



**Dte of Excise
(Finance):**

***Excise Verification
Certificate***

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

User Manual

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Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Introduction

This document is intended to serve as a User Manual for grant of the service “**Excise Verification Certificate**” by **Dte of Excise (Finance), 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

The service “**Excise Verification Certificate**” by **Dte of Excise (Finance), Govt. of West Bengal** is required for providing Excise Verification Certificate which is a mandatory document issued by the excise authorities in India to verify the genuineness of a vehicle, excise-paid goods, or other taxable items. 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 apply for the service:

#	Documents Required	Detailed Description
NA		

Timeline (WBRTPS)

Timeline has not been issued yet by the Authorities.

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Instructions related to the application form

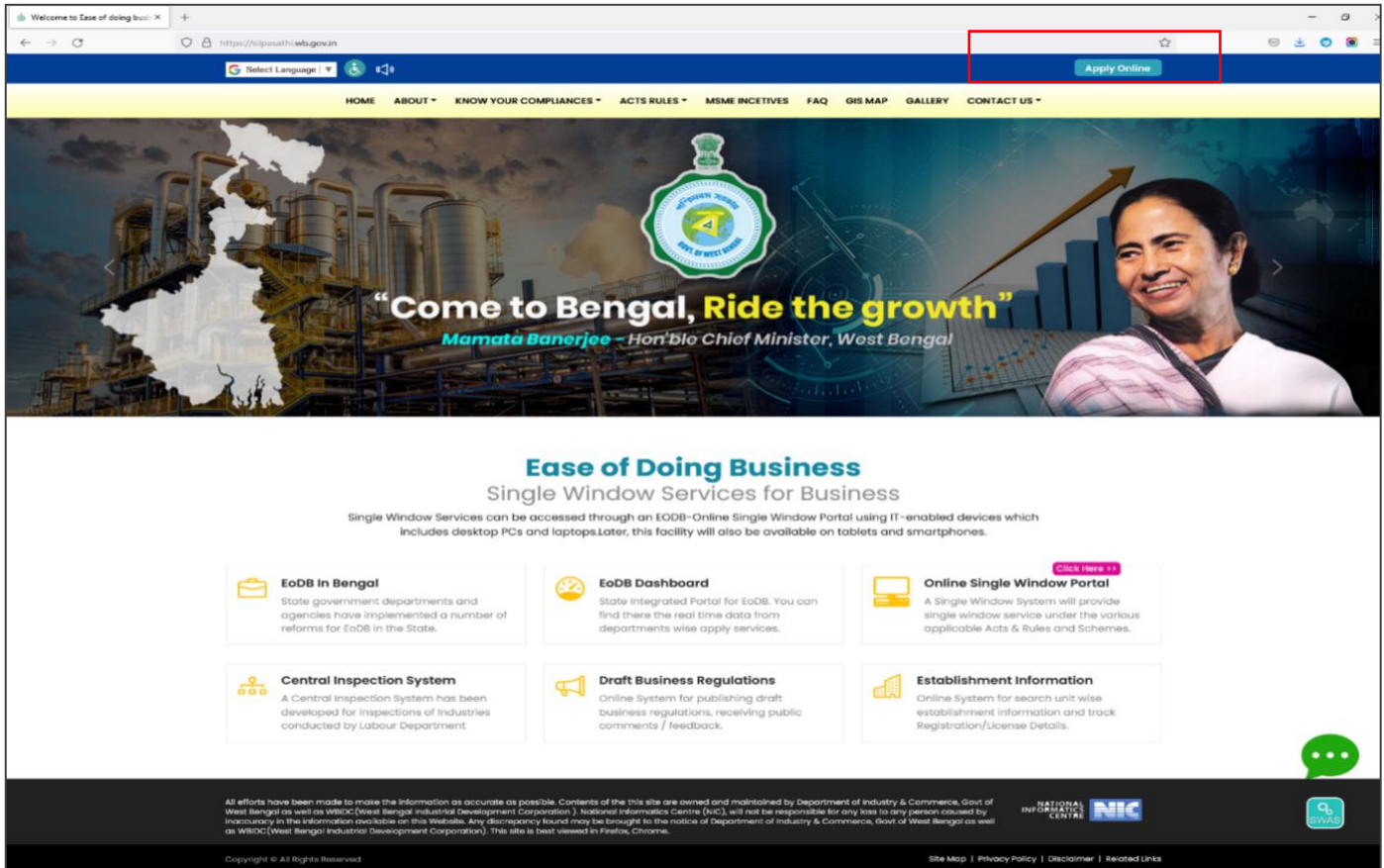
Sl. No.	Field Name	Instructions
1.	Licensee ID	Valid Licensee ID (Registration number available)

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

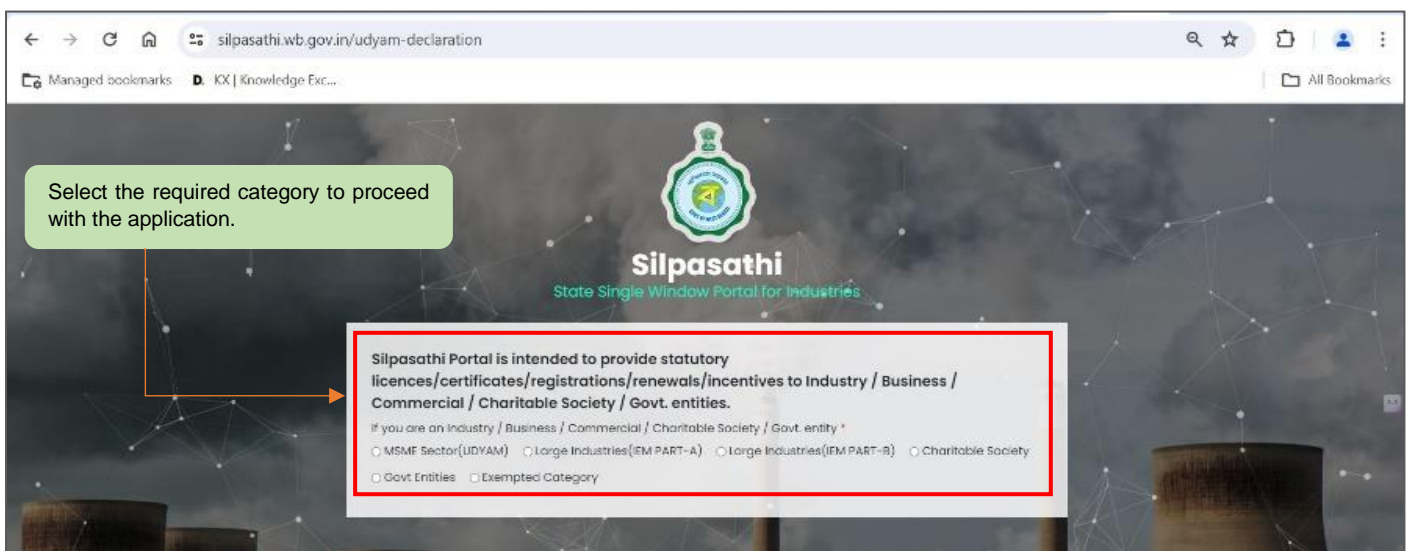
Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

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



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



Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

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

User Registration

First Name

Middle Name

Last Name

Mobile Number

Email

Gender ☒ Male ☐ Female ☐ Transgender

sudhansu

Confirm Password

Register

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

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

mail.google.com/mail/u/0/#search/welcome/FMfcgZCqQ5MhqvKdHfHzFhwaDP8b6C

Compose

Inbox

Starred

Sent

Drafts

More

Labels

EOCB

GRIPS

More

Search: welcome

Welcome to - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in>

Halo eodb,

You have successfully registered for an account at silpasathi.wb.gov.in. Please keep the username safely and change your password at regular intervals.

Here is your information

Username TestUser

You can access this link to login <https://silpasathi.wb.gov.in/userlogin>

Thank you

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.

Reply Forward

Excise Verification Certificate 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.

The screenshot shows the SilpaSathi dashboard at silpasathi.wb.gov.in/dashboard. The header includes the portal name and navigation links: DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, MY APPLICATION, PROCEDURE COMPREHENSIVE LIST, and QUERY / GRIEVANCE. A yellow banner provides contact information for the Quick Response Team. Below the banner, there are three buttons: System Guided Assistance Through Wizard, Self Assisted Service, and Sector Specific License. The main content area displays a table with 11 rows, each representing a department and its corresponding SOP Details link.

SL NO.	DEPARTMENT NAME	DETAILS
1	Labour	SOP Details
2	WBPCB (Environment)	SOP Details
3	WBIDC (IC & E)	SOP Details
4	WBSIDCL(MSME & T)	SOP Details
5	WBIDC (IC & E)	SOP Details
6	WBEIDC (IT & E)	SOP Details
7	L & LR and RR & R	SOP Details
8	Dte. Of Commercial Taxes (Finance)	SOP Details
9	Dte. Of Excise (Finance)	SOP Details
10	UD & MA	SOP Details
11	KMC	SOP Details

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

The screenshot shows the SilpaSathi 'Add Service' page at silpasathi.wb.gov.in/add-service. The header is similar to the dashboard. The main content area is titled 'Select The Required Service(s)' and includes a search bar and a table of services. The 'ALL SERVICES' link in the header is highlighted with a red box. The table lists various services under the Department of Consumer Affairs and the Directorate of Commercial Taxes - Finance.

DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION	SERVICE NAME
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Repairers of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Registration of Manufacturer / Packer under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Verification of Weights and Measures
<input type="checkbox"/> Directorate of Commercial Taxes - Finance	Approval for DG set installation

Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Excise Verification Certificate by Dte of Excise (Finance)**

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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

Select The Required Service(s)

System Guided Assistance Through Wizard | Self Assisted Service

Show 10 entries

DEPARTMENT NAME	SERVICE NAME
<input type="checkbox"/> Dte. Of Commercial Taxes - Finance	Approval for DG set installation
<input type="checkbox"/> Dte. Of Commercial Taxes - Finance	Enrollment under Profession Tax
<input type="checkbox"/> Dte. Of Commercial Taxes - Finance	Registration under Professional Tax
<input type="checkbox"/> Dte. Of Commercial Taxes - Finance	Renewal of Approval for DG set installation
<input type="checkbox"/> Dte. Of Excise - Finance	Brand and Label Registration under State Excise and renewal
<input checked="" type="checkbox"/> Dte. Of Excise - Finance	Excise verification certificate
<input type="checkbox"/> Dte. Of Excise - Finance	License under State Excise for local sale, import and export permit of Spirit and Indian-made foreign liquor (IMFL)
<input type="checkbox"/> Dte. Of Legal Metrology - Consumer Affairs	Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Dte. Of Legal Metrology - Consumer Affairs	Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Dte. Of Legal Metrology - Consumer Affairs	Licence as Repairers of Weights and Measures under the Legal Metrology Act

Showing 1 to 10 of 56 entries

Previous 1 2 3 4 5 6 Next

[Create CAF](#)

Click to create CAF.

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After selecting the service “**Excise Verification Certificate**” by **Dte of Excise (Finance)**, 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.

Establishment | Ease of doing business X

Ease of Doing Business | Single Window Services for Business

DASHBOARD | ALL ESTABLISHMENTS | ALL SERVICES | PROCEDURE COMPREHENSIVE LIST | QUERY/GRIEVANCES

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

Service Added Successfully

Add Establishment | System Guided Assistance Through Wizard | Self Assisted Service | Licenses For Tourism Industry | Query Submission / Tracking | Your Profile

Your Selected Service(s)

SL NO.	SERVICE	ACTION
1	Excise verification certificate (WBRTPS Timeline: Not issued) Licensee ID Saved <input type="radio"/> Download Certificate <input type="radio"/>	Apply Online

BUSINESS REFERENCE ID : CAF2022000704

BUSINESS REFERENCE ID : CAF2022000689 [Apply Online](#)

BUSINESS REFERENCE ID : CAF2022000688 [Check Status](#)

BUSINESS REFERENCE ID : CAF2022000658 [Check Status](#)

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

Upon completion of the application process along with document submission, the applicant clicks on the '[Submit](#)' button for final submission of the application. The 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.

Application Form

On clicking on '[Submit](#)' link, the following webpage appears post submission of application with updated Status.

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Common Application Form Preview: X

https://silpasathi.wb.gov.in/caf/submitted/b2Jsl1A1WEkrQ09nZFPnbkllMVpUQT09/ZUZnNFIUWXd1SXF3dFBUN2Q3Yy9BUT09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Current Status-CAF2022000704

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Excise verification certificate	Licensee Id Saved	Completed	
	Download Certificate	Pending	

Application status updated.

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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.

← VM-WBGOVT

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

2:03 pm

Application status notified through SMS.

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: 22-09-2022 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

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

2. Online Payment of fees

Payment of fees is not required in this service.

3. Track Status of Application

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

Applicant's Dashboard

Silpasathi | State Single Window Portal for Industries

es faced while submitting application please call to our **Quick Response Team** at **03322822004** 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://edistrict.wb.gov.in>

Your Selected Service(s) (Please click on to **Check Status [Click Here]** button every time at log in to get your updated status
* Note: The applications not submitted past 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2022000704

SL NO.	SERVICE	ACTION
1	Excise verification certificate (WBRTPS Timeline: Not Issued) <small>Licensee Id Saved</small> <small>Download Certificate</small>	Click to Proceed

BUSINESS REFERENCE ID : CAF2024796002 [Apply Online](#)

BUSINESS REFERENCE ID : CAF2024795902 [Apply Online](#)

<https://silpasathi.wb.gov.in/dashboard>

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

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

CAF2022000704 – Current Status

NAME OF THE SERVICES	STATUS TITLE	CURRENT STATUS	ACTION TAKEN DATE
Excise verification certificate	Licensee Id Saved	Completed	
	Download Certificate	Pending	

Latest status updated.

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Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

4. Online Download of final approval certificate

The applicant has to '**Click to Proceed**' to view further with the application process.

Applicant's Dashboard

Establishment | Ease of doing business X

https://silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Licenses For Tourism Industry Query Submission / Tracking Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000704 Check Status

SL NO.	SERVICE	ACTION
1	Excise verification certificate (WBRTPS Timeline: Not Issued) Licensee id Saved Download Certificate	Click to Proceed

BUSINESS REFERENCE ID : CAF2022000689 Apply Online

BUSINESS REFERENCE ID : CAF2022000688 Check Status

BUSINESS REFERENCE ID : CAF2022000658 Check Status

BUSINESS REFERENCE ID : CAF2022000643 Check Status

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View Details | Ease of doing business X

https://silpasathi.wb.gov.in/viewdetails/54/Tjh1OUNSOGIO5zFMNGQ2QmIPYUZFQT09/ZUZxNFIUWxd15XF3dFBUN2Q3Yy9BUT09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

APPLICATION DETAILS

CAF ID NO	CAF2022000704
License ID No	30/2006/0174

Download Certificate

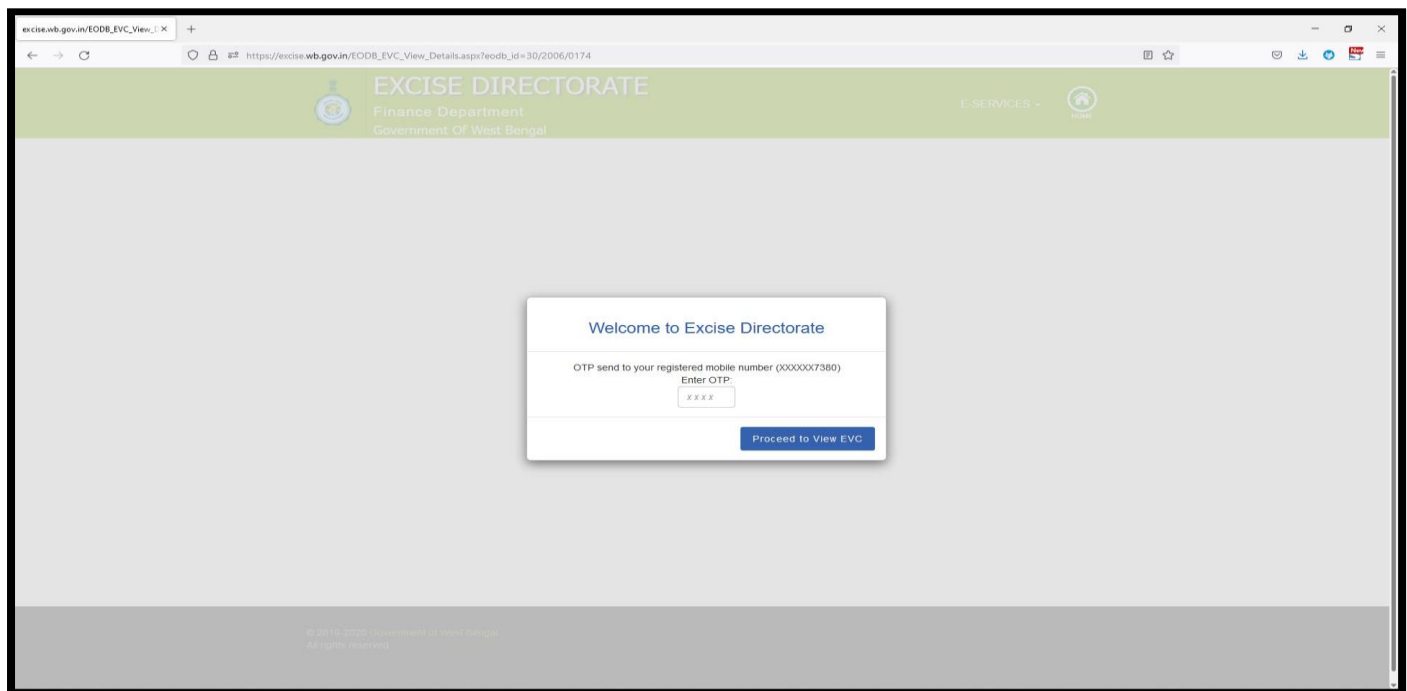
Click on 'Download Certificate'

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Applicant is redirected to Excise Directorate Portal for further process.

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

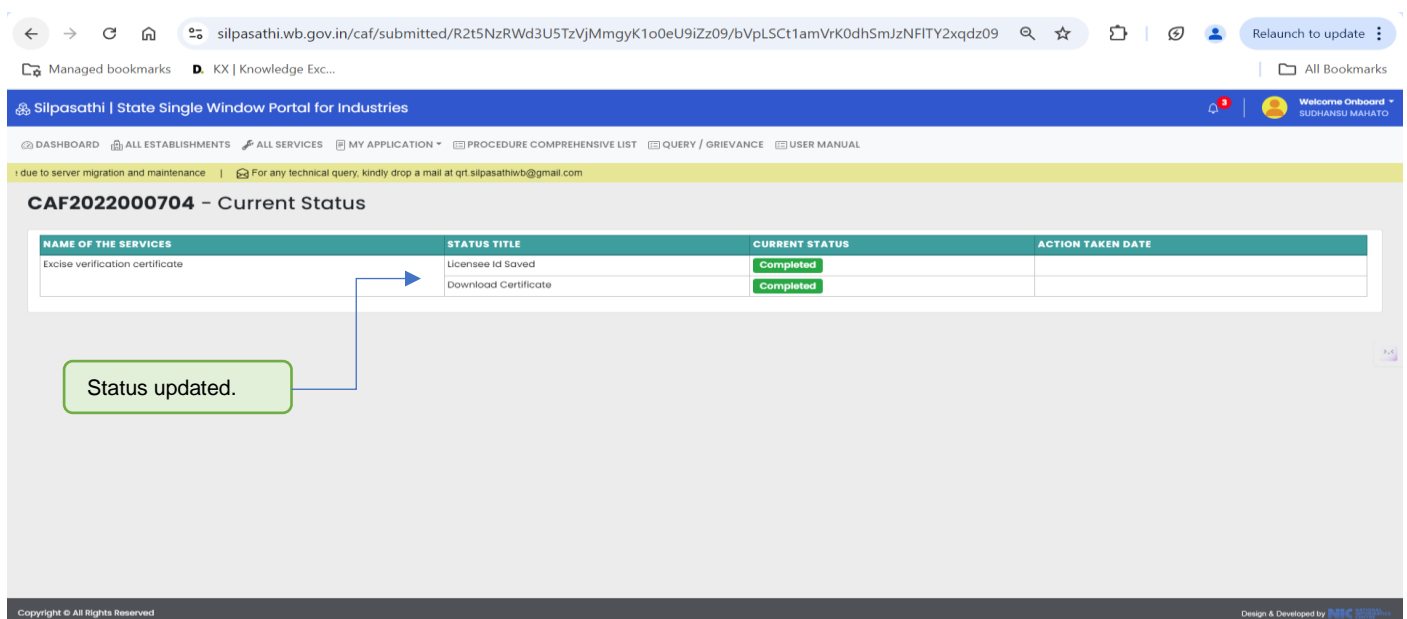
Applicant logs in to the portal by entering the OTP.



The applicant can view the certificate generated.



Status Dashboard



Excise Verification Certificate 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 SilpaSathi Portal.

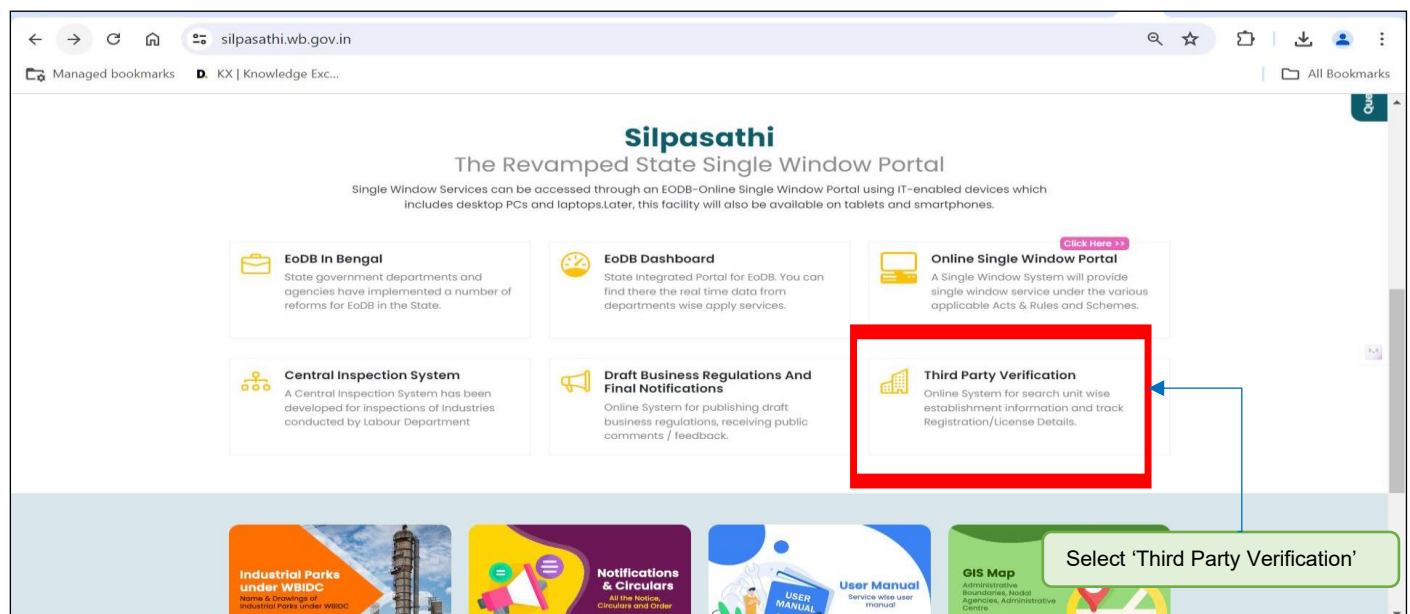
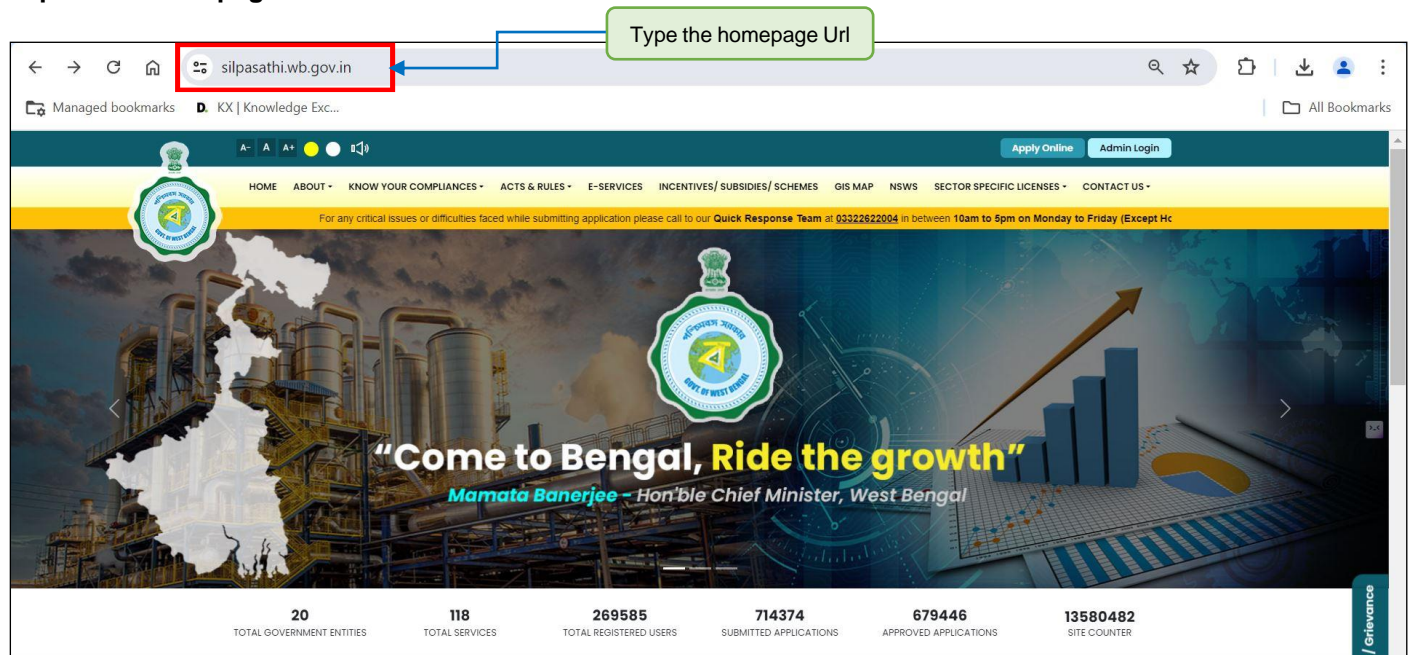
Third part verification process

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



Excise Verification Certificate 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.

Third Party Verification

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

Select Services *
Allotment of land in Industrial Area (WBIDC) - (Industry, C

Registration Number / License Number / Others *

Search

Sl No.	Service Name	Department Name	Action
1	Brand/Label Registration	Finance (Excise Directorate)	Click Here >>
2	Building Plan Approval	UD&MA	Click Here >>
3	Issuance of approval post plinth inspection	UD&MA	Click Here >>
4	Issuance of Occupancy Certificate	UD&MA	Click Here >>

Query / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Details

Select Services *
Excise verification certificate - (Dte. Of Exise - Finance)

Registration Number / License Number / Others *

BS/UB/2022-2022/1241/01/P

Search

Excise verification certificate - (Dte. Of Exise - Finance)

Click Here >>

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Site Map | Privacy Policy | Disclaimer | Related Links

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

Excise Verification Certificate provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The third party can view the details as illustrated below:

Anonymous user will land to "EODB : Dasbhaord" page in Excise portal.

The screenshot shows the 'EODB : Dashboard' page. The header includes the Excise Directorate logo and name, and the Finance Department, Government of West Bengal. The dashboard displays the following data:

Category	Generated Today	Generated Till Date	Last Updated On
1) Brand and Label Registration	Label Registered Today : 0	Label Registered Till Date : 44068	(Last Updated On : Oct 16 2022 9:00PM)
2) Import of Bulk Spirit	Permit Generated Today : 12	Permit Generated Till Date : 59830	(Last Updated On : Oct 16 2022 9:00PM)
3) Import of Package Foreign Liquor	Permit Generated Today : 0	Permit Generated Till Date : 25078	(Last Updated On : Oct 16 2022 9:00PM)
4) EVC for Import of Bulk Spirit	EVC Generated Today : 0	EVC Generated Till Date : 29647	(Last Updated On : Oct 16 2022 9:00PM)
5) EVC for Import of Package Foreign Liquor	EVC Generated Today : 0	EVC Generated Till Date : 19313	(Last Updated On : Oct 16 2022 9:00PM)

Anonymous user has to click on the "2 . Third Party Verification" tab and enter the "Permit No" and click on "Verify" button.

The screenshot shows the 'EODB : Dashboard' page with the '2. Third Party Verification' tab selected. The page displays the following form:

Verify Your EVC Here

Please Enter Your Permit No. Here :

Excise Verification Certificate provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

On clicking the “Verify” button anonymous user can view the details of the certificate.

The screenshot displays the 'EODB : Dashboard' interface within a web browser. The browser's address bar shows the URL 'https://excise.wb.gov.in/UserLogin/EODB_Dashboard.aspx'. The page header is green and contains the 'EXCISE DIRECTORATE' logo, the text 'Finance Department Government Of West Bengal', and links for 'E-SERVICES' and 'HOME'. The main content area features a 'Verify Your EVC Here' section with a tabbed interface. The '1. Dashboard' tab is active, showing a form with a label 'Please Enter Your Permit No. Here', a text input field containing 'BS/UB/2022-2023/1241/01/P', and a yellow 'Verify' button. Below the form, a green dashed box contains the message 'Excise Verification Certificate Generated Successfully on 06/10/2022'. The footer of the page is dark grey and contains the copyright notice '© 2019-2020 Government of West Bengal All rights reserved.'.