
7.	Land Ownership Document (Tax Receipt of Municipality)	Land Ownership Document, also known as Tax Receipt of Municipality, is a crucial document that proves an individual's ownership and registration of a property with the local government

Timeline (WBRTPS)

Electricity Connection (WBSEDCL) has an WBRTPS timeline of 7 days till approval by the authorities.

Instructions related to the application form

SI. No.	Field Name	Instructions		
Regional Office / Customer Center Selection				
1.	Load Category	Select from load category (less than 50 KVA/ 50KVA to 200KVA/ greater than 200 KVA and less than 1500 KVA/ 1500 KVA and above)		
2.	Select Region	Select from the list of districts		
3.	Please select CCC	Select Area from dropdown		
Service Connection Address				
1.	Address Line	Enter address in detail		
2.	Pincode	Enter pincode		

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SI. No.	Field Name	Instructions	
3.	District	Enter district	
4.	Nearest Pole	Location of nearest pole for electricity connection	
5.	Nearest Landmark	Location of nearest landmark	
Communi	ommunication Address		
1.	Pincode	Enter pincode	
2.	Address	Enter address in detail	
General Ir	nformation		
1.	Type of Industry	Select from industry (Agarbatti/ Attachaki / Ball Pen Refill/ etc)	
2.	Purpose of Supply	Industry/ Public/ Water/ Agriculture/ Food processing/ Streetlight/ etc	
3.	First Name	Enter first name	
4.	Last Name	Enter last name	
5.	Email ID	Enter email id	
6.	Mobile Number	Enter mobile number	
7.	PAN No.	Permanent Account Number	
8.	Aadhar Number	Enter Aadhar card number	
9.	Category of Connection	Private/ Govt/ Statutory body/ local	
Technical	Information		
1.	Category / Jurisdiction	Panchayat/ Jurisdiction	
2.	Consumer Phase	Single phase/ Three phase	
3.	Meter Cost Deposit by Consumer	Select Yes/ No	
4.	Number of Installment	Enter manually	
Consume	r Load Details		
1.	Load Applied for (in KVA)	Value to be added manually	
Upload Do	ocument Details		
1.	Do you want to upload two documents and photo	Select Yes / No	
2.	Passport / Voter ID/ Telephone Bill	Upload	
3.	Land Ownership Document	Upload	
4.	Photo of Applicant	Upload	

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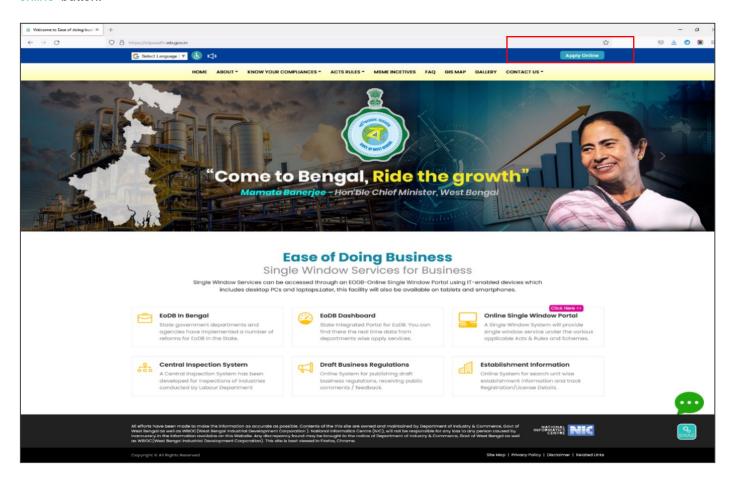
Application Process through SilpaSathi

I. Obtaining New Electricity Connection

A. Electricity Connection for Load greater than or equal to 200 KVA

1. Online Application submission along with online submission of documents

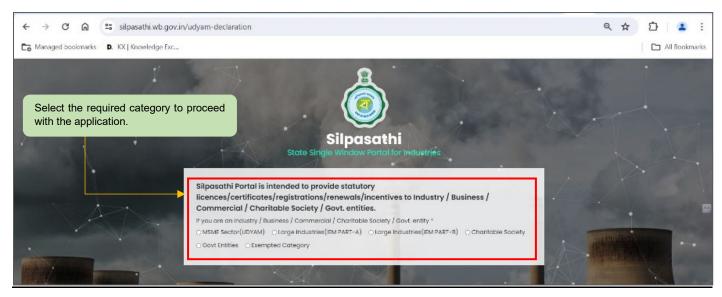
In order to complete the user registration, the applicant has log on to https://silpasathi.wb.gov.in/ and click on 'Apply online' button.



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

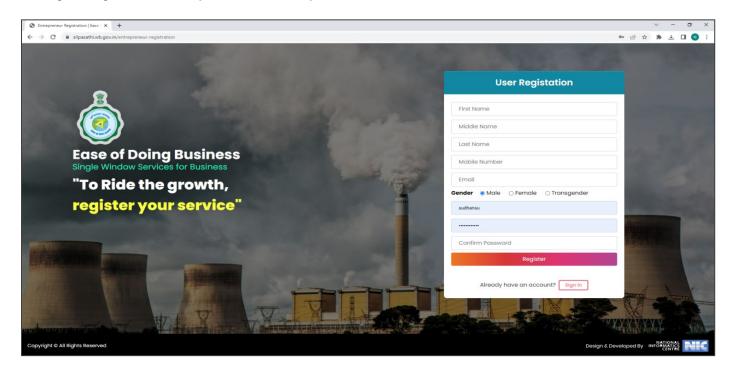
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

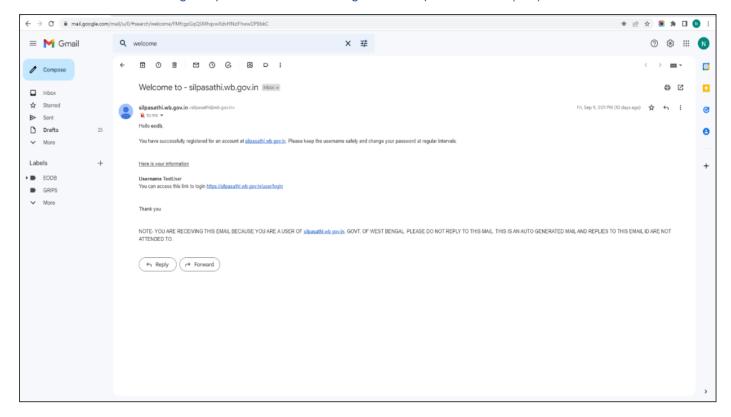
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

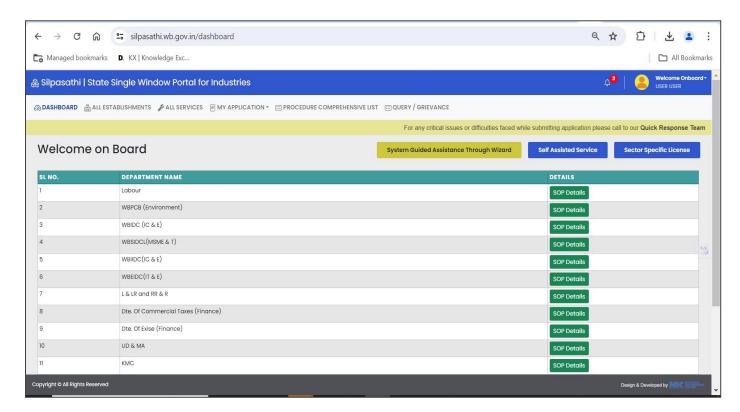
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Online Application submission

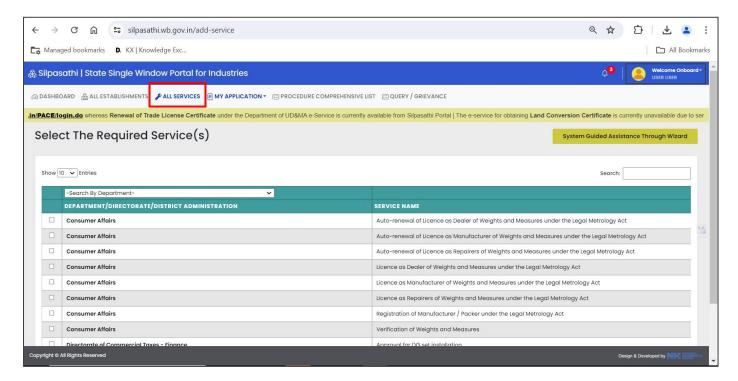
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



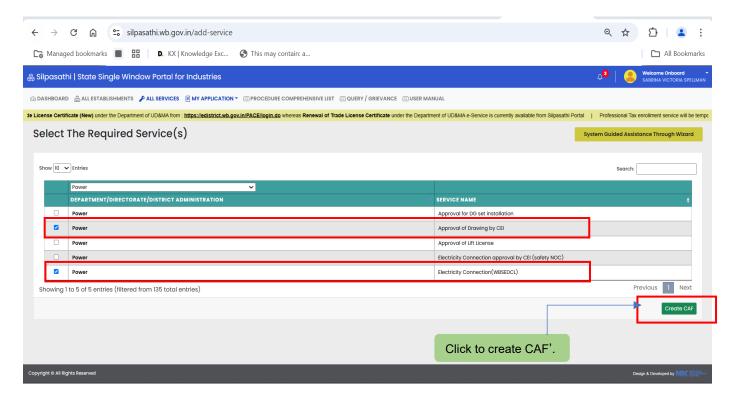
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named Electricity Connection (WBSEDCL) – Power and Approval of Drawing by CEI

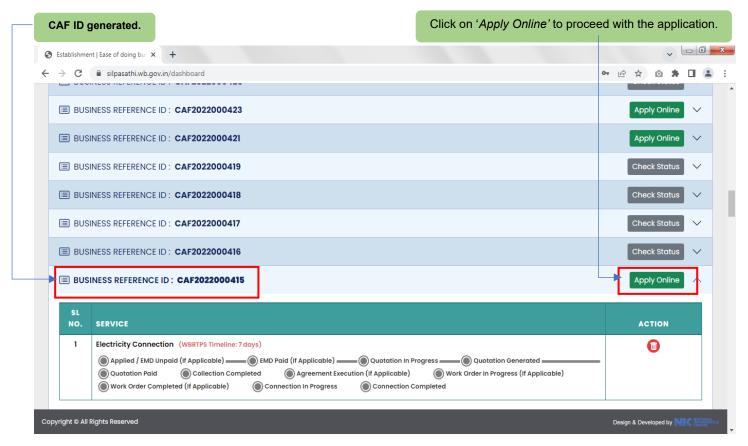


After selecting the services **Electricity Connection (WBSEDCL)** and **Approval of Drawing by CEI** the applicant has to click on <u>'Create CAF'</u>. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

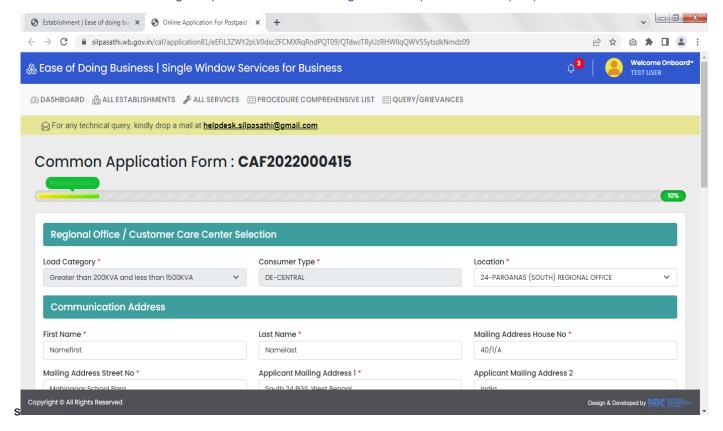


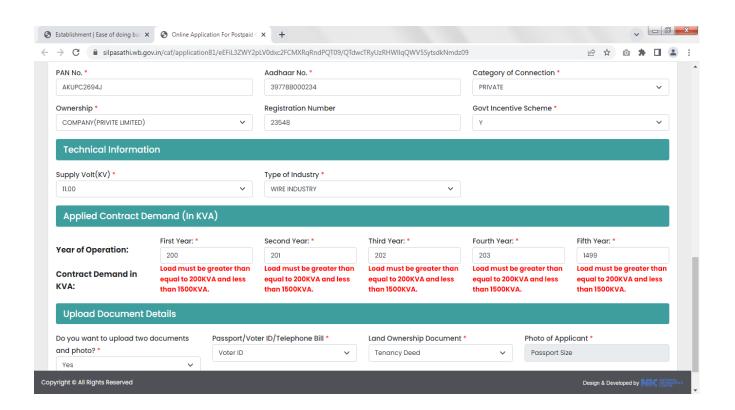
After clicking on '<u>Apply Online'</u> option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Applicants will be redirected to the common application form with the necessary details required for the welcome letter to get issued.

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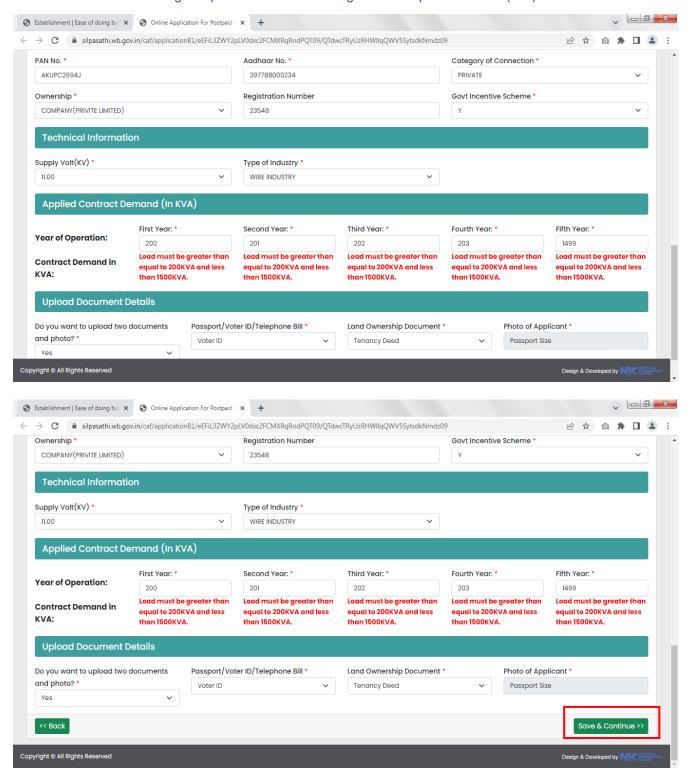
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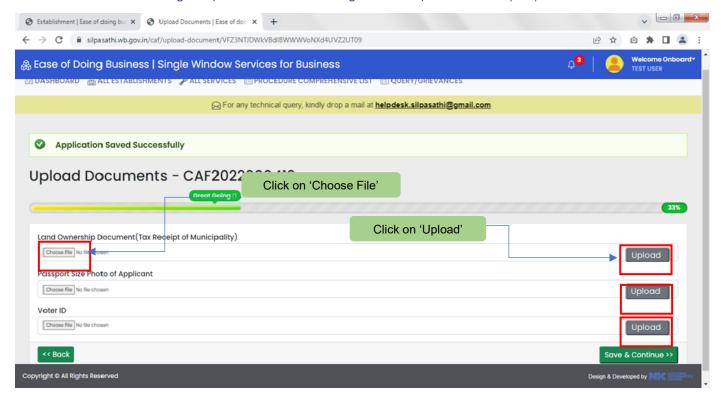


Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit'</u> button for final submission of the application.

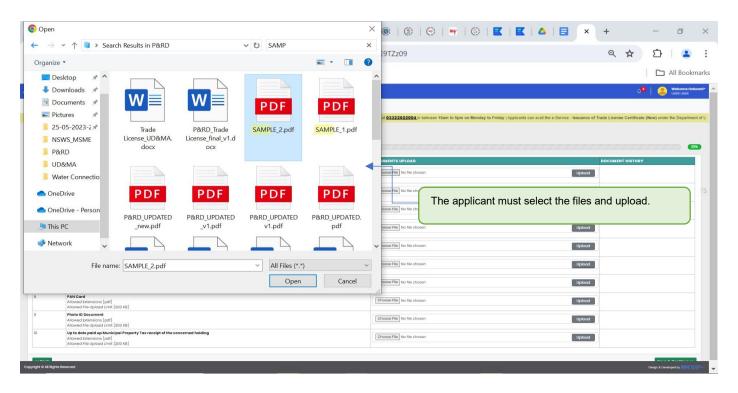
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

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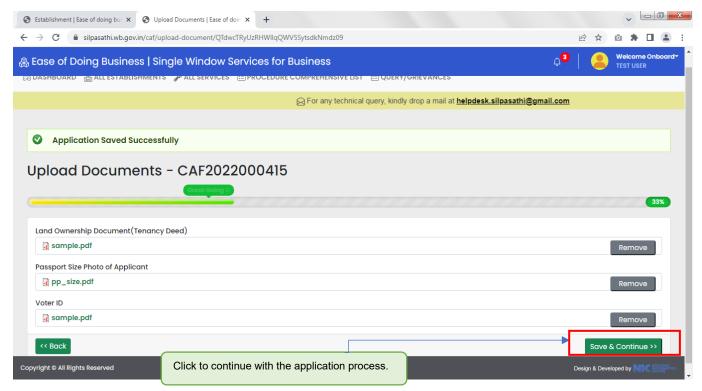
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



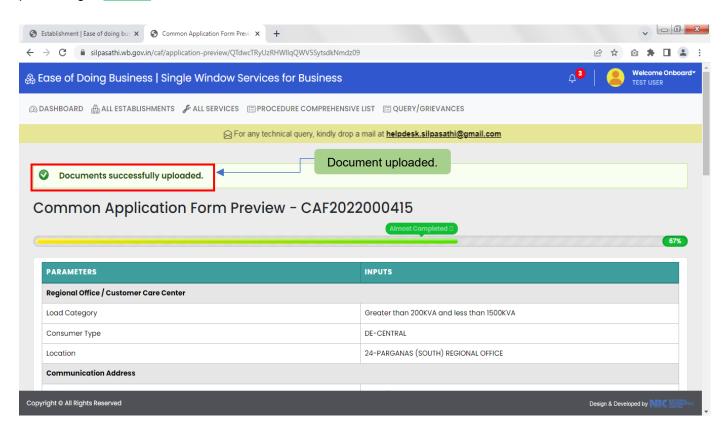
The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.

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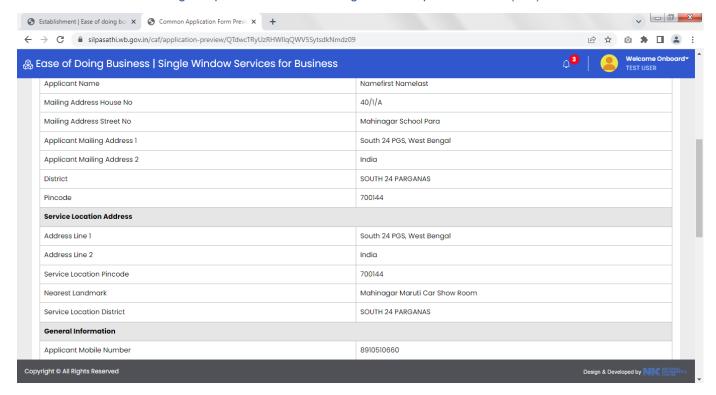


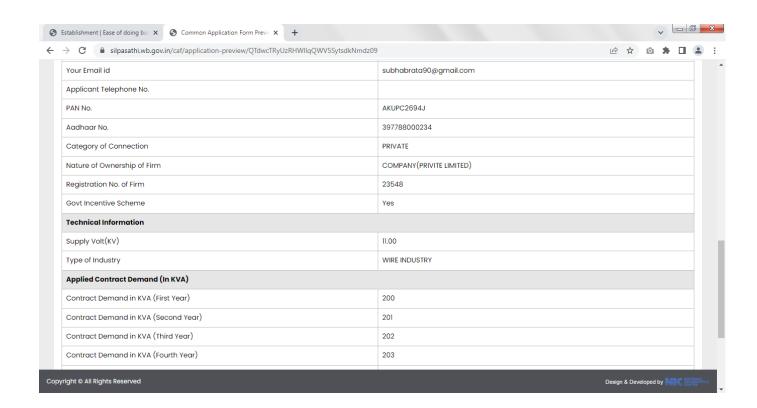
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to <u>'Submit'</u> button, as illustrated in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



Electricity Connection (WBSEDCL) – Power and Approval of Drawing by CEI

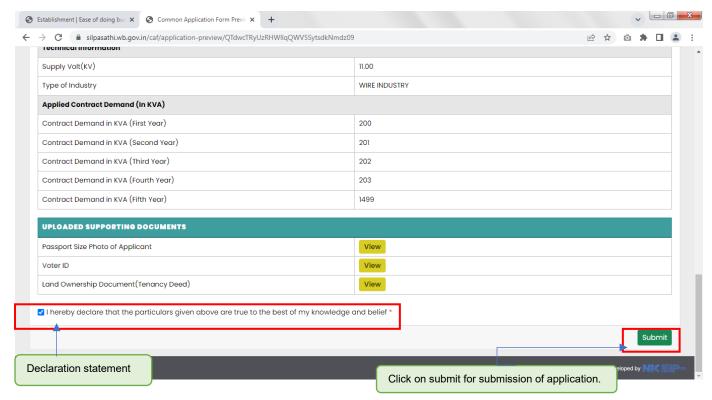
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



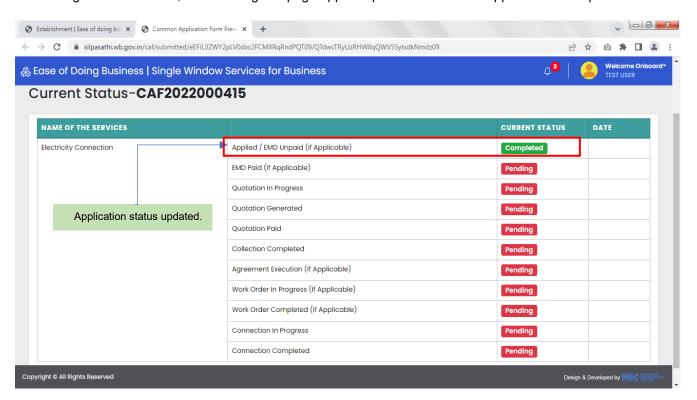


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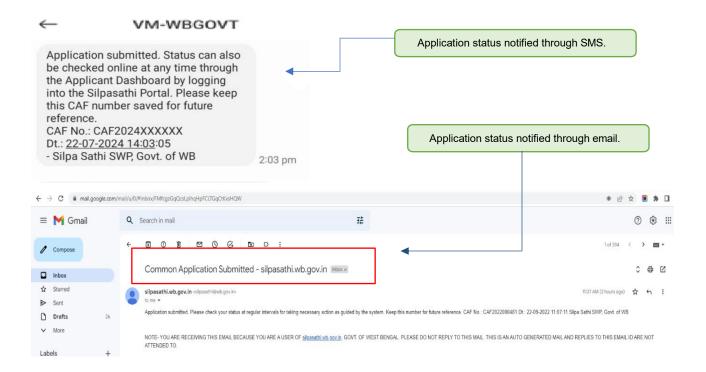
On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.



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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.



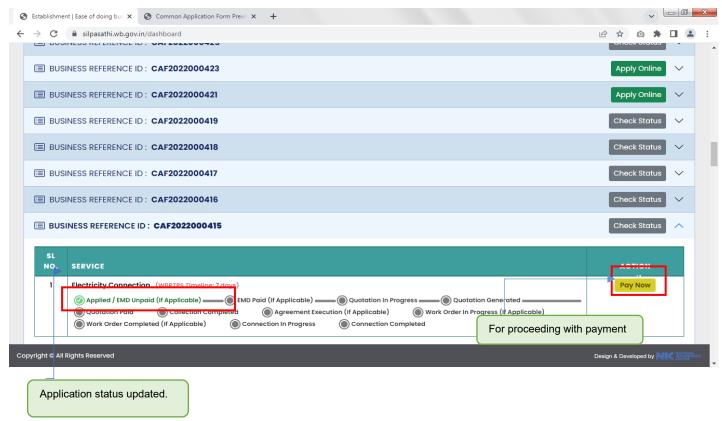
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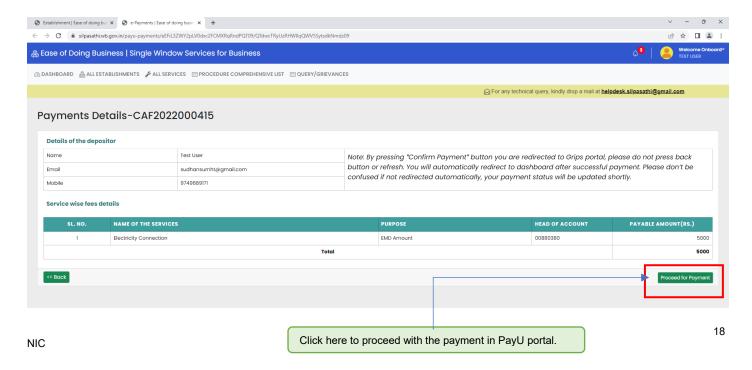
2. Online Payment of fees

The applicant is now required to pay the **EMD payment** 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 for Payment' option.

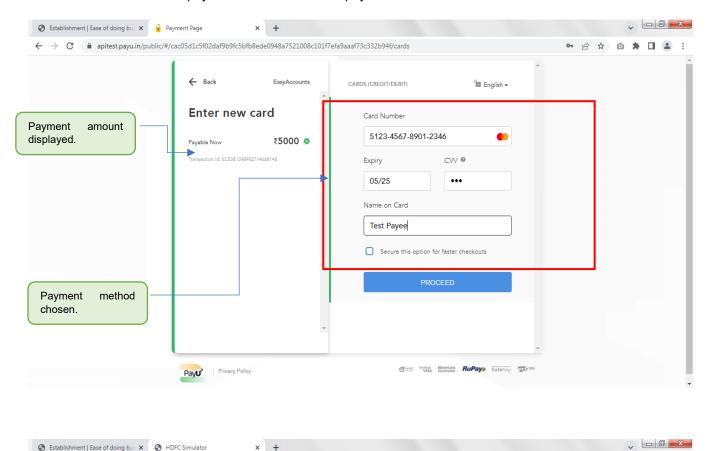


S Establishment | Ease of doing bus X S HDFC Simulator

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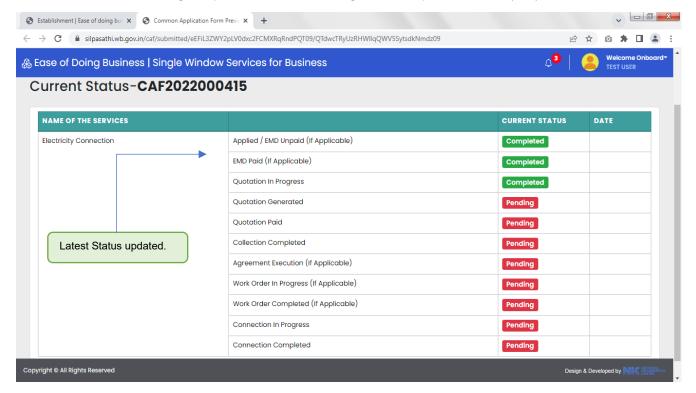
The applicant is redirected to the PayU portal to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



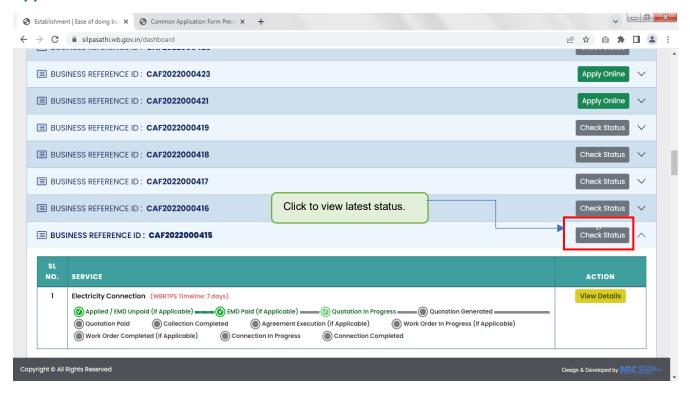


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Applicant's Dashboard



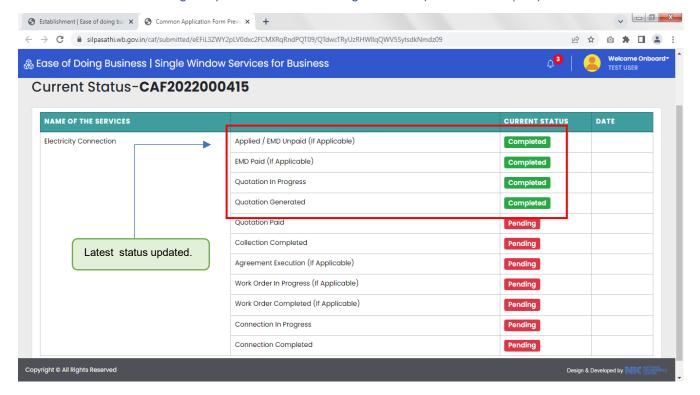
Note: Latest status can be seen any time through Applicant's Dashboard

After successful payment of EMD, quotation is generated for the applicant based on the details of the application.

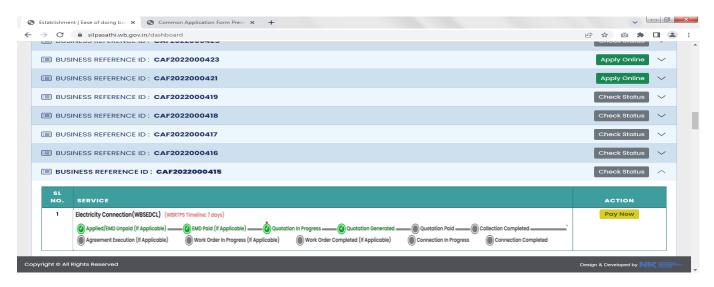
Current status appears in the Status Dashboard (Screenshot below).

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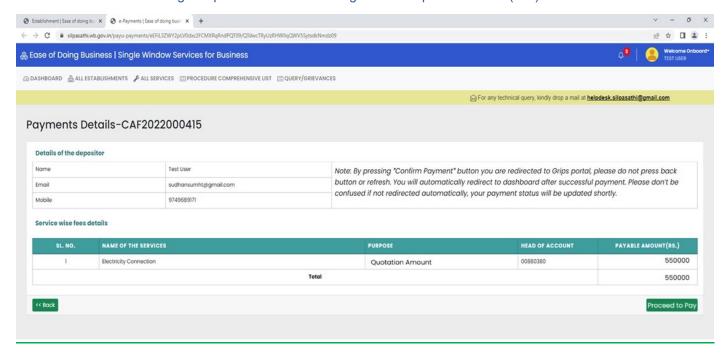
The applicant has to click on 'Pay Now' to pay the necessary Quotation amount.



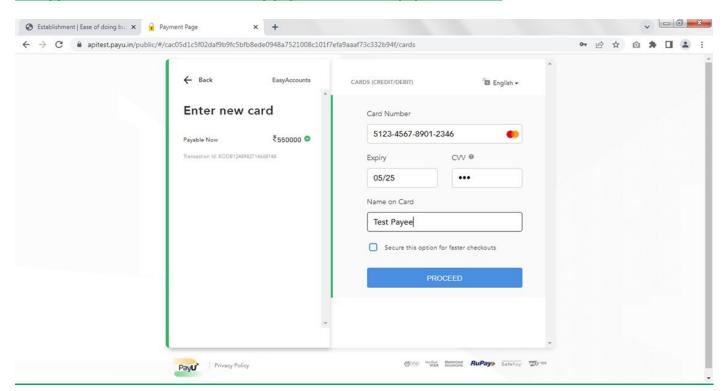
The applicant has to click on 'Proceed to pay' to make necessary payment.

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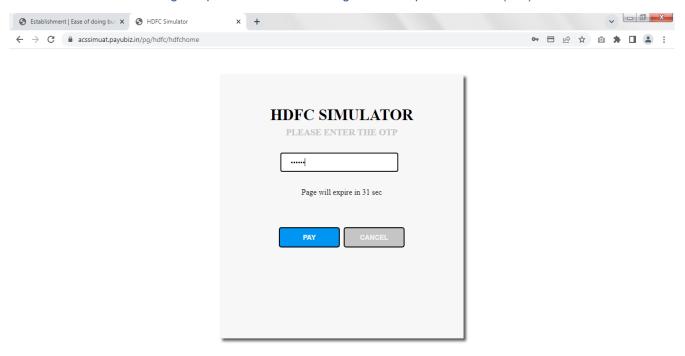


The applicant can choose the necessary payment mode and pay the amount.



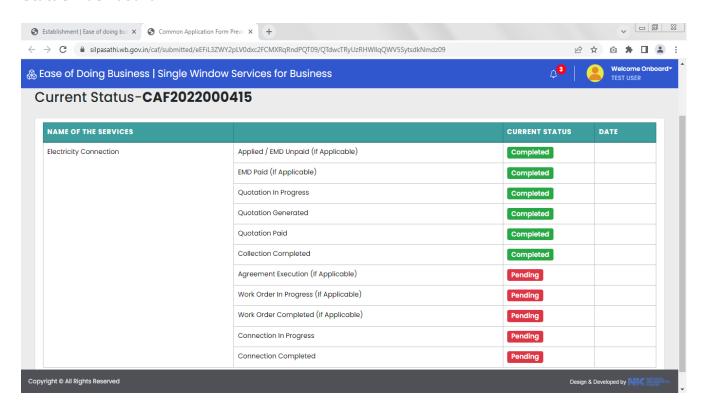
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After successful payment of Quotation amount, the Applicant can see updated status in the SilpaSathi portal.

Status Dashboard



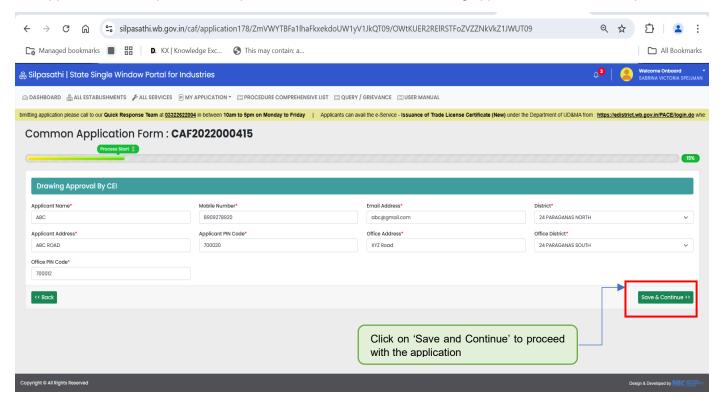
For Electricity Connection of Load greater than or equal to 200 KVA, the applicant has to obtain approval of drawing for Electrical Installation by CEI. The applicant has to fill preliminary details in the SilpaSathi portal and furthermore the remaining details shall be added in the TathyaSathi portal.

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

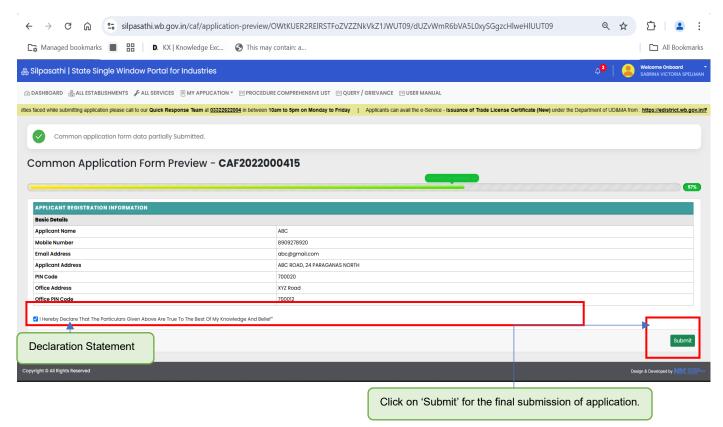
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II. Obtaining Drawing Approval from Electrical Inspectorate

The applicant is now required to fill required details in order to obtain drawing approval from Electrical Inspectors.

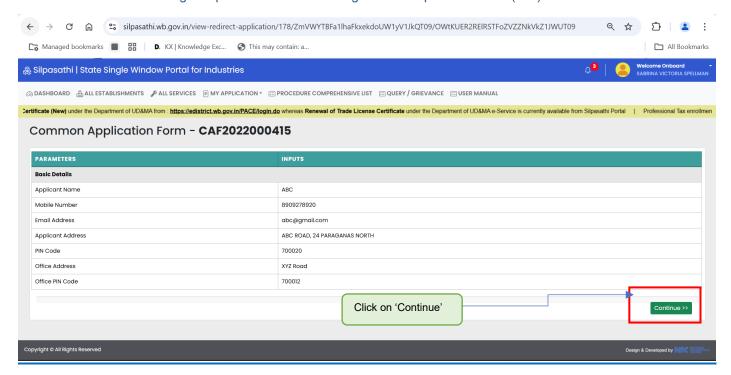


After the form is partially submitted the applicant can view the preview version of the form and proceed to submit the application.

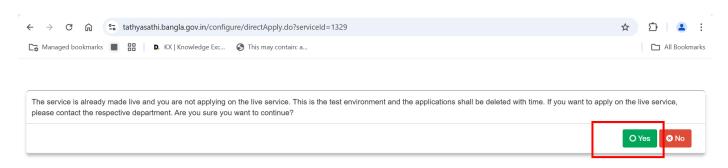


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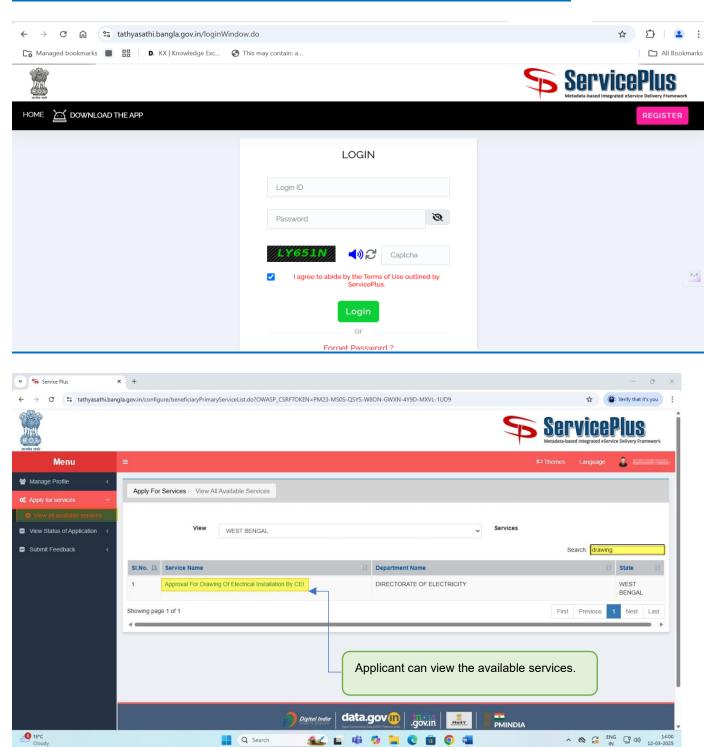
The applicant is redirected to the TathyaSathi portal in order to complete the application process.



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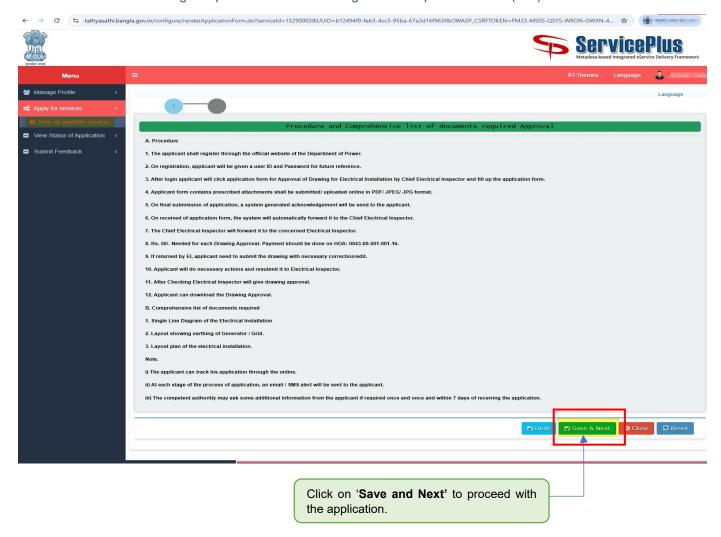
The applicant has to log in with his valid credentials in TathyaSathi portal



The applicant selects the required service and proceeds with the application.

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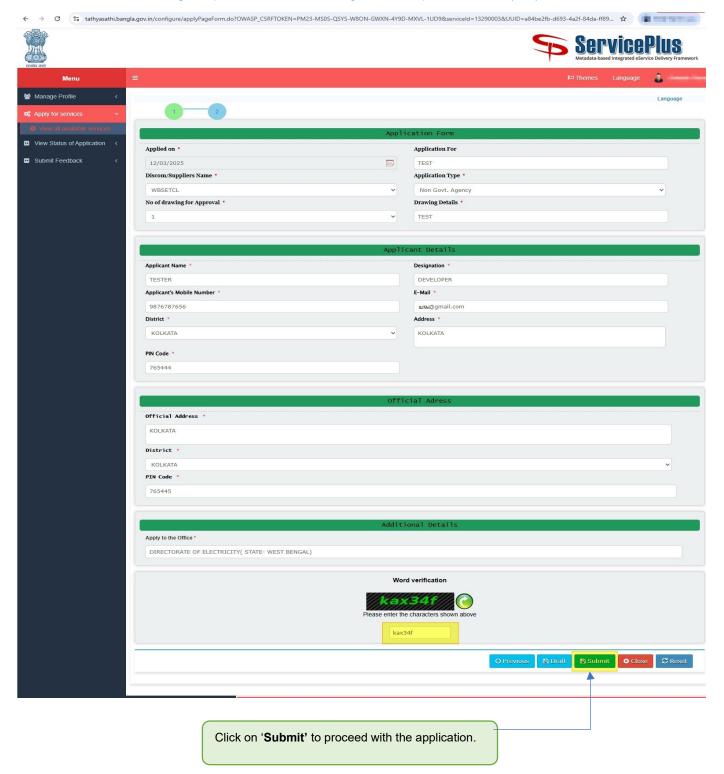
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The applicant can now fill the form with required details and proceeds for submission as per the screenshots below.

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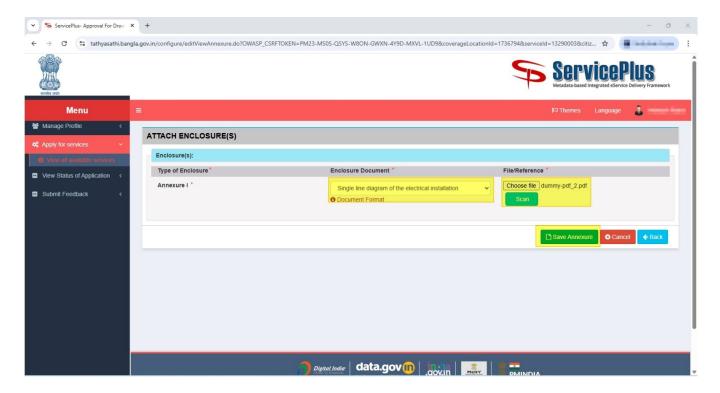
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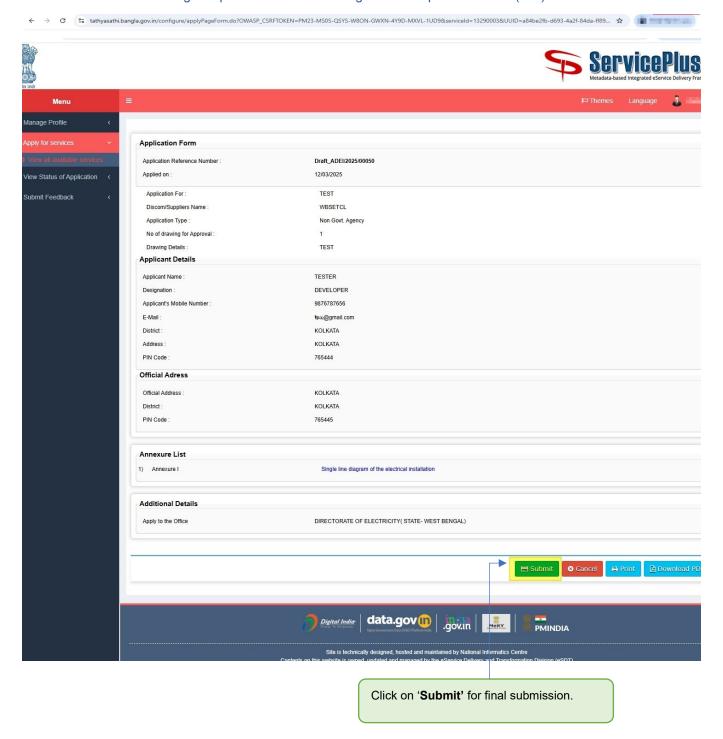
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The applicant is now required to upload the required files.



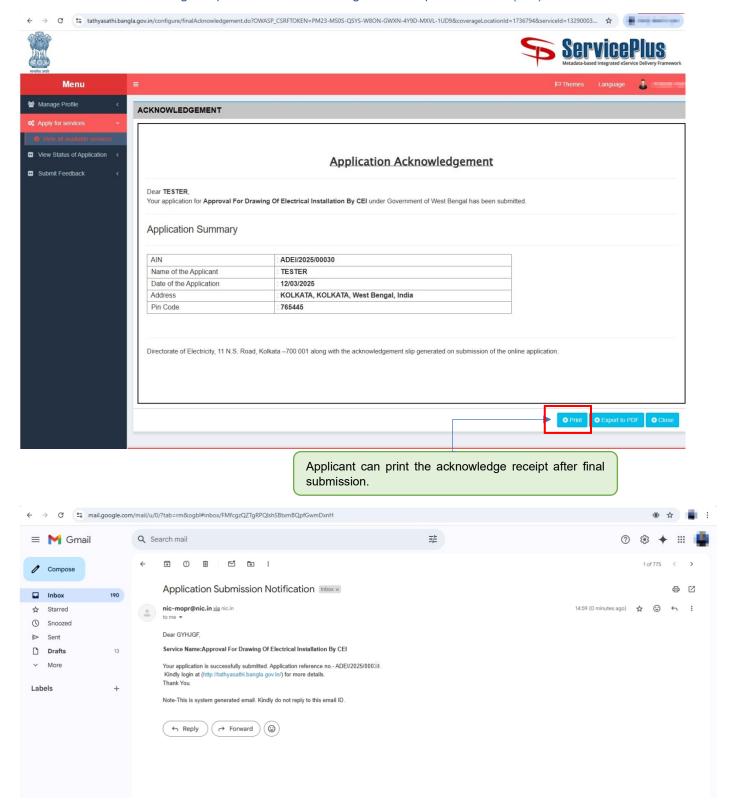
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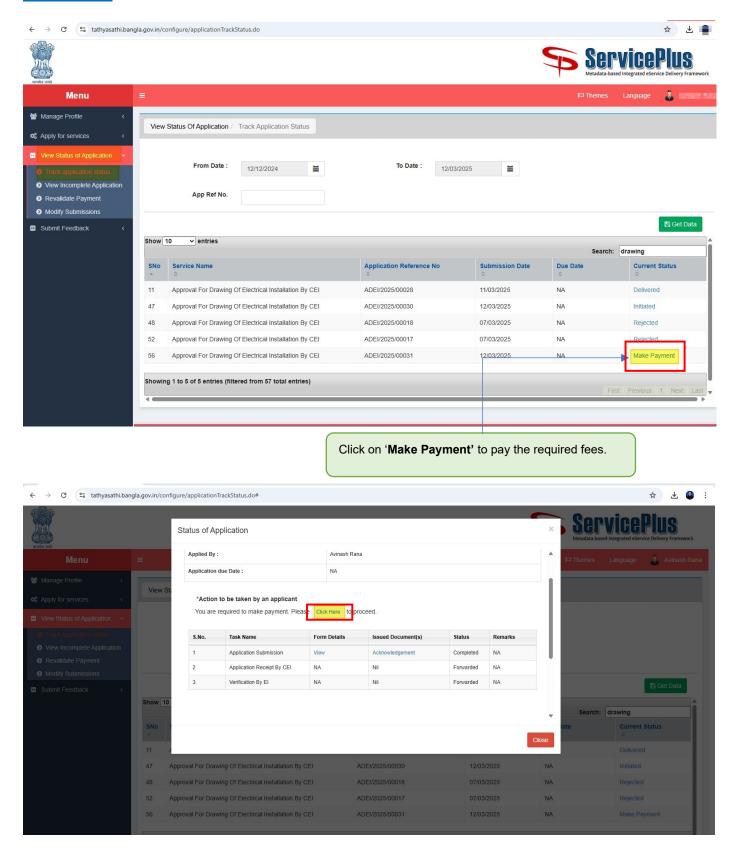
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Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

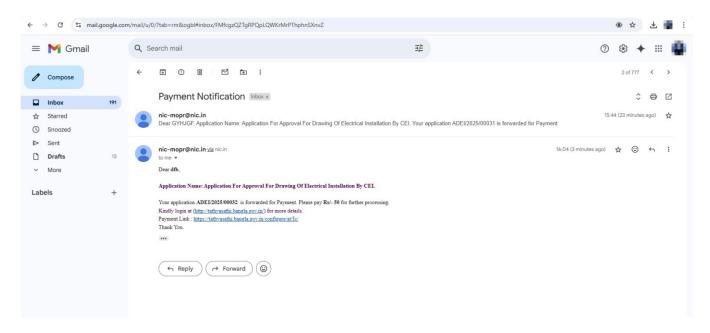
The applicant is now required to pay the required fees in order to proceed with the application.



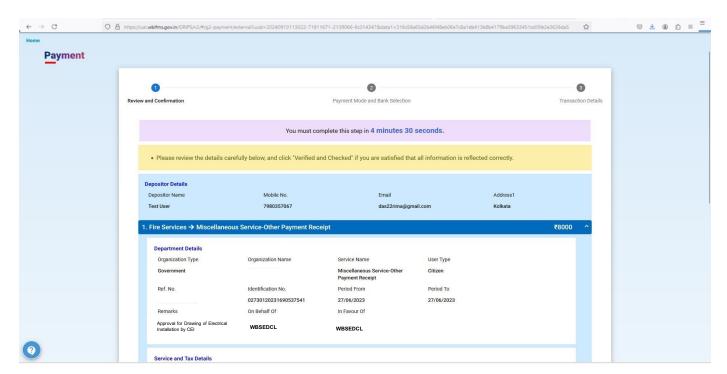
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

The applicant is redirected to the GRIPS portal for payment. The applicant is also notified via email about the payment process.

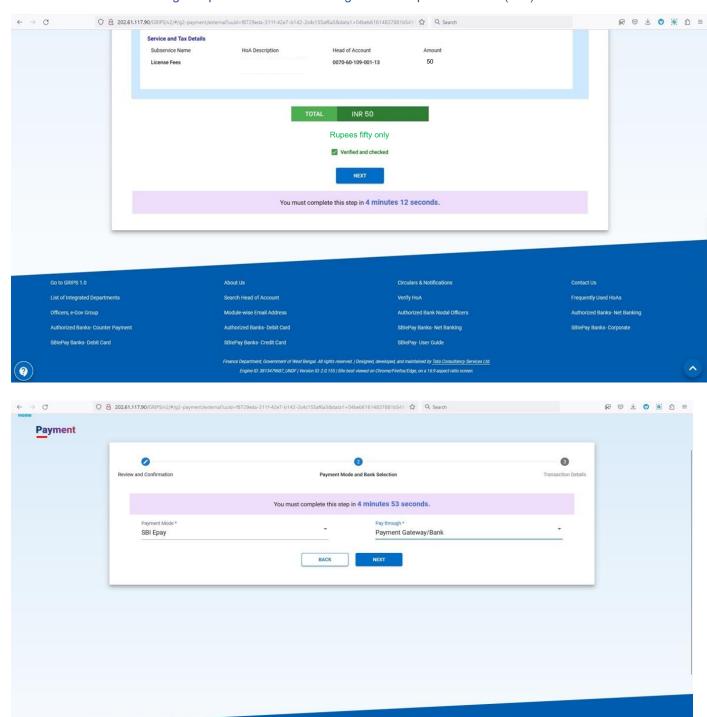


The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



Electricity Connection (WBSEDCL) – Power and Approval of Drawing by CEI

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

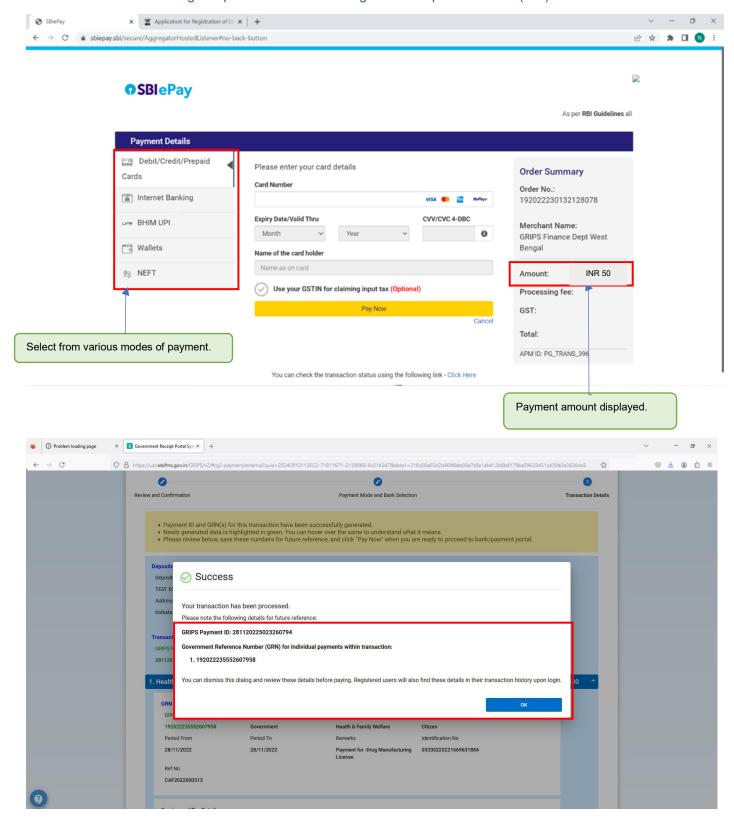


The applicant can choose from the various modes of payment and pay the fees as required.

Go to GRIPS 1.0

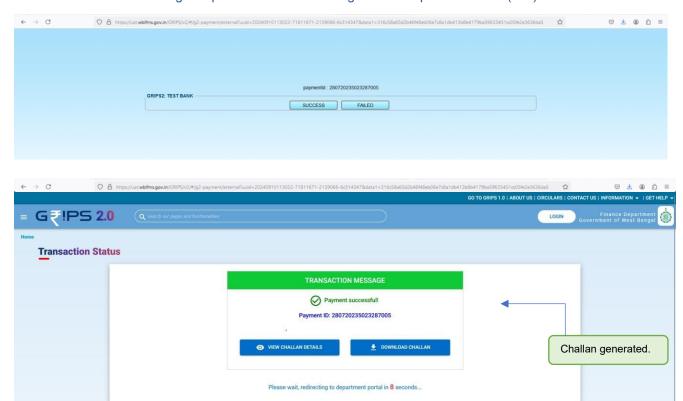
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

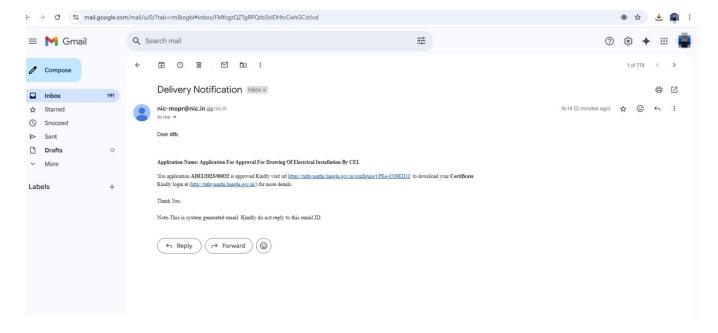


Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



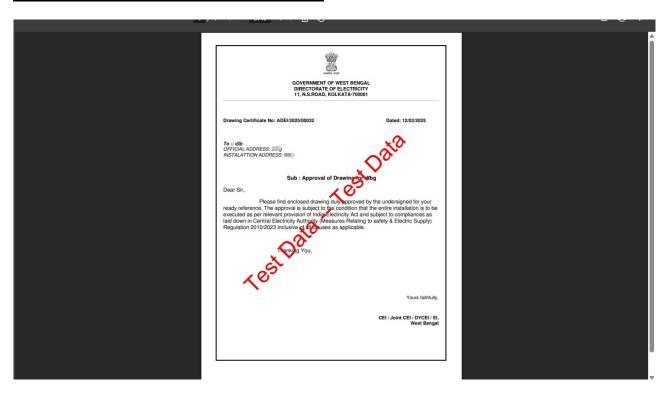
The applicant is notified after the application is approved by the concerned officials.



Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

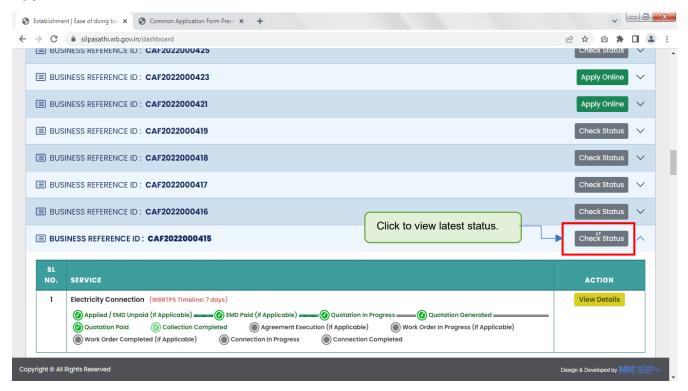
Drawing Approval Certificate (Sample) as below.



3. Track Status of Application

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

Applicant's Dashboard



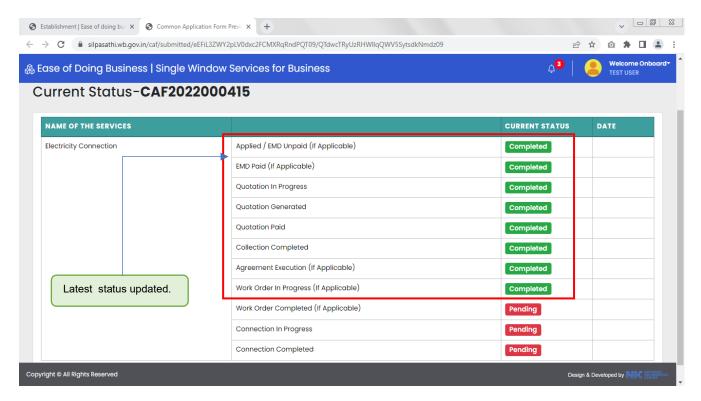
Note: Latest status can be seen any time through Applicant's Dashboard

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

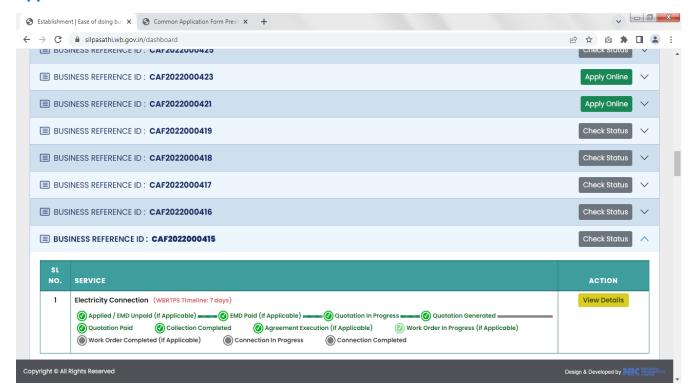
After successful collection of payment, the application is sent for final agreement. If there is no discrepancy in the application form, the work orders are processed for the application for electricity connection. The Work orders are finally generated, and the electricity connection process is initiated.

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



The applicant can check the updated status in the SilpaSathi dashboard.

Applicant's Dashboard



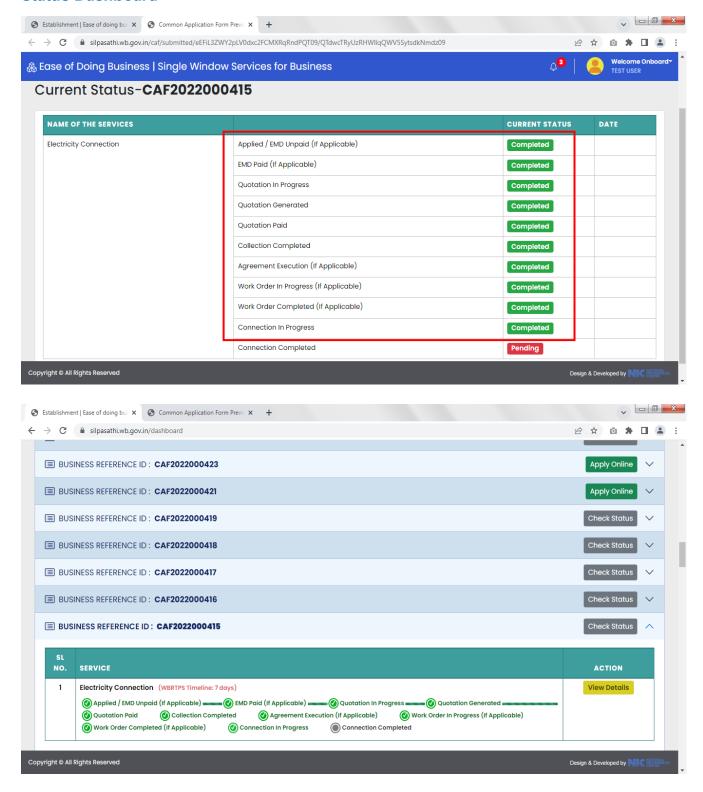
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

After the final work orders are generated electricity connection is initiated by the concerned officials. Welcome letter is issued. Electricity connection is provided to the applicant.

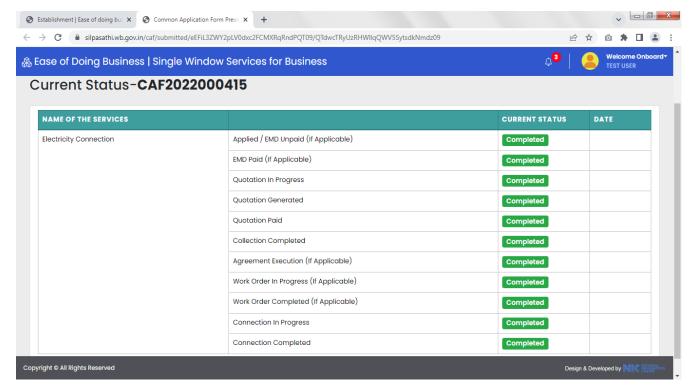
Status Dashboard



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

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

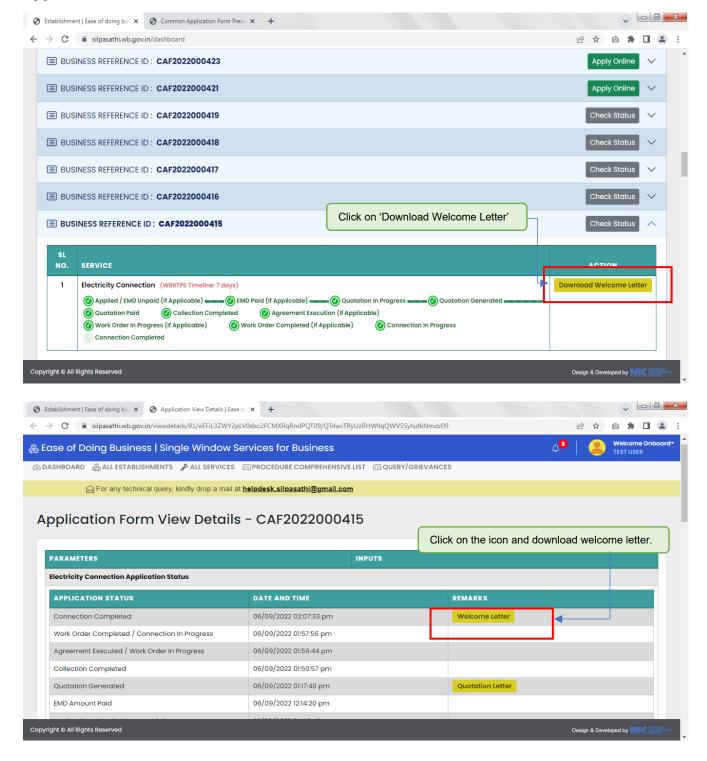
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

III. Sanction of power supply

4. Online Download of Final Approval Certificate

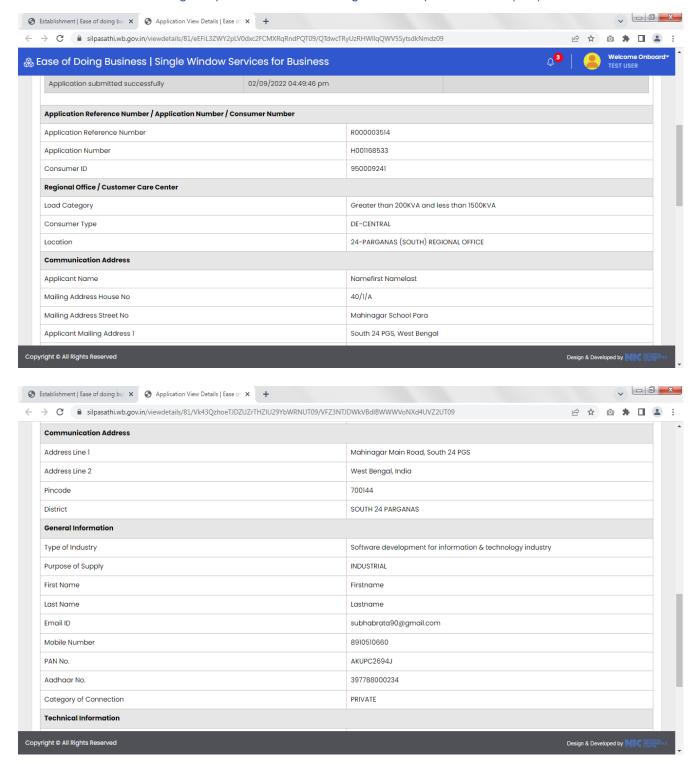
The applicant has to click on 'Download Welcome Letter.'

Applicant Dashboard



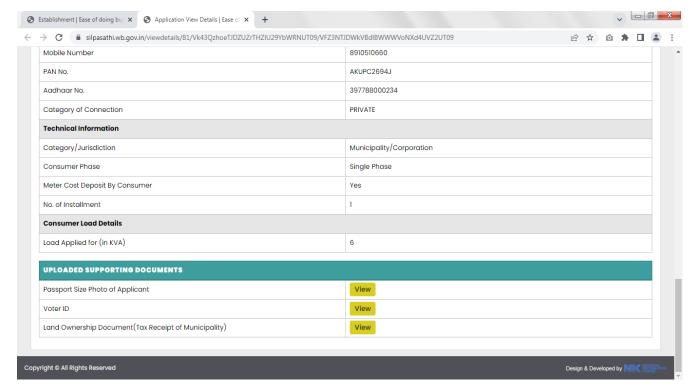
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



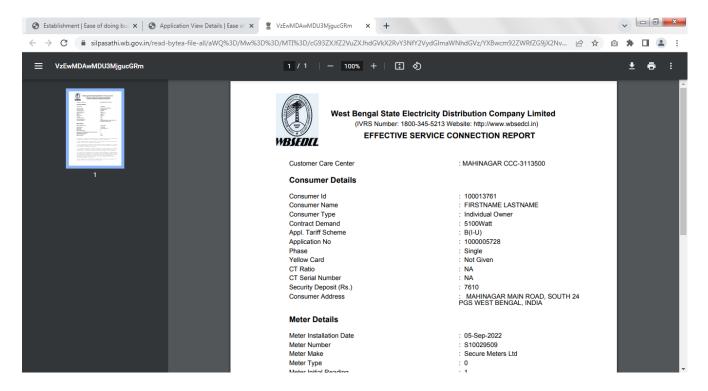
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



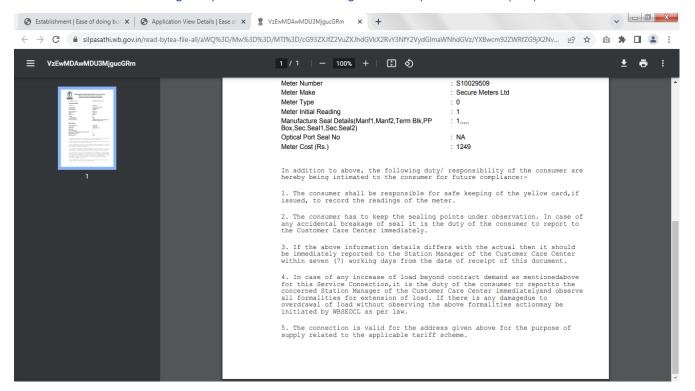
The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



One Approval certificate document has been illustrated below:



West Bengal State Electricity Distribution Company Limited

(IVRS Number: 1800-345-5221 Website: https://www.wbsedcl.in

SERVICE CONNECTION REPORT (For Load above 200 KVA)

Consumer Details

Consumer Details	
Consumer Id	: 000950009241
Consumer Name	: Namefirst Namelast
Consumer Type	: INDUSTRIAL
First Contract Demand (In KVA)	: 200
Second Contract Demand(In KVA)	: 201
Third Contract Demand (In KVA)	: 202
Fourth Contract Demand (In KVA)	: 203
Fifth Contract Demand (In KVA)	: 1499
Appl. Tariff Scheme	; T
Application No	: H001168533
Phase	: 3.0000000
CT Ratio	: 1
CT Serial Number	: NA
Security Deposit (Rs.)	: 1515159.00
Consumer Address	: 40/1/A,Mahinagar School Para,South 24 PGS, West Bengal,,SOUT,700144
Voltage Profile (In KV)	: 11.00
Email Id	: subhabrata90@gmail.com
Phone No	: 8910510660
Fax Number	:
Installed PT Ratio	: 1
PT Serial Number	: H00116
Consumer Category	: INDUSTRIAL
Meter Details	
Meter Installation Date	: Mon Sep 05 00:00:00 IST 2022
Meter Number	: H00116
Meter Make	: BENTEX INDUSTRIES
Meter Type	: TOD
Meter Initial Reading in (Kwh)	: 682550
Manufacture Seal Details(Manf1,Manf2,Term Blk,PP Box,Sec.Seal1,Sec.Seal2)	1
Optical Port Seal No	: NA
Meter Cost (Rs.)	: 0 (as rented)
Meter CT Ratio	: NA
Net Multiplication Factor	: NA
Meter Constant	: NA
Meter PT Ratio	: NA
Installation No	: 0001355913

Electricity Connection (WBSEDCL) – Power and Approval of Drawing by CEI

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

IV. Mandate that all applications are submitted online

Online mandate- Notification bearing No. CE/BC/EODB/03/1685A, dated 26/10/2017, of by the State DISCOM, West Bengal State Electricity Distribution Company Limited (WBSEDCL), under Power Department, Government of West Bengal, mandating that all applications are to be submitted online.

Annexure-III



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A West Bengal Government Enterprise)

Office of the Chief Engineer (Commercial)

FAX: 033-2359-8398 Telephones: 2359-1927

Email:commercial.chief@gmail.com

Vidyut Bhavan (4th floor) DJ - Block, Sector - II Salt Lake, Kolkata - 700 091

AMENDED NOTIFICATION

Date: 26/10/2017

In reference to the Notification dtd.30.08.2017 of the undersigned, this is for information that SI. No. '1' of the said Notification dtd.30.08.2017 is amended only to the extent-

"All applications for obtaining new electricity connection are to be submitted online".

Necessary detail guideline is also available at WBSEDCL's portal.

110117 (P.K. Banerjee) Chief Engineer Central Commercial Deptt. W.B.S.E.D.C.L

Memo. No. CE/BC/EODB/03/16-85-A

Dated: 26/10/2017

Chief Engineer Central Commercial Deptt. W.B.S.E.D.C.L

Registered Office: Vidyut Bhawan, Block DJ, Sector -II, Salt lake City, Kolkata 700 091.

CIN: U40109WB2007SGC113473, Website: www.wbsedcl.in.

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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 party 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.

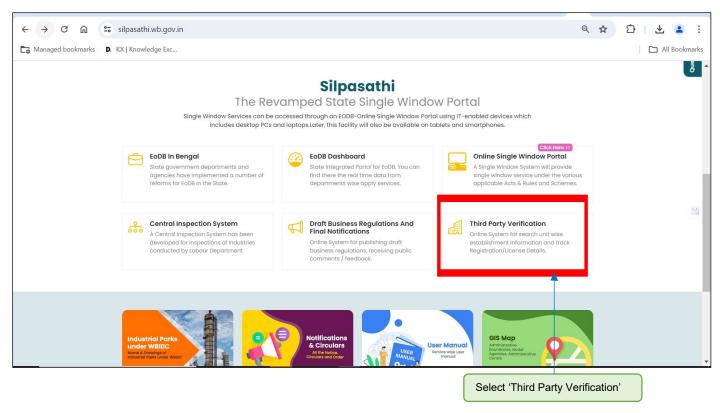
(Screenshots below):

SilpaSathi Homepage

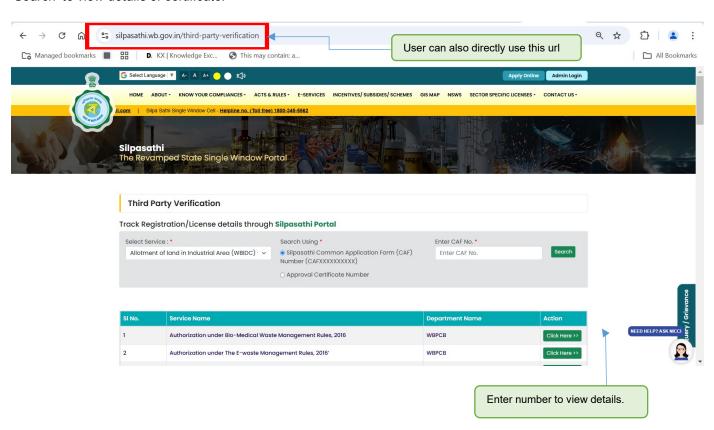


Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



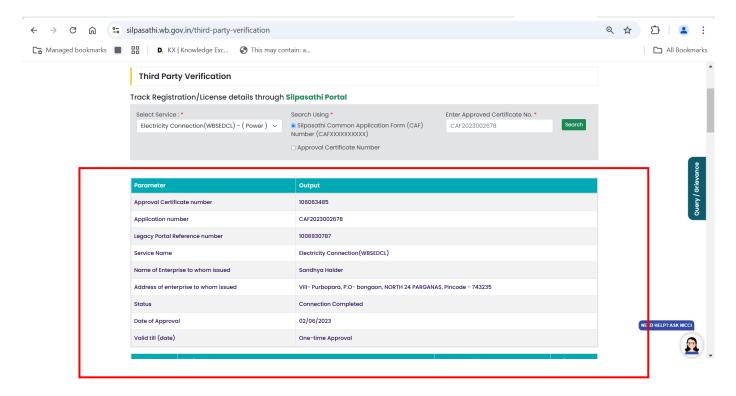
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

The third party can view the details as illustrated below:



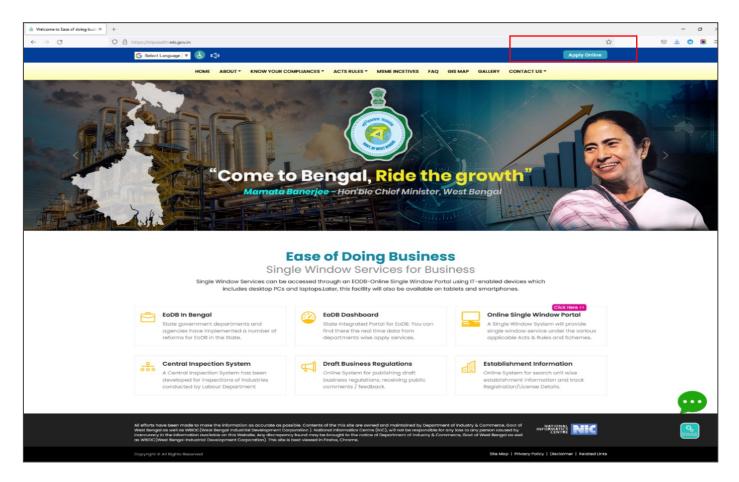
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

B. Electricity Connection for Load less than or equal to 200 KVA

1. Online Application submission along with online submission of documents

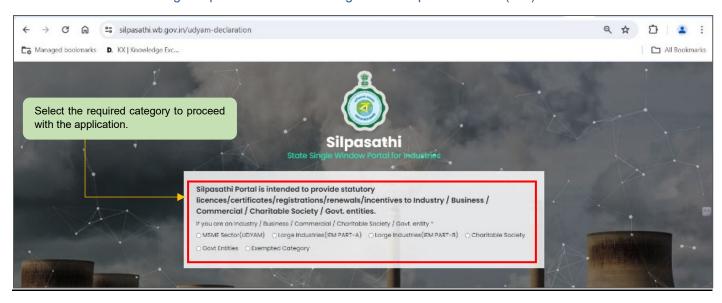
In order to complete the user registration, the applicant has log on to https://silpasathi.wb.gov.in/ and click on 'Apply online' button.



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

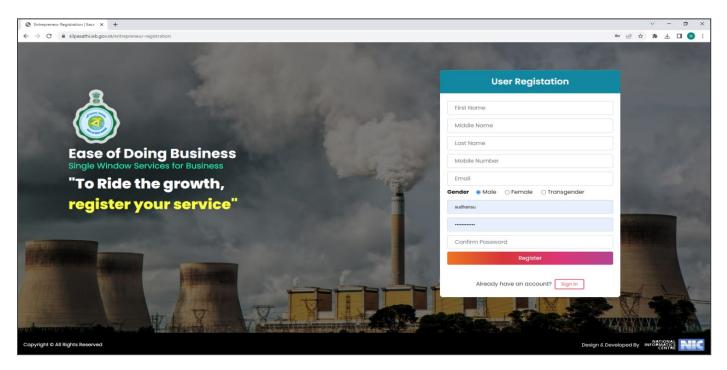
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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.

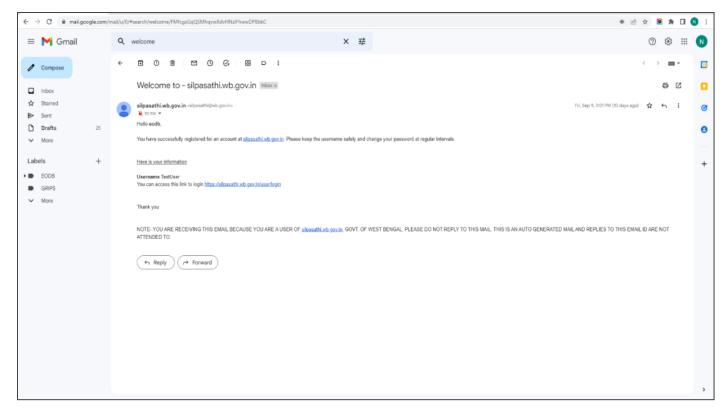
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

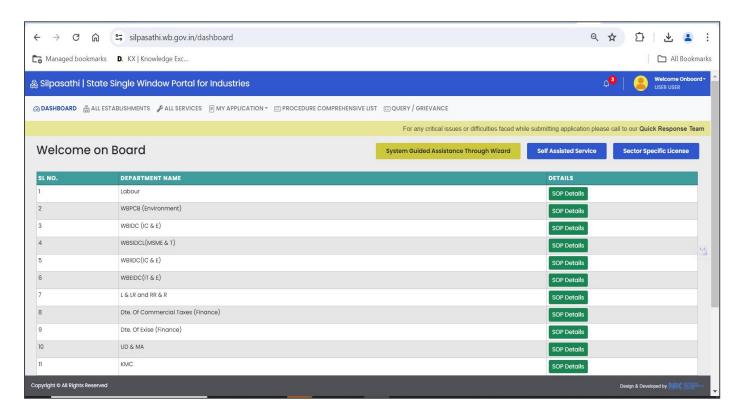
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



Online Application submission

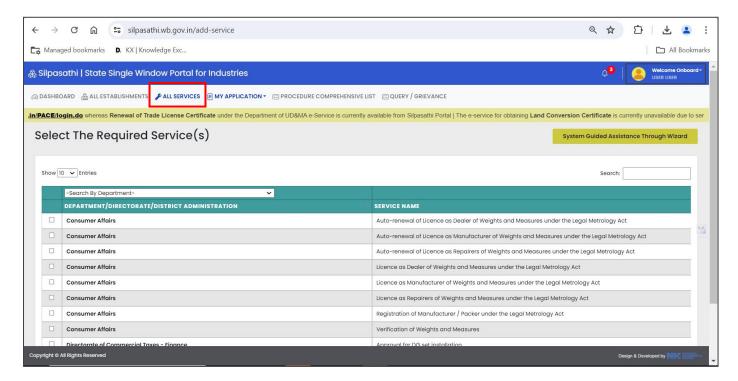
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



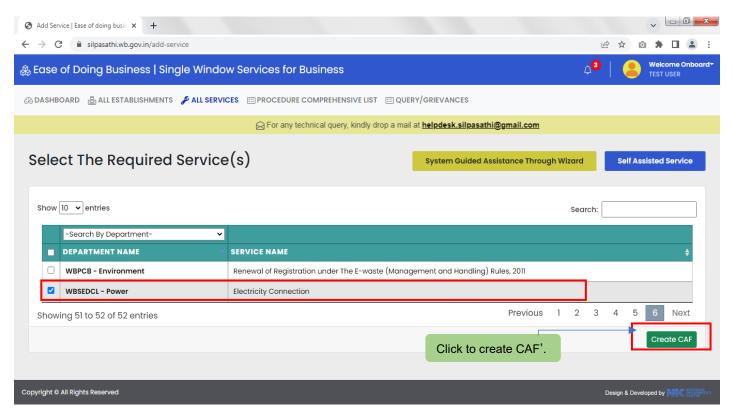
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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 Electricity Connection (WBSEDCL) - Power



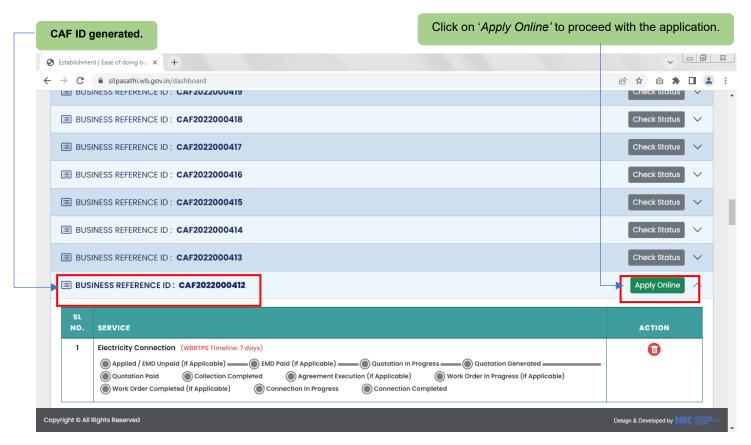
After selecting the service **Electricity Connection (WBSEDCL)** the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

Electricity Connection for Load less than 200kva

Applicant's Dashboard

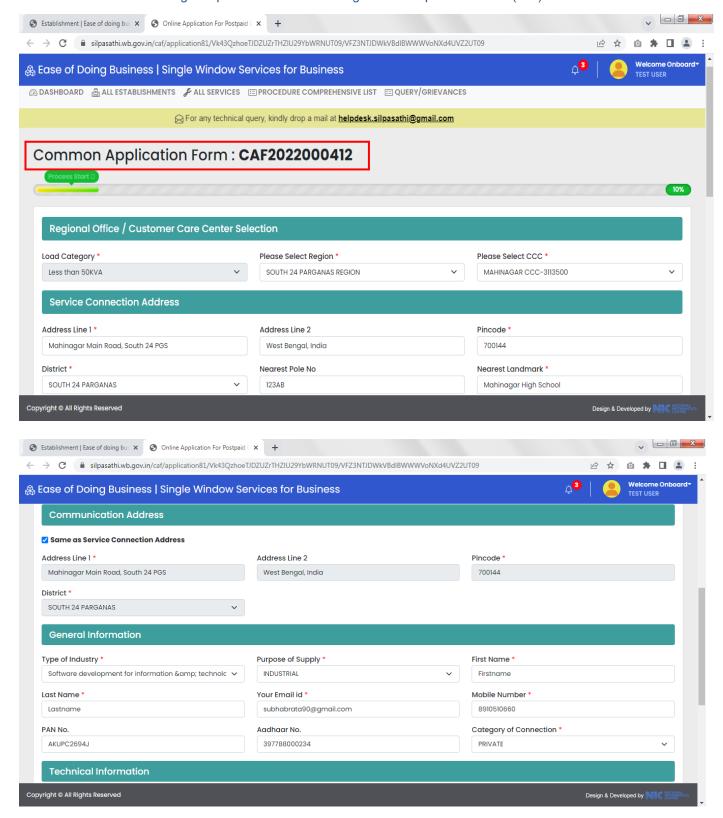


After clicking on '<u>Apply Online'</u> option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Applicants will be redirected to the common application form with the necessary details required for the welcome letter to get issued.

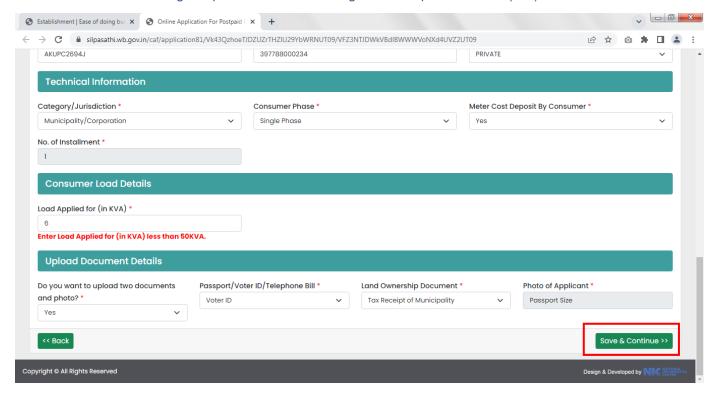
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



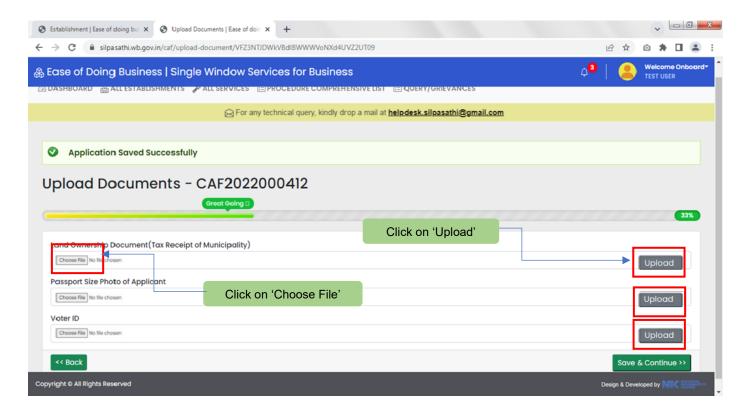
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



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

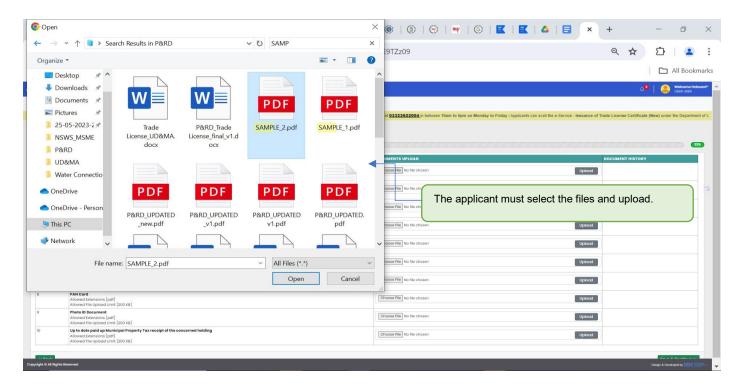
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



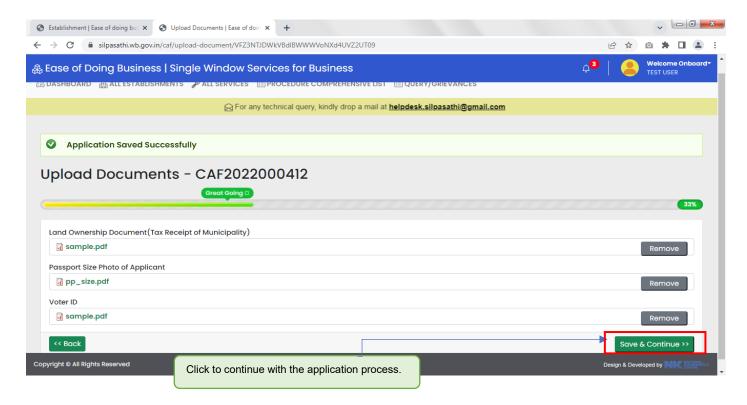
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



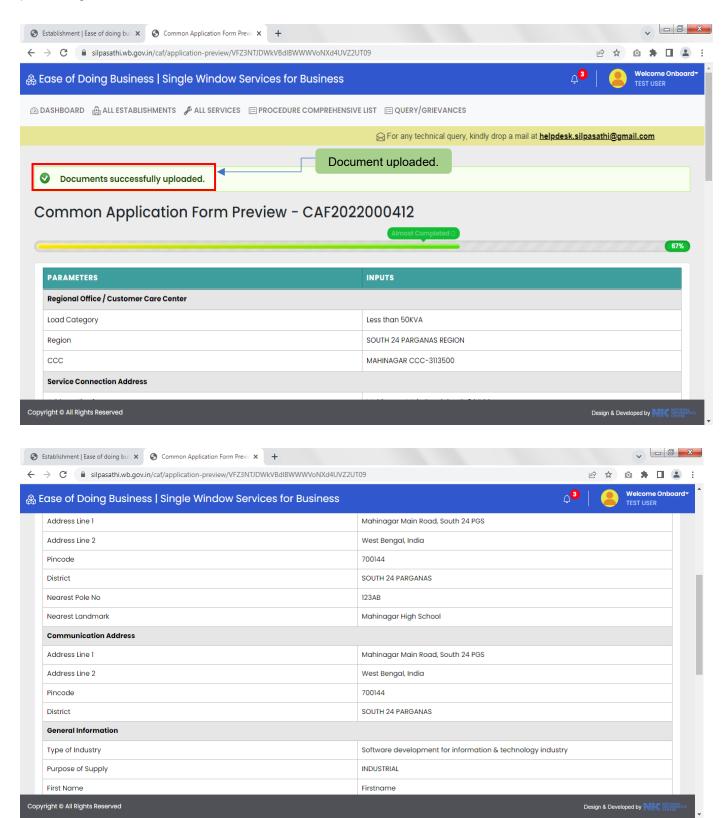
The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.



Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

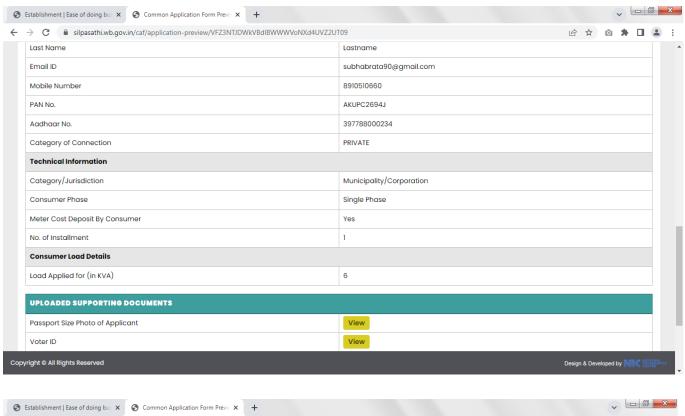
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

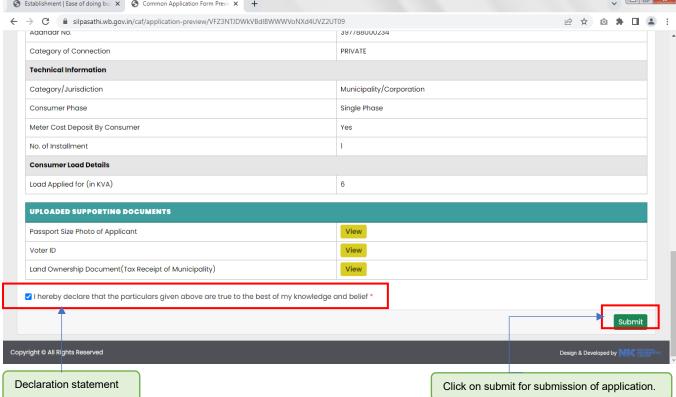
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to <u>'Submit'</u> button, as illustrated in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



Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

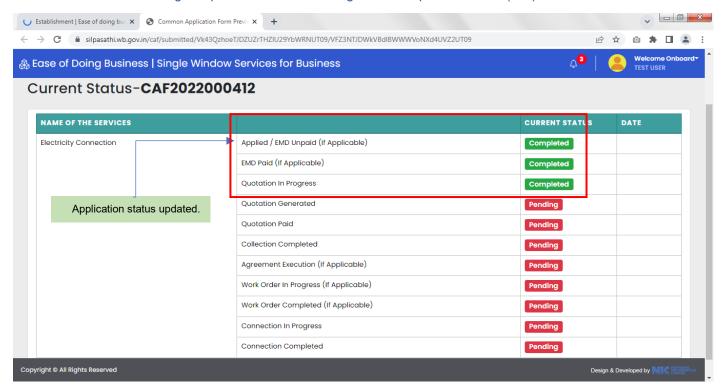




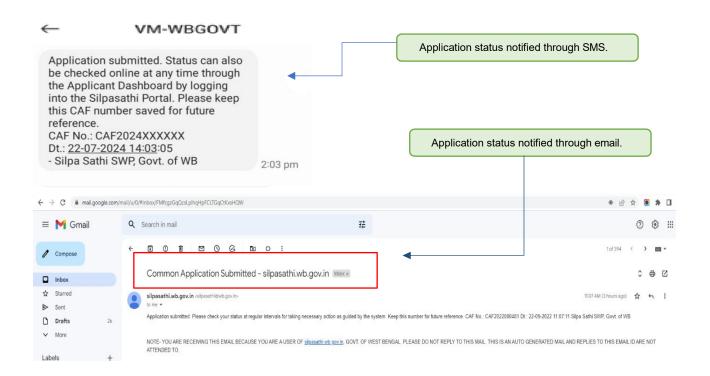
On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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.

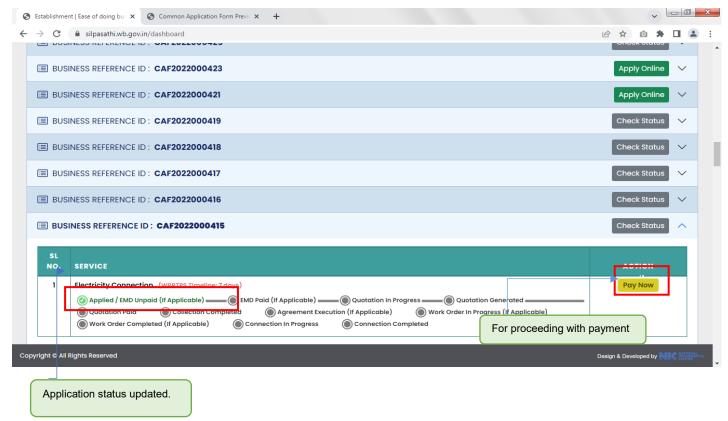


Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

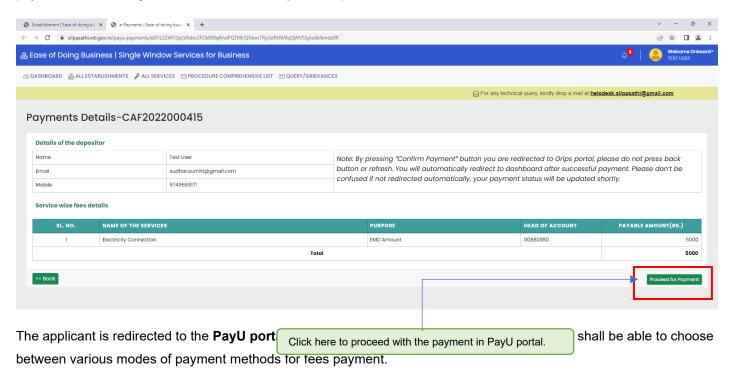
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant is now required to pay the **EMD payment** 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



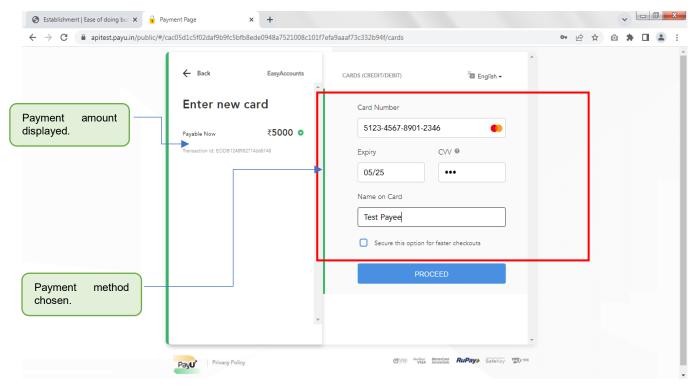
The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed for Payment' option.



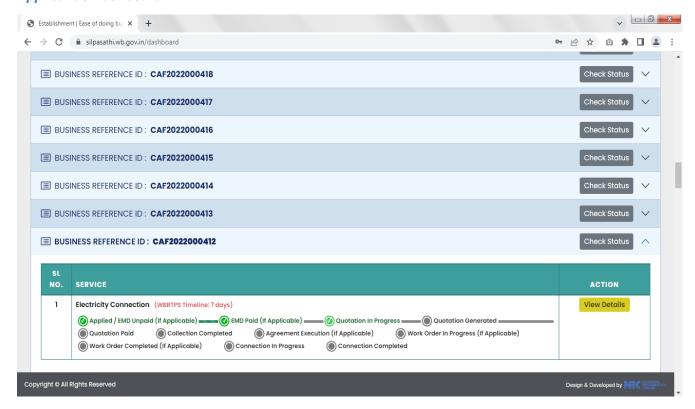
60

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



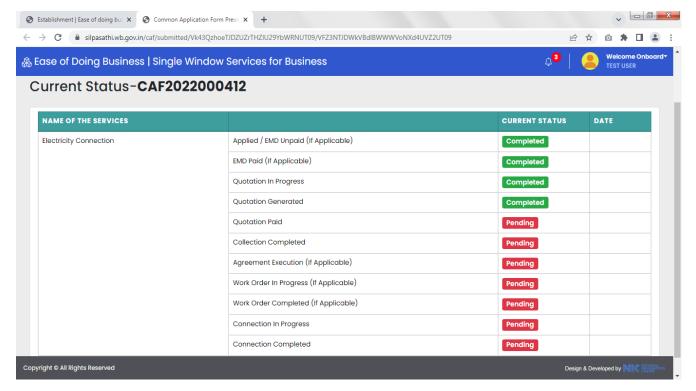
Applicant's Dashboard



Status Dashboard

Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

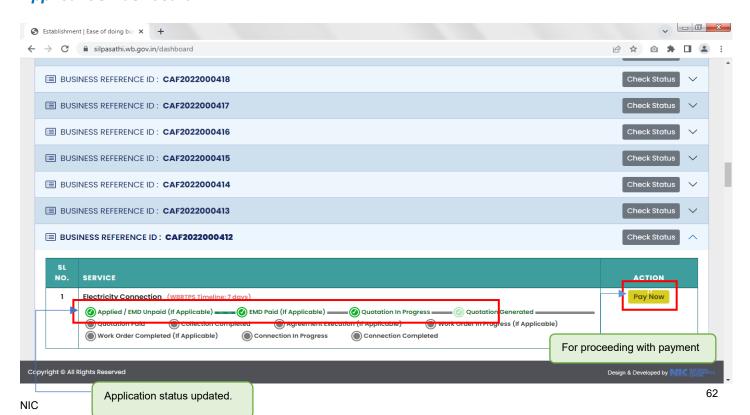
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



2. Online Payment of fees

The applicant is now required to pay the Quotation amount 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:

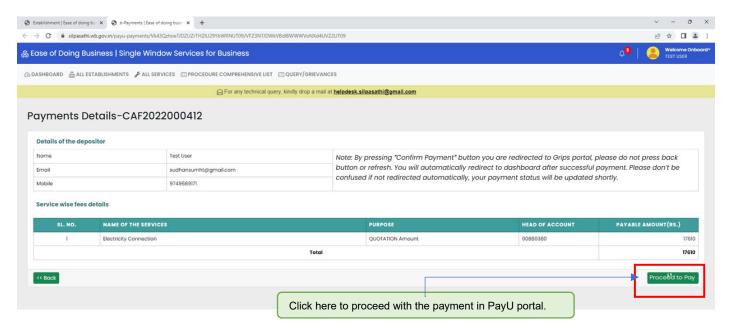
Applicant's Dashboard



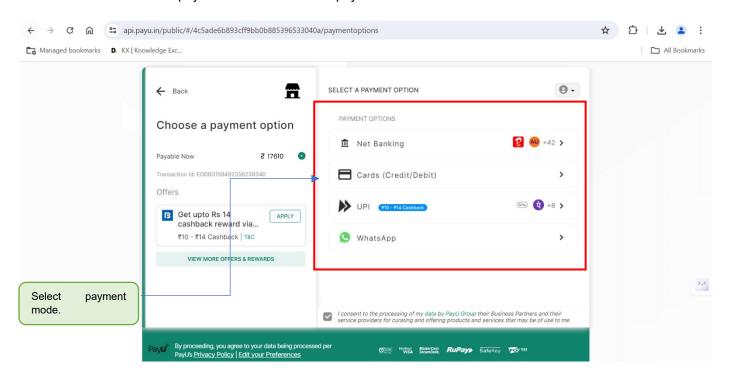
Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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

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.

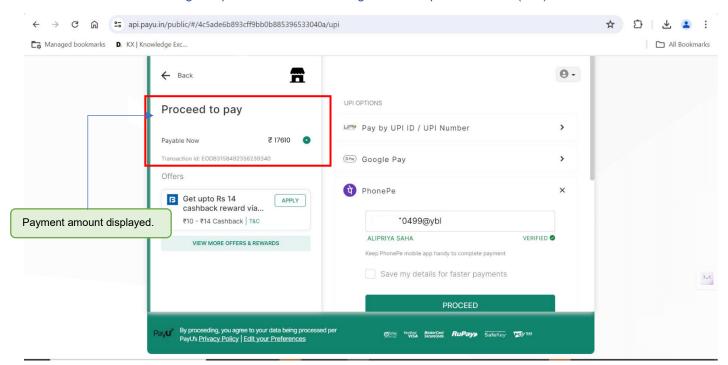


The applicant is redirected to the **PayU portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

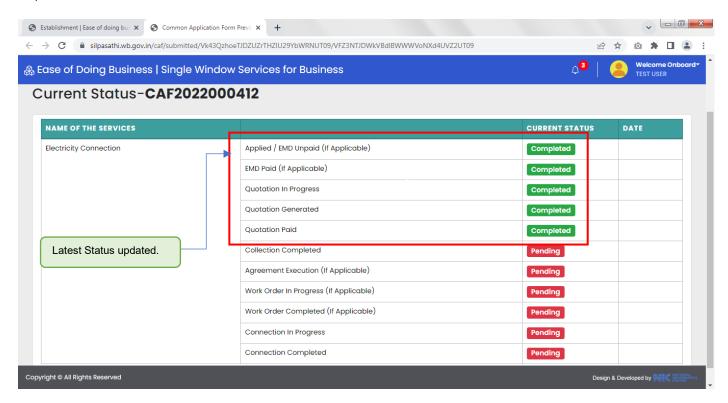


Electricity Connection (WBSEDCL) - Power and Approval of Drawing by CEI

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



After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



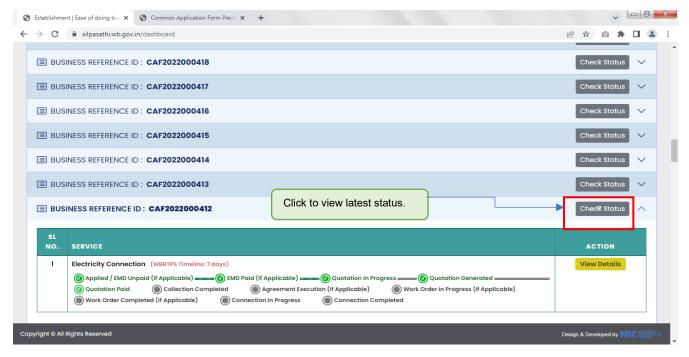
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3. Track Status of Application

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

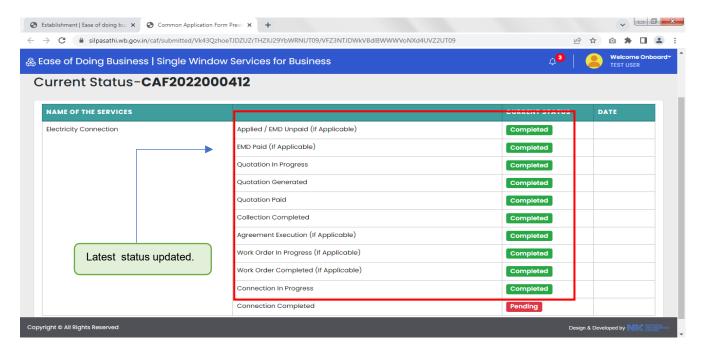
Applicant's Dashboard



After successful collection of payment, the application is sent for final agreement. If there is no discrepancy in the application form, the work orders are processed for the application for electricity connection. The Work orders are finally generated, and the electricity connection process is initiated. After the final work orders are generated electricity connection is initiated by the concerned officials. Welcome letter is issued. Electricity connection is provided to the applicant.

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

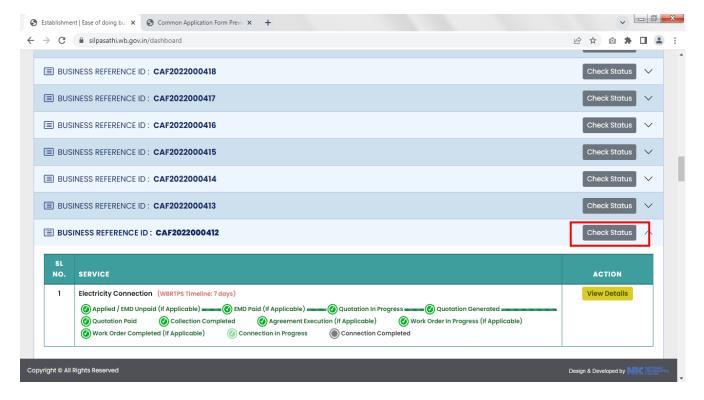
Current status appears in the Status Dashboard (Screenshot below).



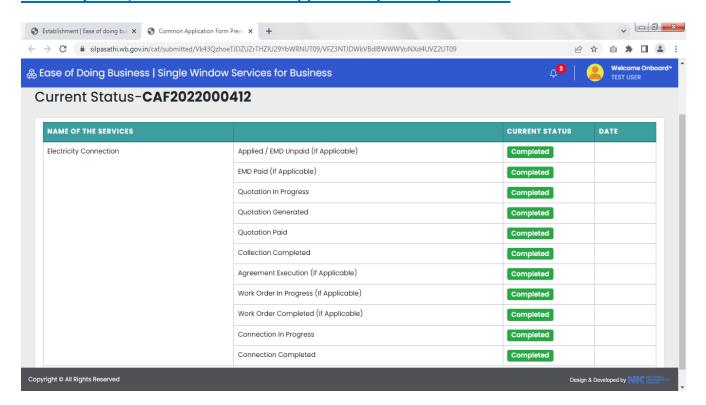
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Applicant's Dashboard



After the Approval of Service Connection by the authority, the applicant will receive in the online system, the Welcome Letter approved by the Department.



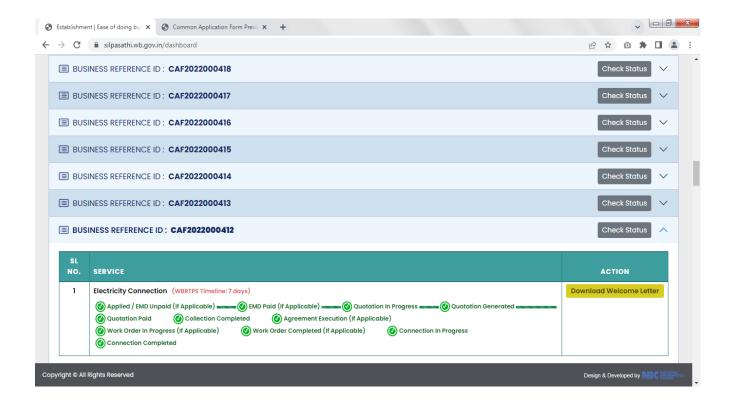
Note: Latest status can be seen any time through Applicant's Dashboard

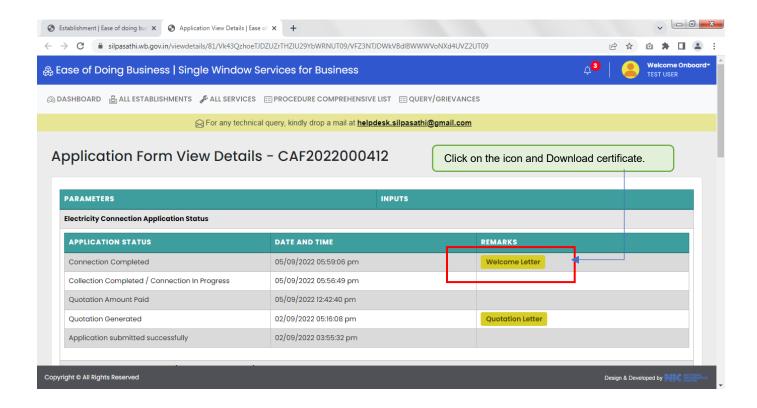
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4. Online Download of final approval certificate

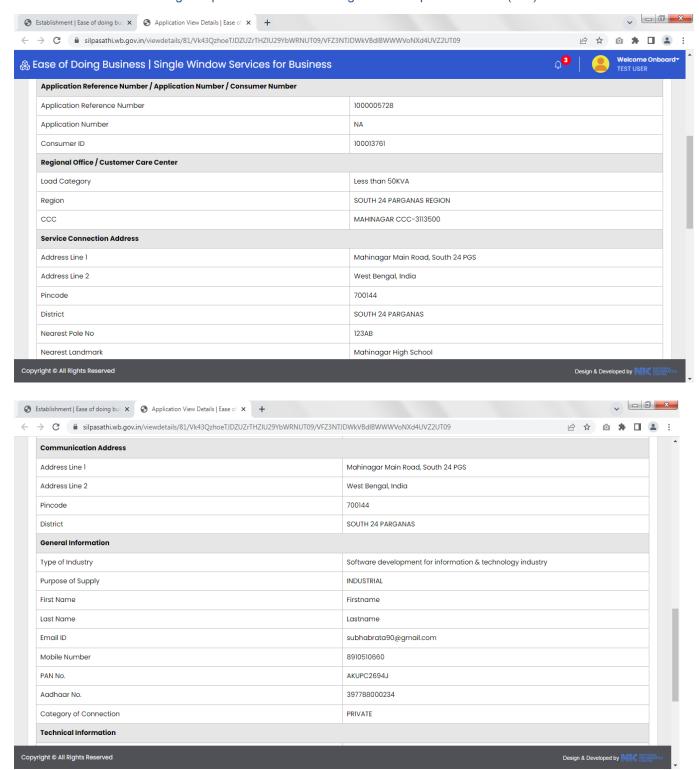
The applicant has to click on 'Download Welcome Letter' to proceed.





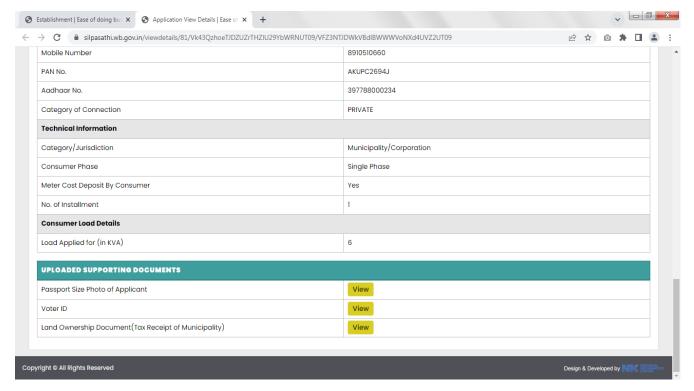
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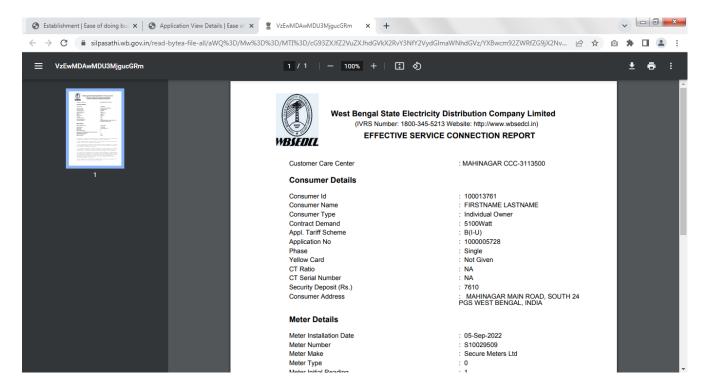
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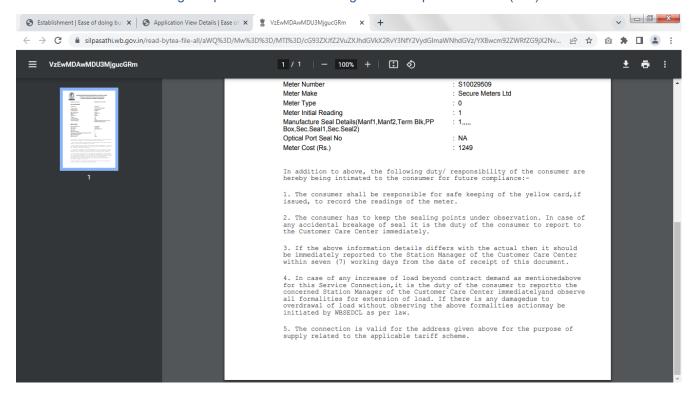
The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



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One Approval certificate document has been illustrated below:



West Bengal State Electricity Distribution Company Limited (IVRS Number; 1800-345-5213 Website; http://www.wbsedcl.in)

EFFECTIVE SERVICE CONNECTION REPORT

<i>YBSFDLL</i>	ETT EOTIVE SERVICE OF	SANESTISM KET SKT
Customer Care Center		: MAHINAGAR CCC-3113500
Consumer Details		
Consumer Id Consumer Name Consumer Type Contract Demand Appl. Tariff Scheme Application No Phase Yellow Card CT Ratio CT Serial Number Security Deposit (Rs.) Consumer Address		: 100013761 : FIRSTNAME LASTNAME : Individual Owner : 5100Watt : B(I-U) : 1000005728 : Single : Not Given : NA : 7610 : MAHINAGAR MAIN ROAD, SOUTH 24 PGS WEST BENGAL, INDIA
Meter Details		
Meter Installation Date Meter Number Meter Make Meter Type Meter Initial Reading Manufacture Seal Detail Box,Sec.Seal1,Sec.Sea Optical Port Seal No Meter Cost (Rs.)	s(Manf1,Manf2,Term Blk,PP 2)	: 05-Sep-2022 : S10029509 : Secure Meters Ltd : 0 : 1 : 1,
In addition to abo hereby being intir	ove, the following duty/ mated to the consumer for	responsibility of the consumer are future compliance:-
 The consumer shall be responsible for safe keeping of the yellow card, if issued, to record the readings of the meter. 		
The consumer has to keep the sealing points under observation. In case of any accidental breakage of seal it is the duty of the consumer to report to the Customer Care Center immediately.		
3. If the above information details differs with the actual then it should be immediately reported to the Station Manager of the Customer Care Center within seven (7) working days from the date of receipt of this document.		
for this Service (concerned Station all formalities for	Connection, it is the duty Manager of the Customer or extension of load. If a without observing the	contract demand as mentionedabove / of the consumer to reportto the Care Center immediatelyand observe there is any damagedue to above formalities actionmay be
5. The connection is valid for the address given above for the purpose of supply related to the applicable tariff scheme.		

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5. Third Party verification details

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

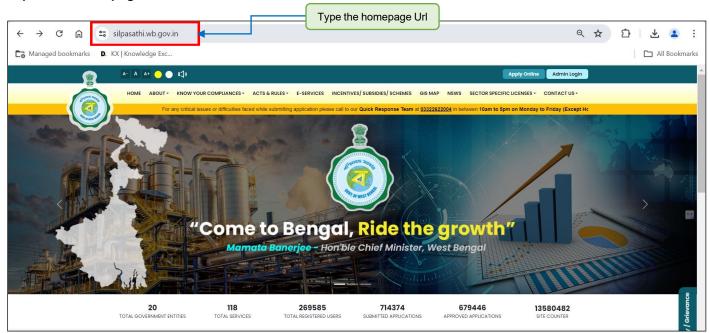
Third party verification process

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.

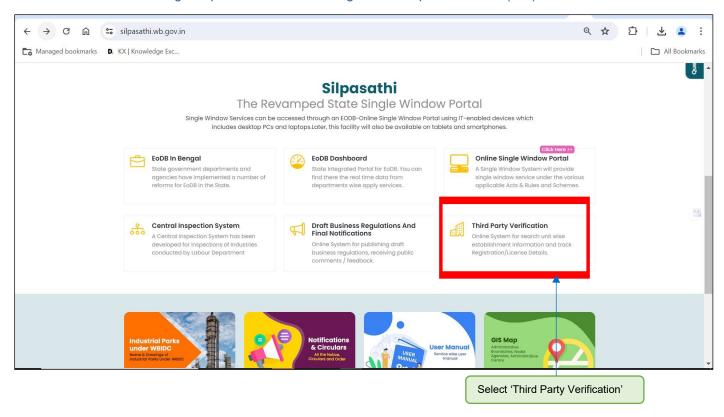
(Screenshots below):

SilpaSathi Homepage

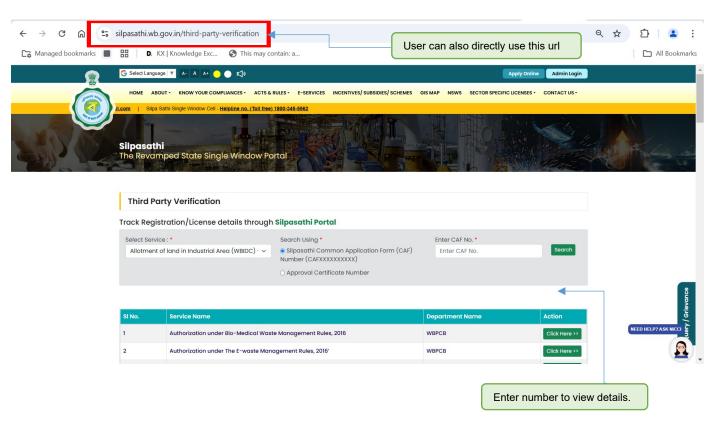


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Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



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The third party can view the details as illustrated below:

