



West Bengal Pollution Control Board :

*Authorization under Solid
Waste Management
(processing, recycling,
treatment, and disposal of
solid waste) Rules, 2016*

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

User Manual

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

Table of Contents

Introduction	3
About the Service.....	3
Comprehensive Checklist of Documents to be submitted online	3
Timeline (WBRTPS).....	4
Instructions related to the application form	4
Application Process through SilpaSathi	5
1. Online Application submission along with online submission of documents.....	5
2. Track Status of Application.....	11
3. Online Payment of fees	15
4: Online Download of final approval certificate.....	19
5: Third Party verification details	21

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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 “**Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016**” by **West Bengal Pollution Control Board, 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

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016 is the permission given by the West Bengal State Pollution Control Board to an agency, urban local authority, or facility operator responsible for solid waste disposal and processing. 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.	Copy of CTE granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) grants a Consent to Establish (CTE) to industries, plants, or processes before they are established.
2.	Copy of CTO granted by WBPCB both	The West Bengal Pollution Control Board (WBPCB) grants Consent to Operate (CTO) to industries and operating units after considering their compliance with environmental laws

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

#	Documents Required	Detailed Description
3.	Site Clearance of local body	Site clearance is a process that involves removing trees, walls, and previous buildings from a site to prepare it for construction
4.	Copy of Environmental Clearance (EC) for common sanitary landfills (ULBS)	Environmental Clearance
5.	Copy of agreement between operating agencies and local bodies	A copy of agreement

Timeline (WBRTPS)

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016 has an WBRTPS timeline of **30 days** till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Select Establishment	From the dropdown list select the establishment type
2.	Name of Industry	Enter name of the industry
3.	Occupier Email	Mention email id details of the industry owner
4.	Service ID	Enter correct service ID
5.	Occupier Mobile	Add mobile number of the industry owner/occupier
6.	Industry Pin Code	Enter address pin code of the industry location
7.	Industry Telephone No	Enter telephone details of the industry
8.	Industry District	Enter district of the industry location
9.	Industry Address	Enter address details of the industry
10.	First Name	Enter Applicant's first name
11.	Last Name	Enter Applicant's last name
12.	Industry Email	Mention email id details of the industry

User Manual

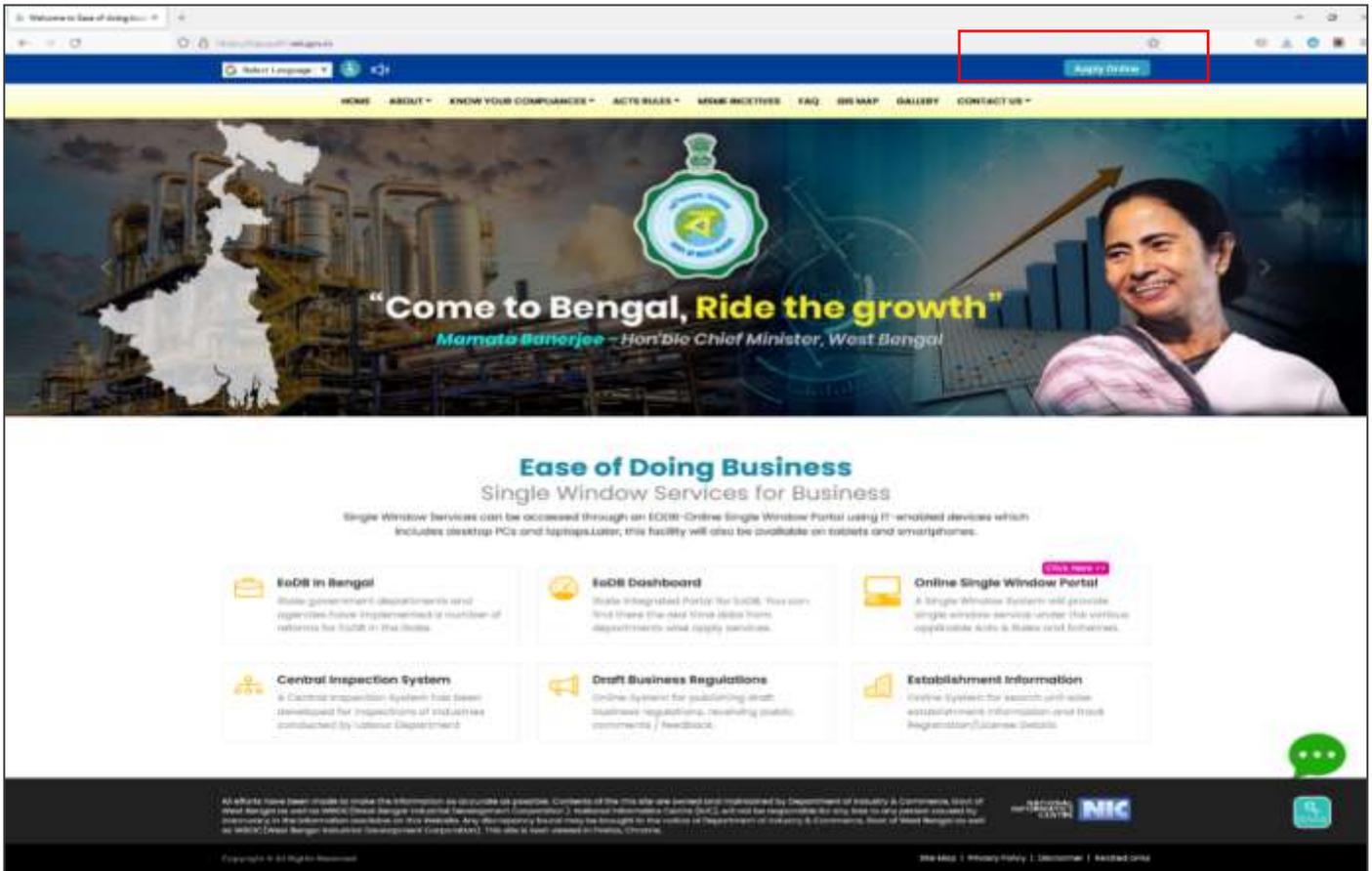
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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.

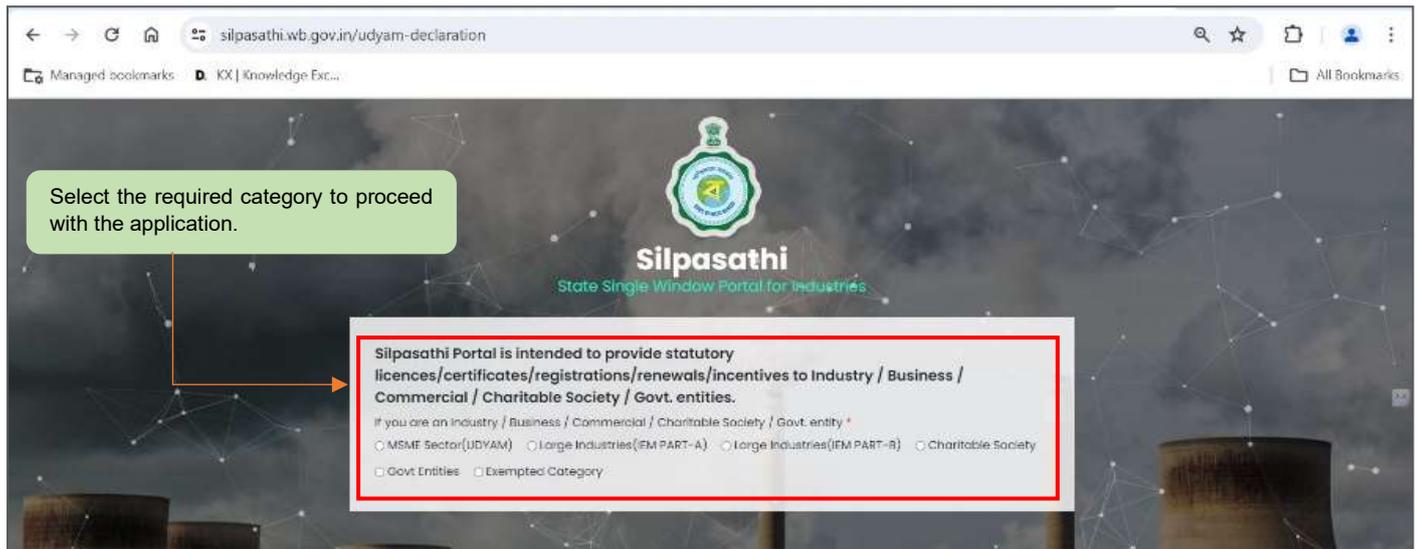


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

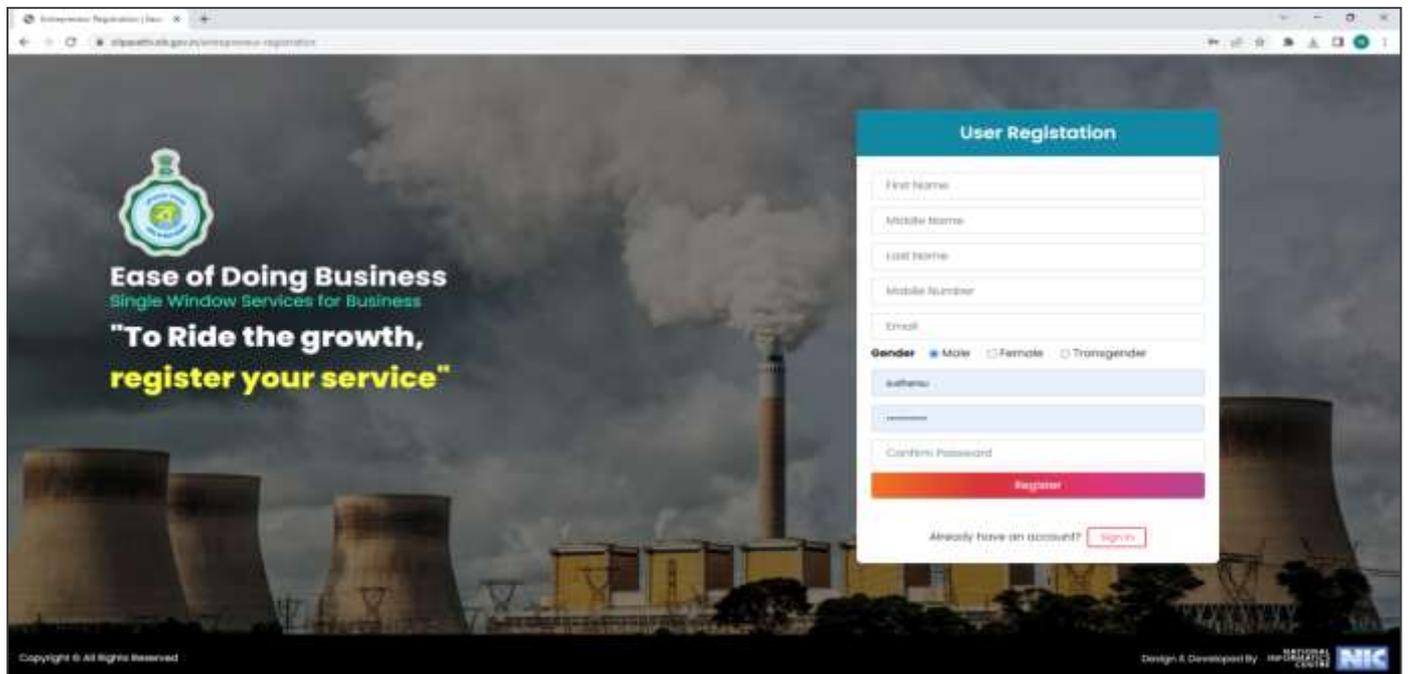
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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



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

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

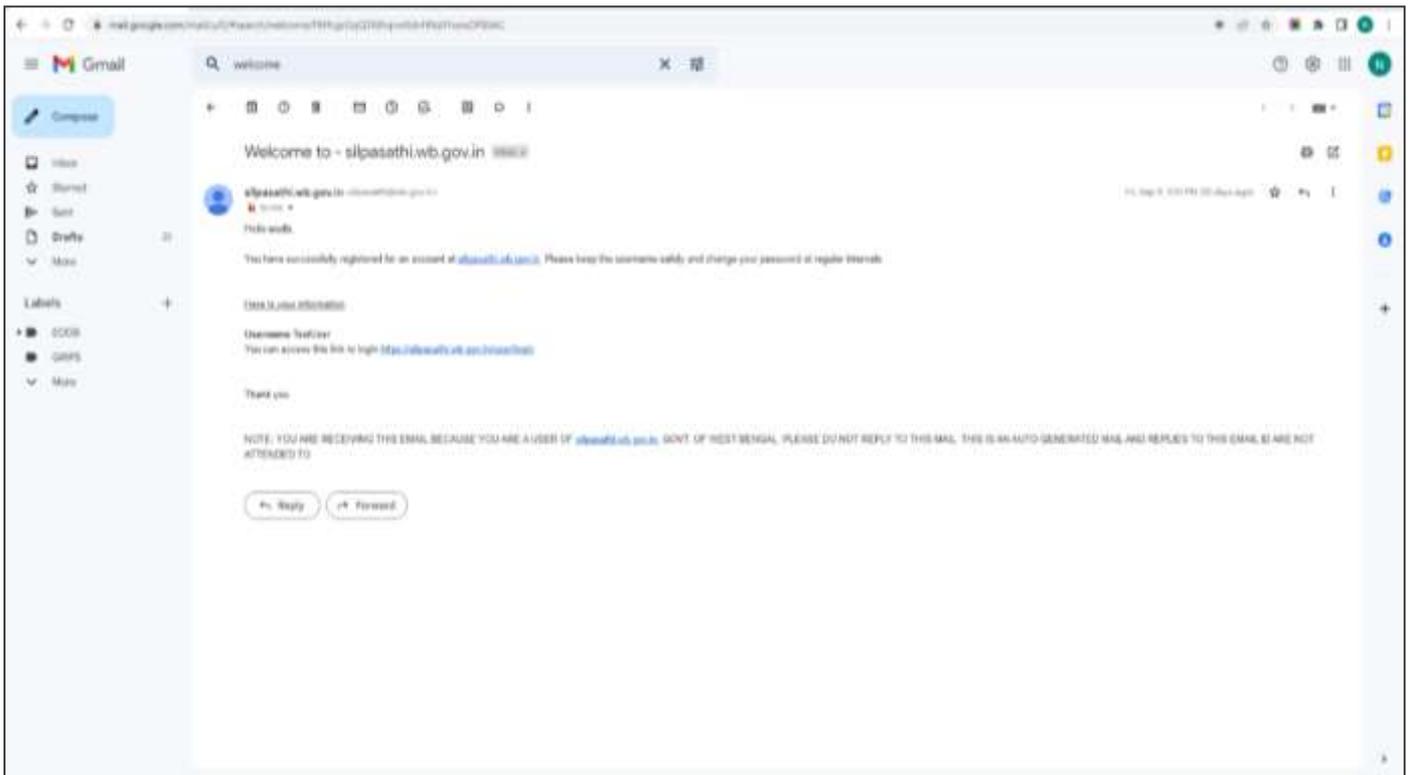


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

User Manual

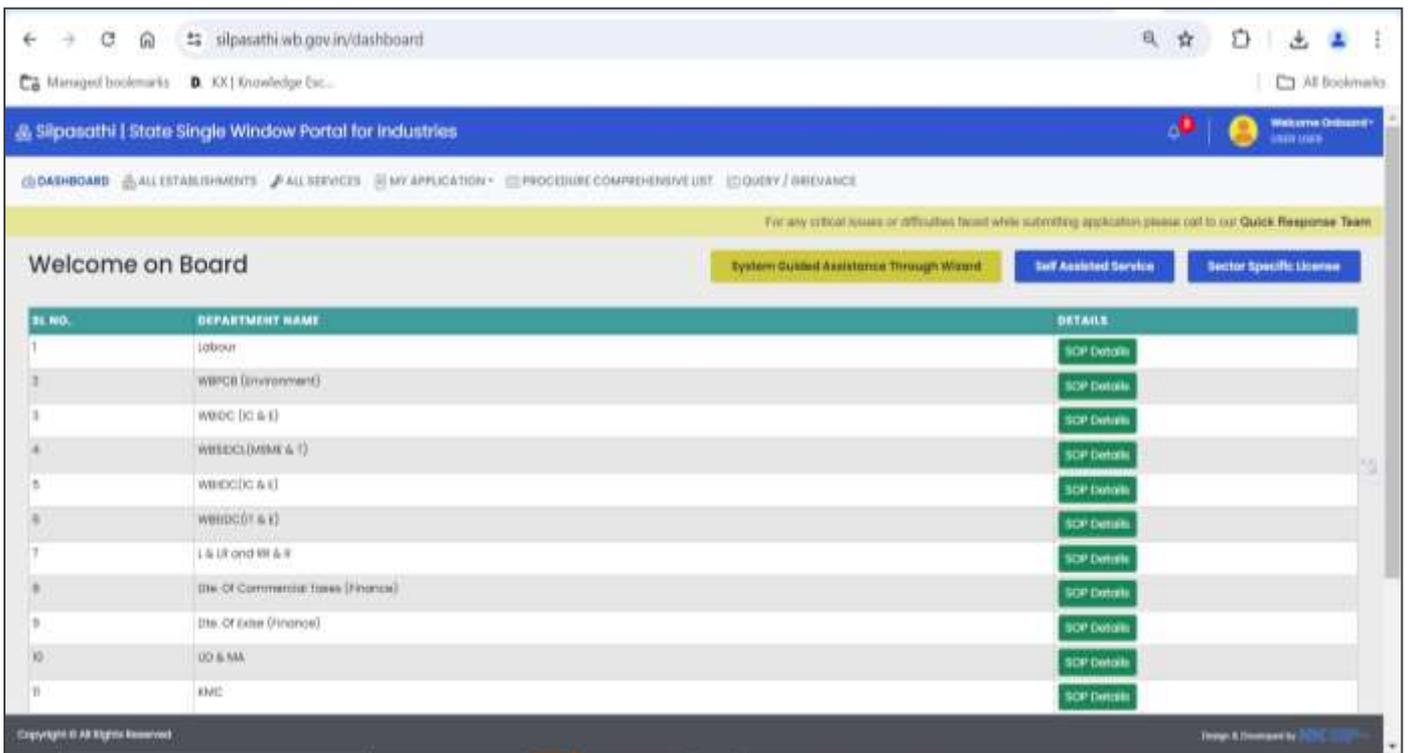
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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.

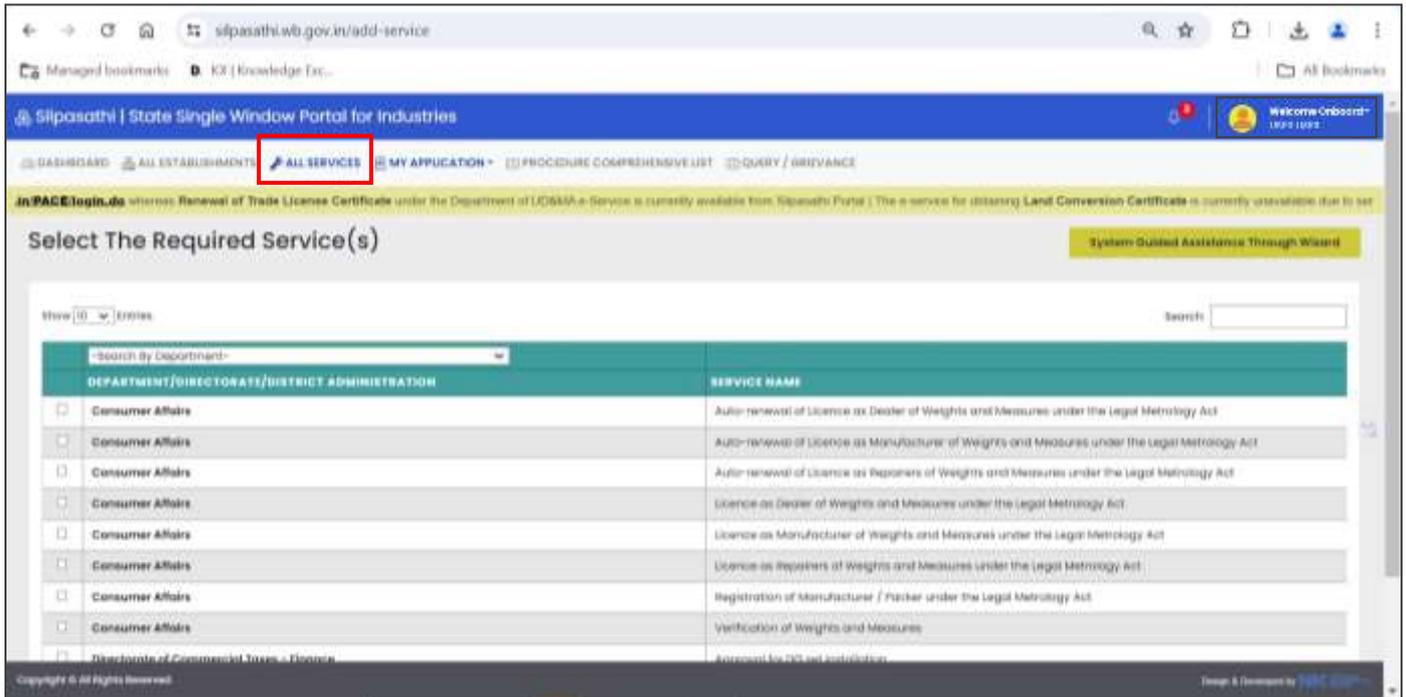


The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.

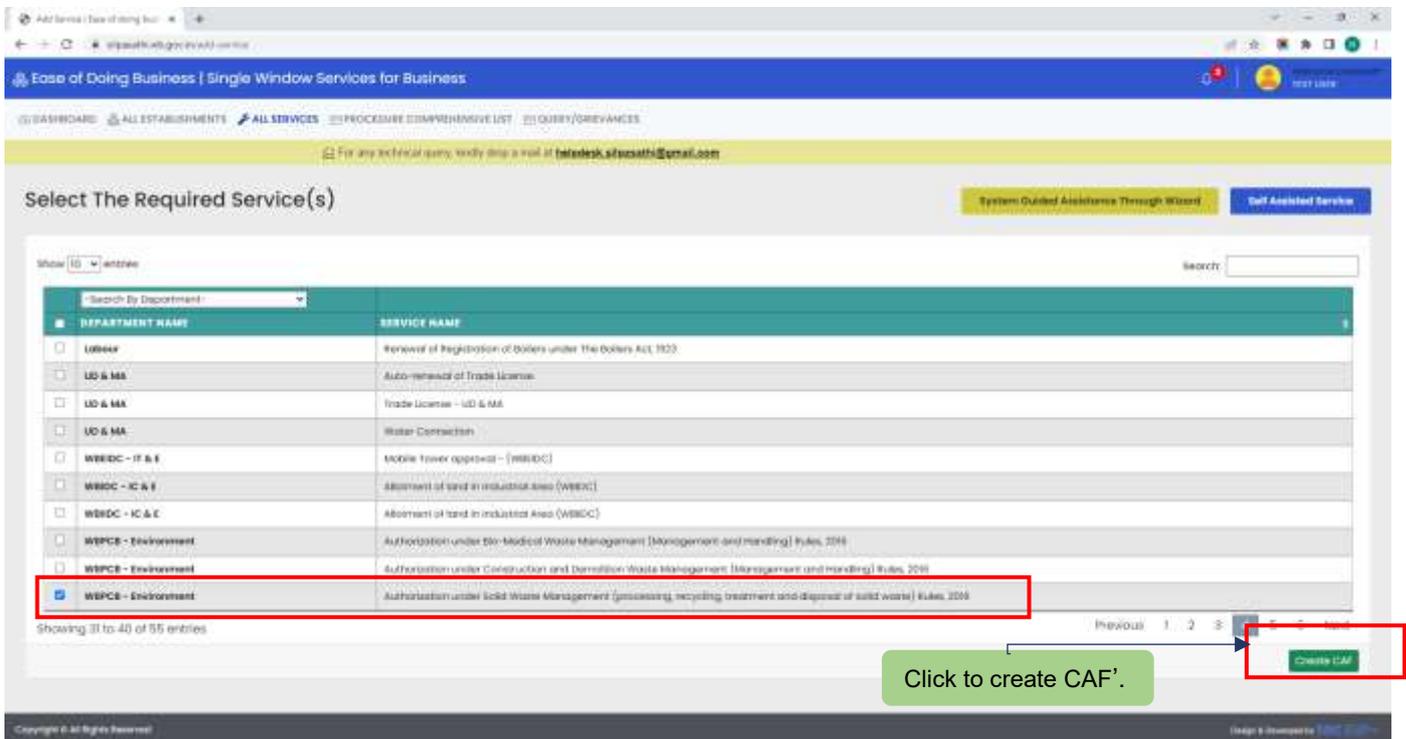
User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016**'.



After selecting the service '**Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016**', 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.

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

Applicant's Dashboard

CAF ID generated.

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

SL NO.	SERVICES	ACTION
1	Authorization under Solid Waste Management (processing, recycling, treatment and disposal of solid waste) Rules, 2016 Basic Details Saved → Application Submitted / Forwarded to Inspector → In Progress → Classification Issued and Classification Closed by the Industry / Inspector Reload and Inspector Closed → Application Returned → Approved / Completed	

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):

Application Form

Common Application Form - CAF202200693

Application Details

Select Establishment *
- Search -

Service Id *
Its

Industry Telephone No *

First Name *

Name of Industry *

Occupier Mobile *

Industry Electric *

Last Name *

Occupier Email *

Industry Pin Code *

Industry Address *

Industry Email *

Save & Continue

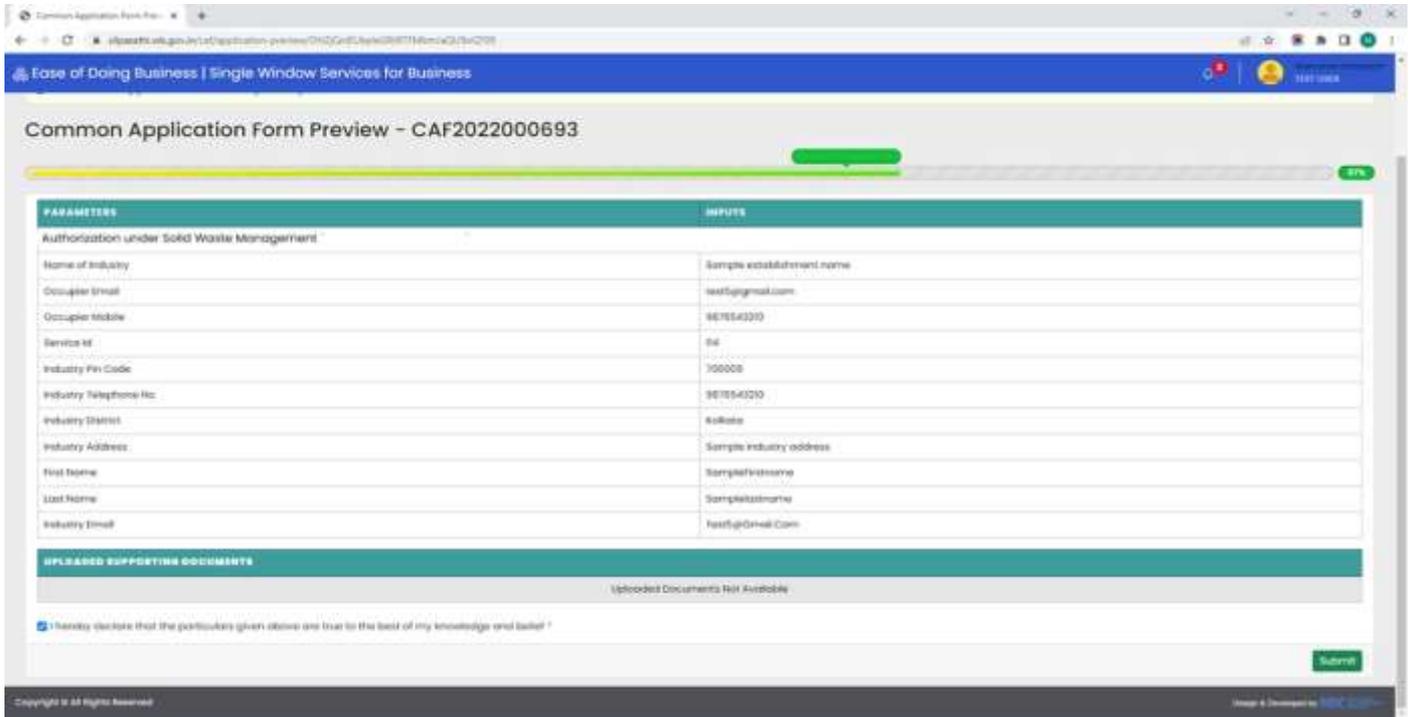
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots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

User Manual

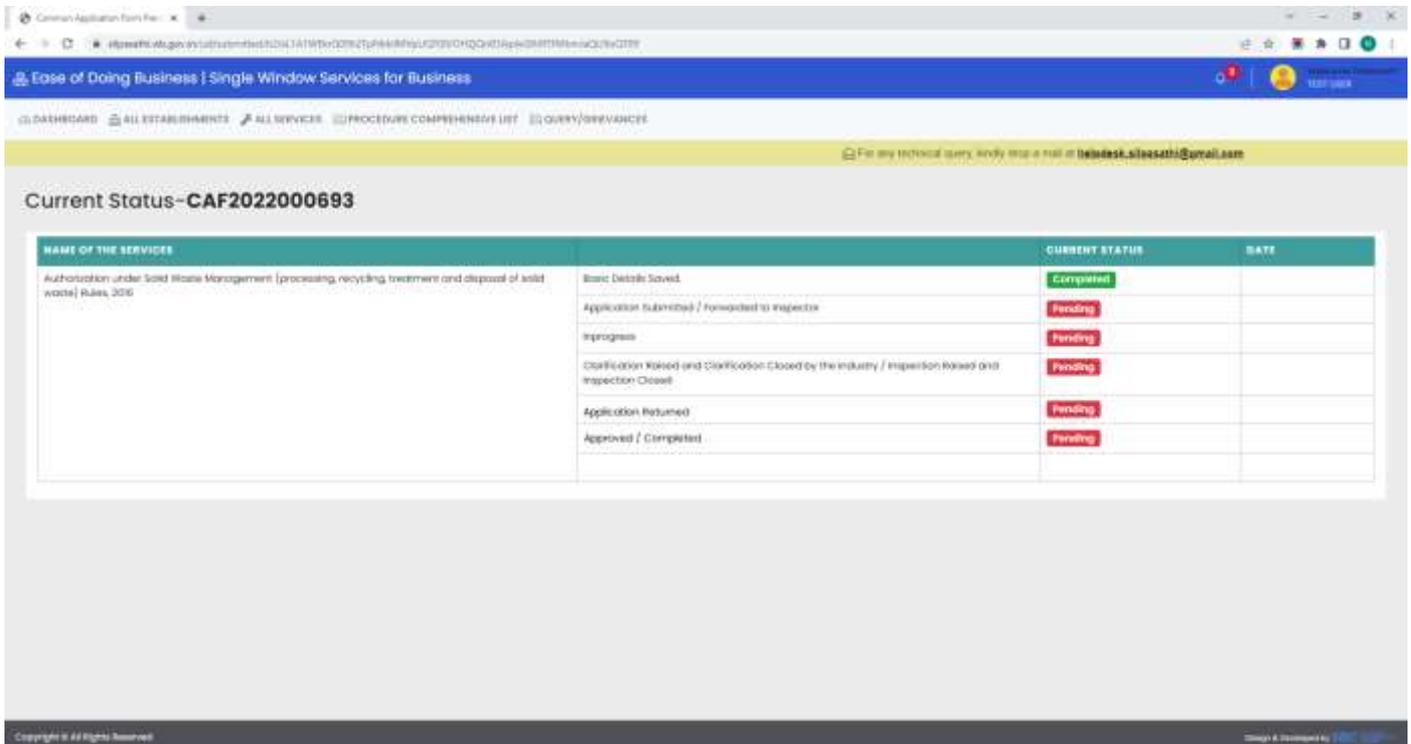
Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

Upon completion of the application process the applicant clicks on the '**Submit**' button for final submission of the application. Please refer to the screenshots below for detailed illustrations.



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

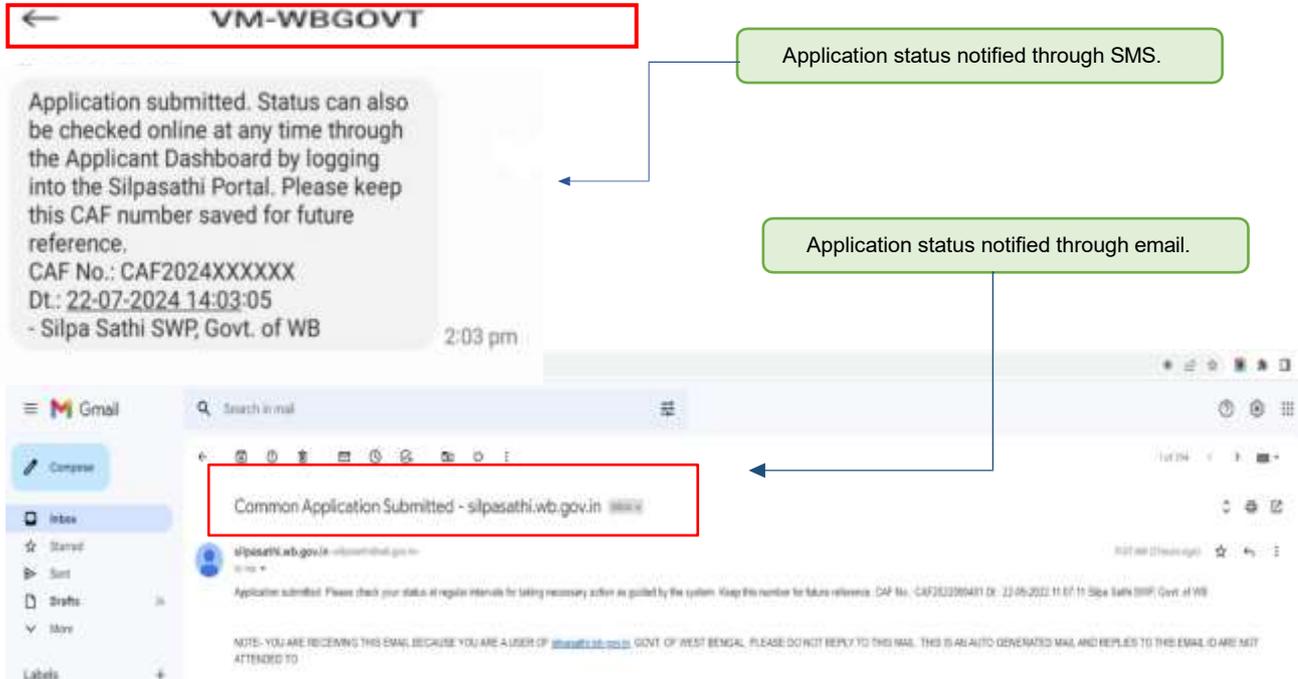


User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

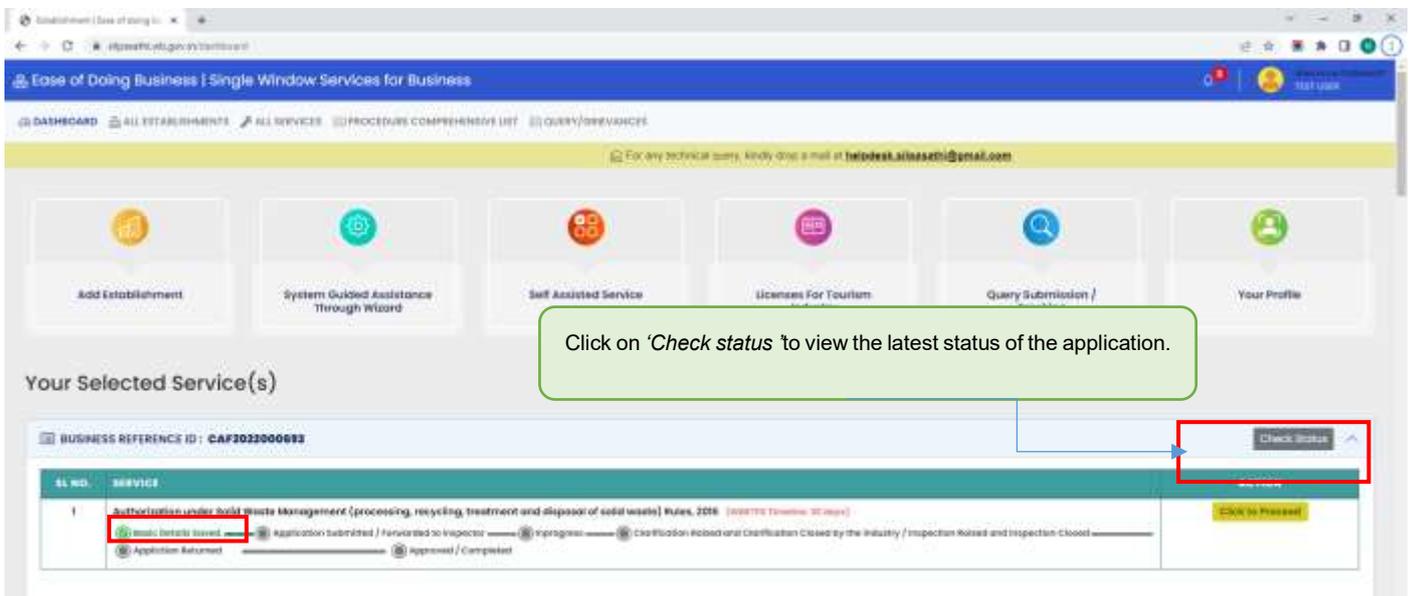
The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



2. Track Status of Application

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

Applicant's Dashboard

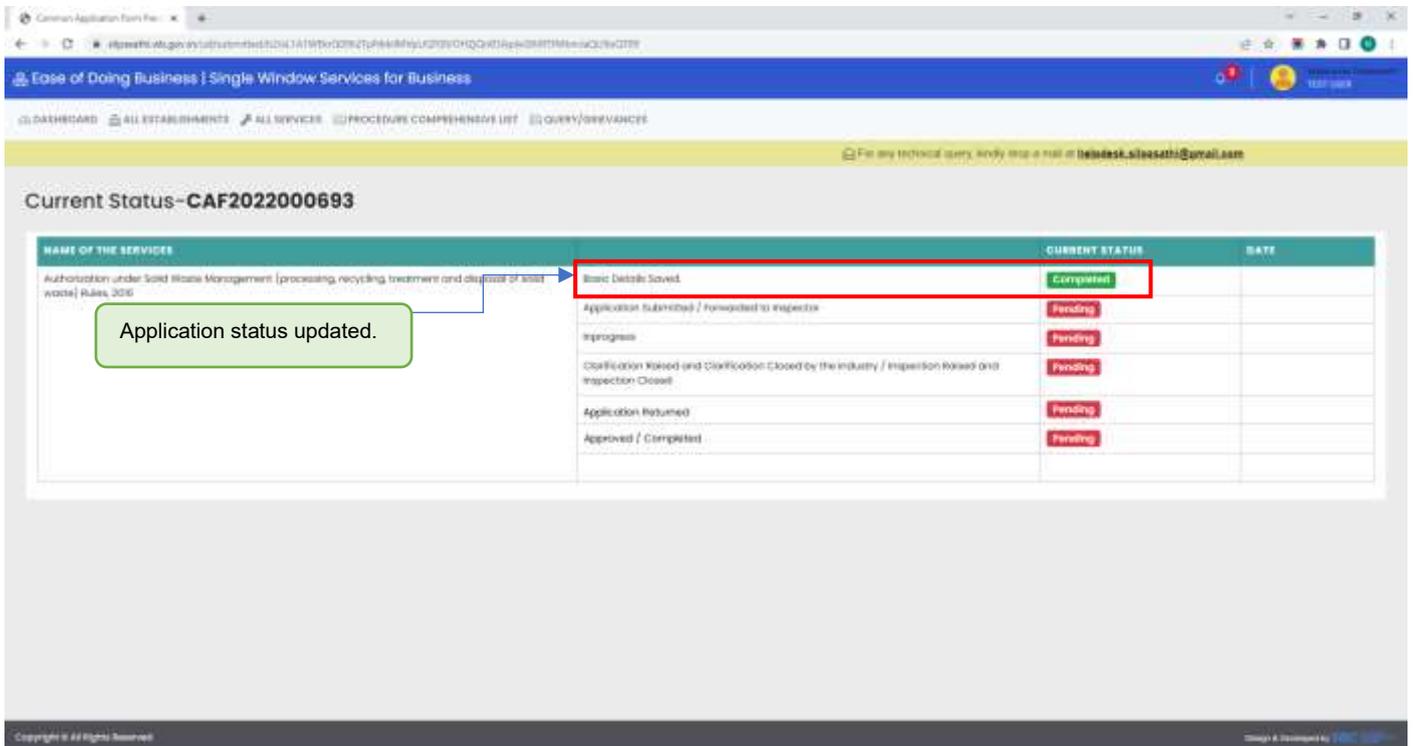


User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

Status Dashboard



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

The applicant clicks on 'Click to Proceed' button to further processing of the application. The applicant can now view the Departmental Application page and proceed with the application.



Process illustrated in the screenshots below:

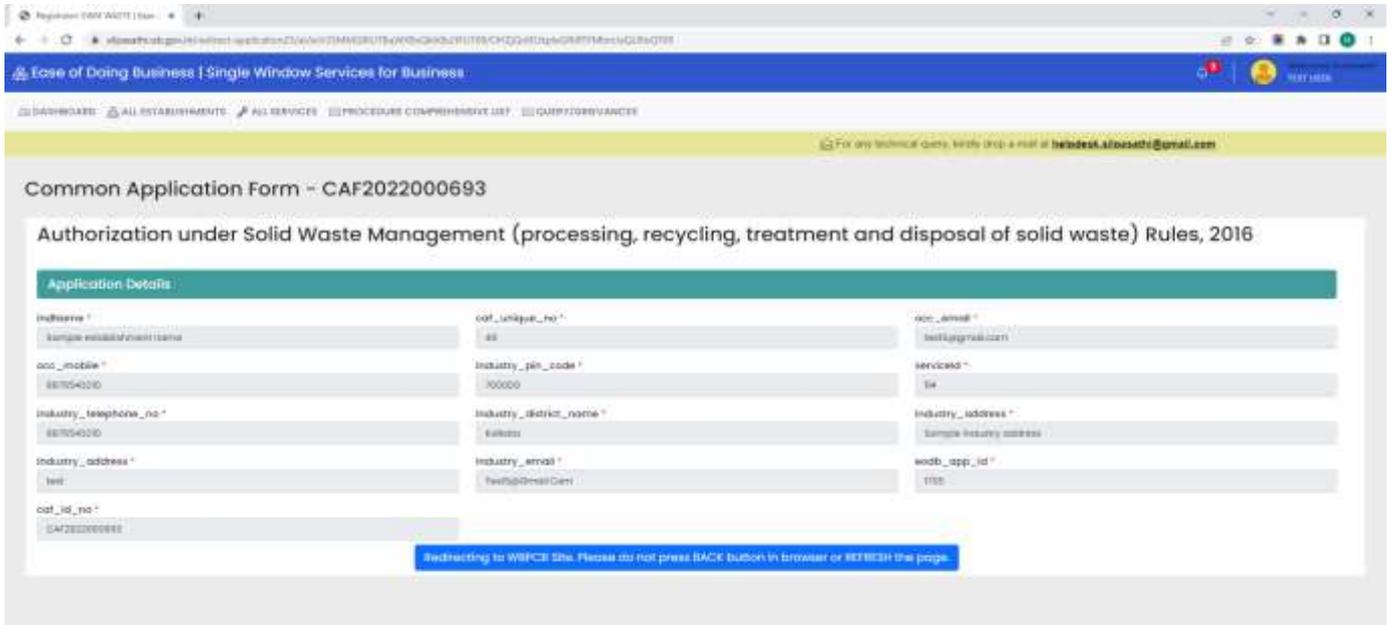
The applicant can now view his submitted applications in the **West Bengal Pollution Control Board (WBPCB)** page.

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

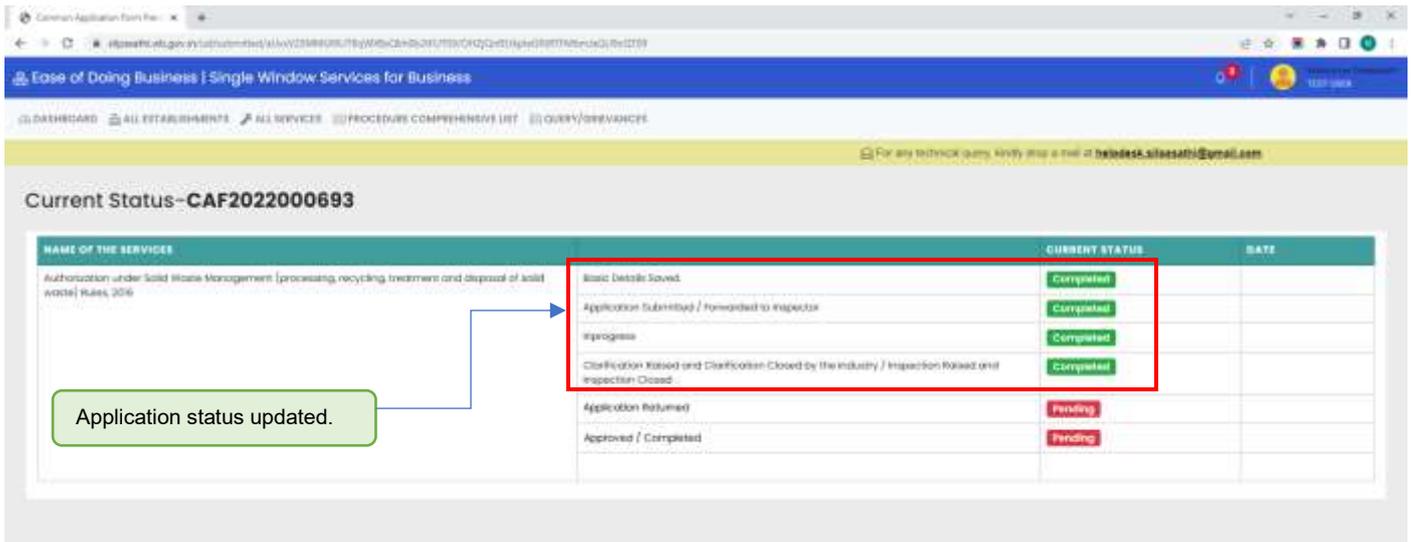
Once reviewed, the application will be submitted successfully with a **unique application ID** along with the downloadable form, as mentioned in the preceding screenshots below:



User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

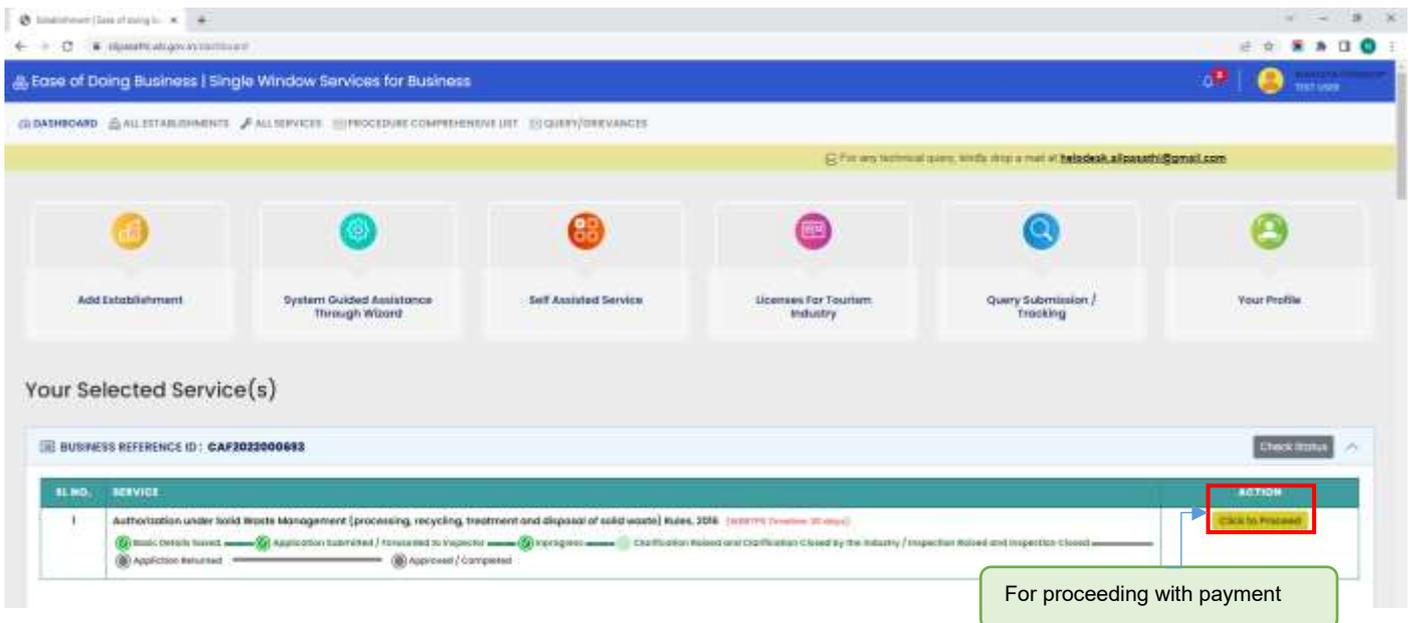


Note: Latest status can be seen any time through Applicant's Dashboard

3. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on '[Click to Proceed](#)' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard



The applicant can now view the Departmental Page which is the official website of **West Bengal Pollution Control Board** and complete the payment process. The payment procedure has been illustrated as per the following screenshots.

The applicant can click on '[Make Payment](#)' option as illustrated in the screenshot.

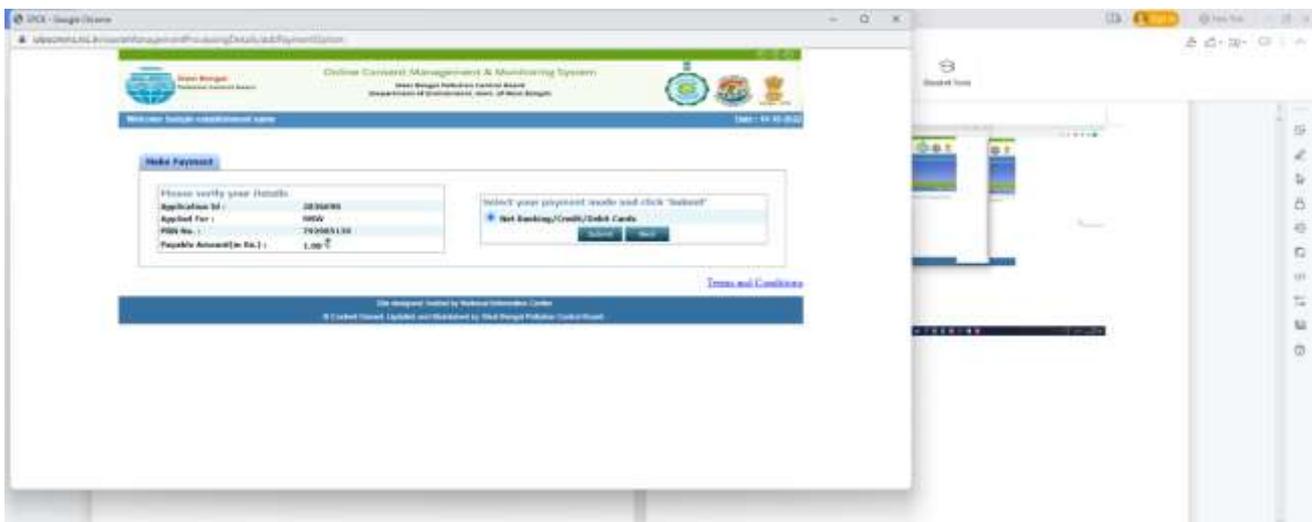
User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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



The fees details and other necessary application details as displayed.

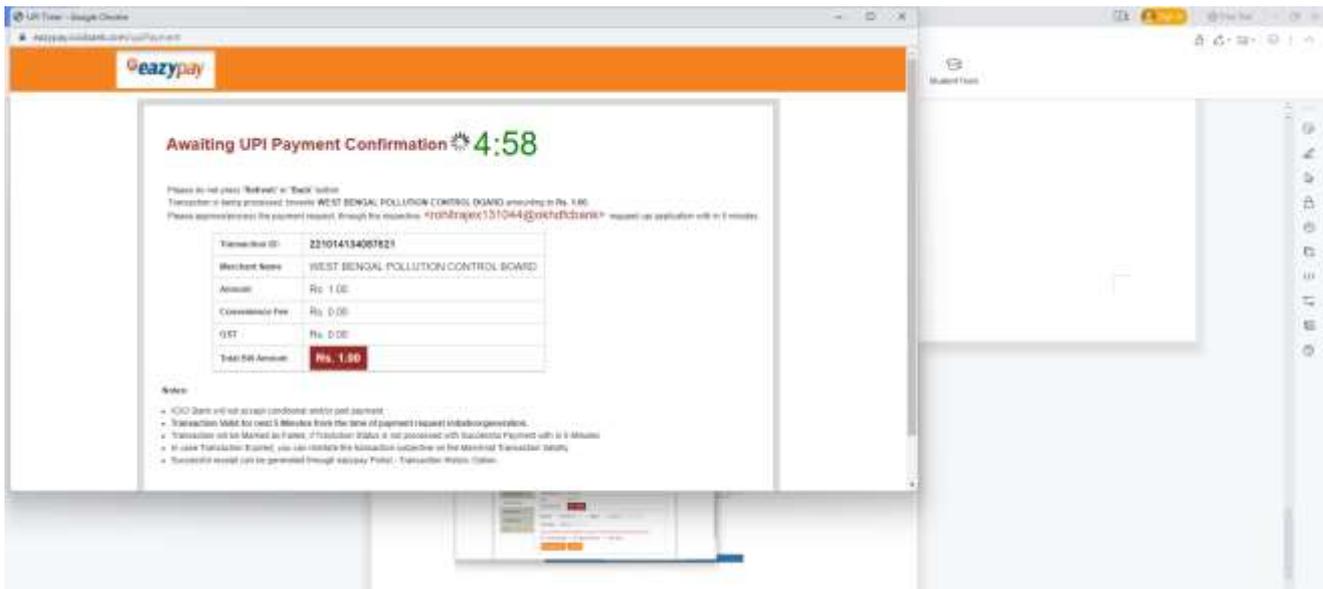
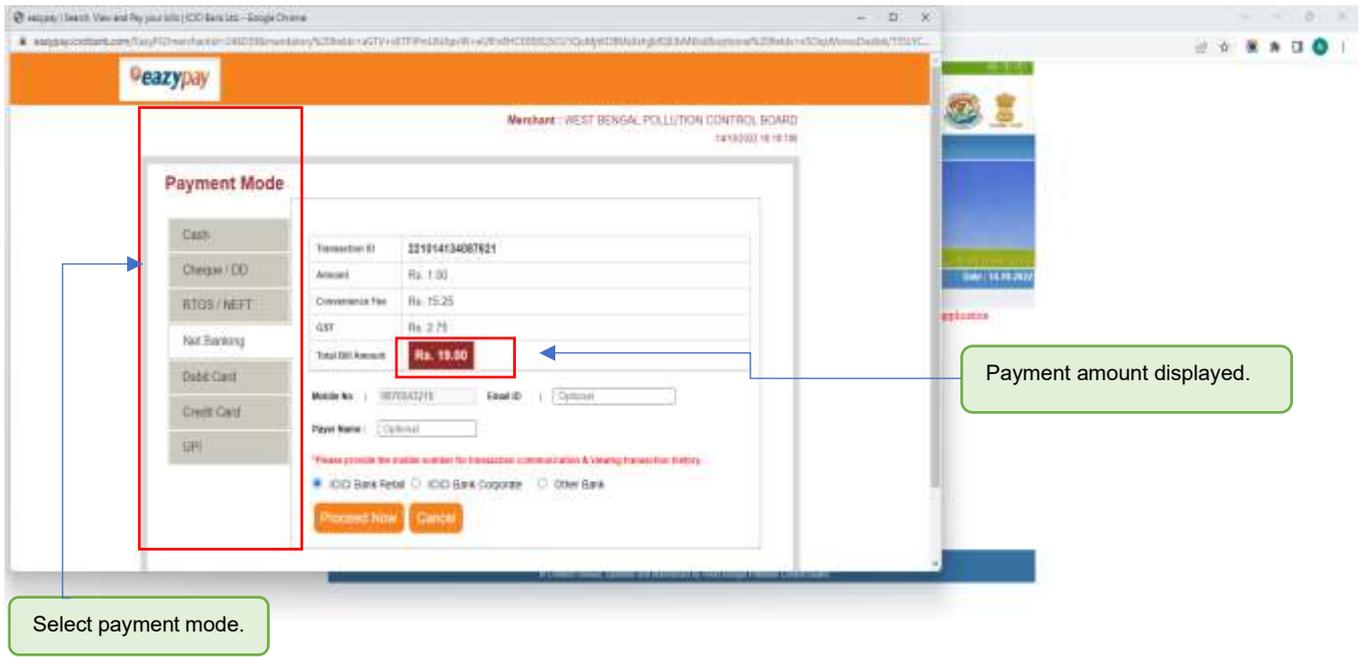


User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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.

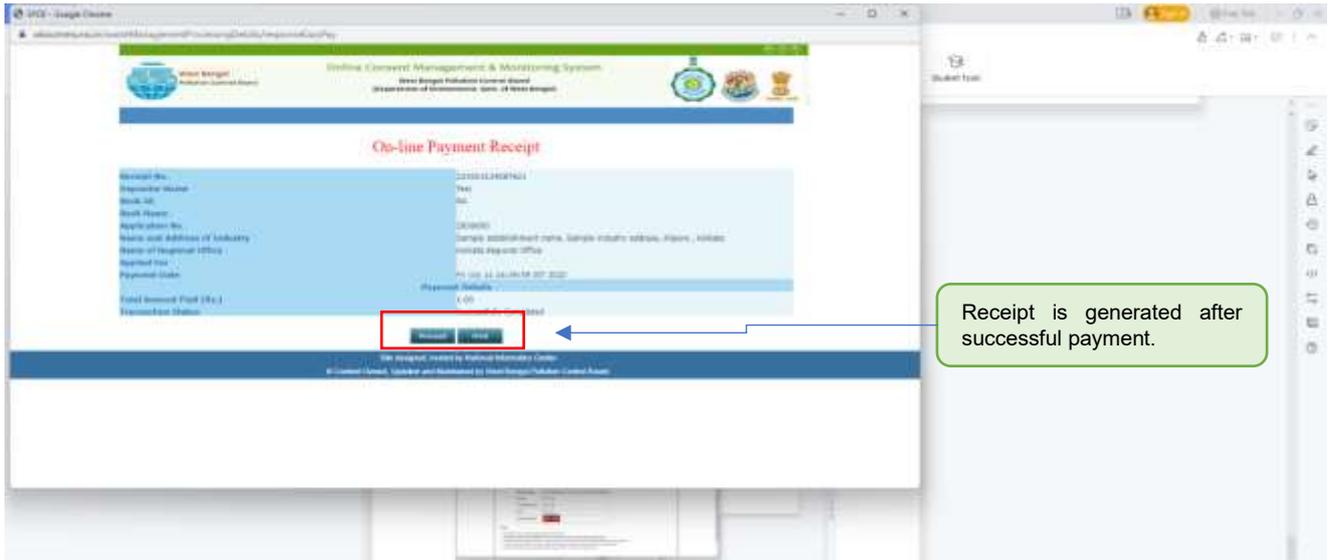


The applicant can view the online receipt as generated. He can also print the same for reference.

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

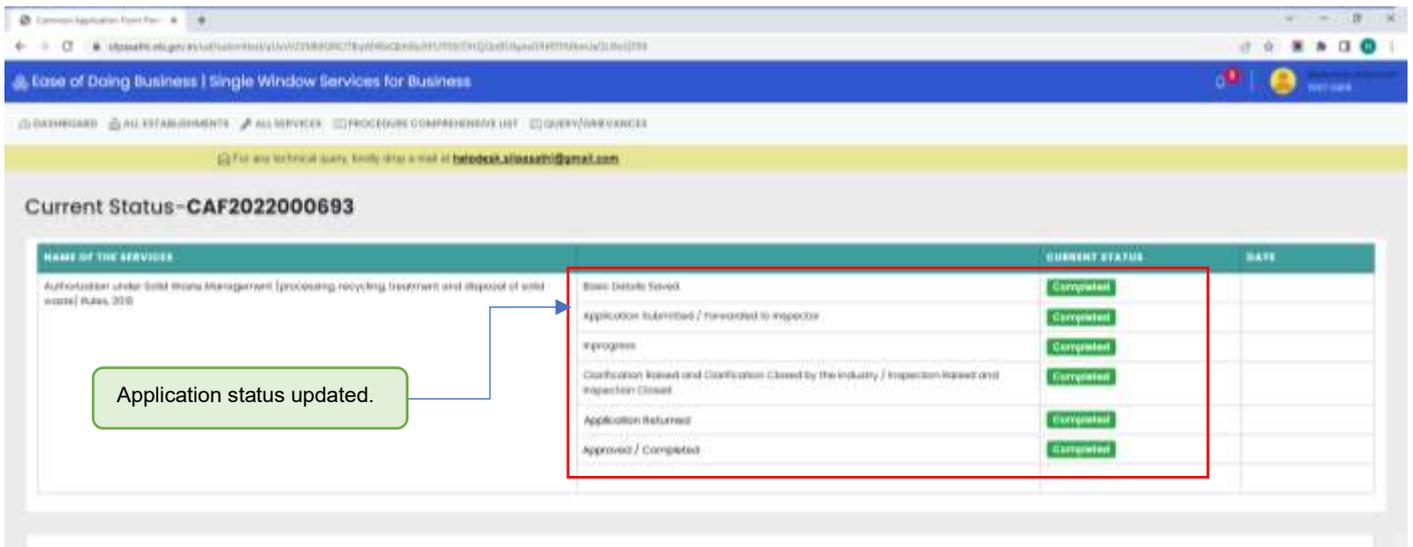
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The applicant shall click on 'Proceed' and view the application as submitted.

The applicant can now view his application status in the SilpaSathi page.

Status Dashboard



User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

4: Online Download of final approval certificate

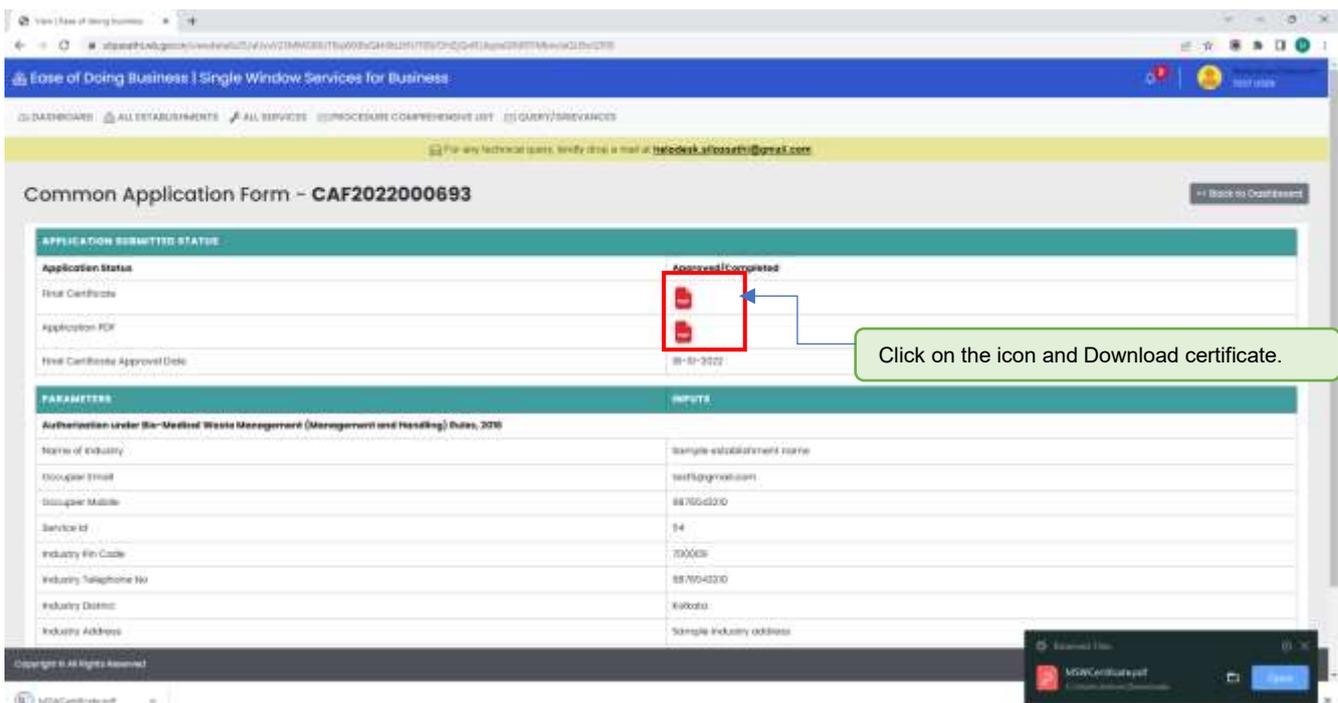
The applicant can now click on 'Click to Proceed' to download the final certificate.

Applicant's Dashboard



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

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

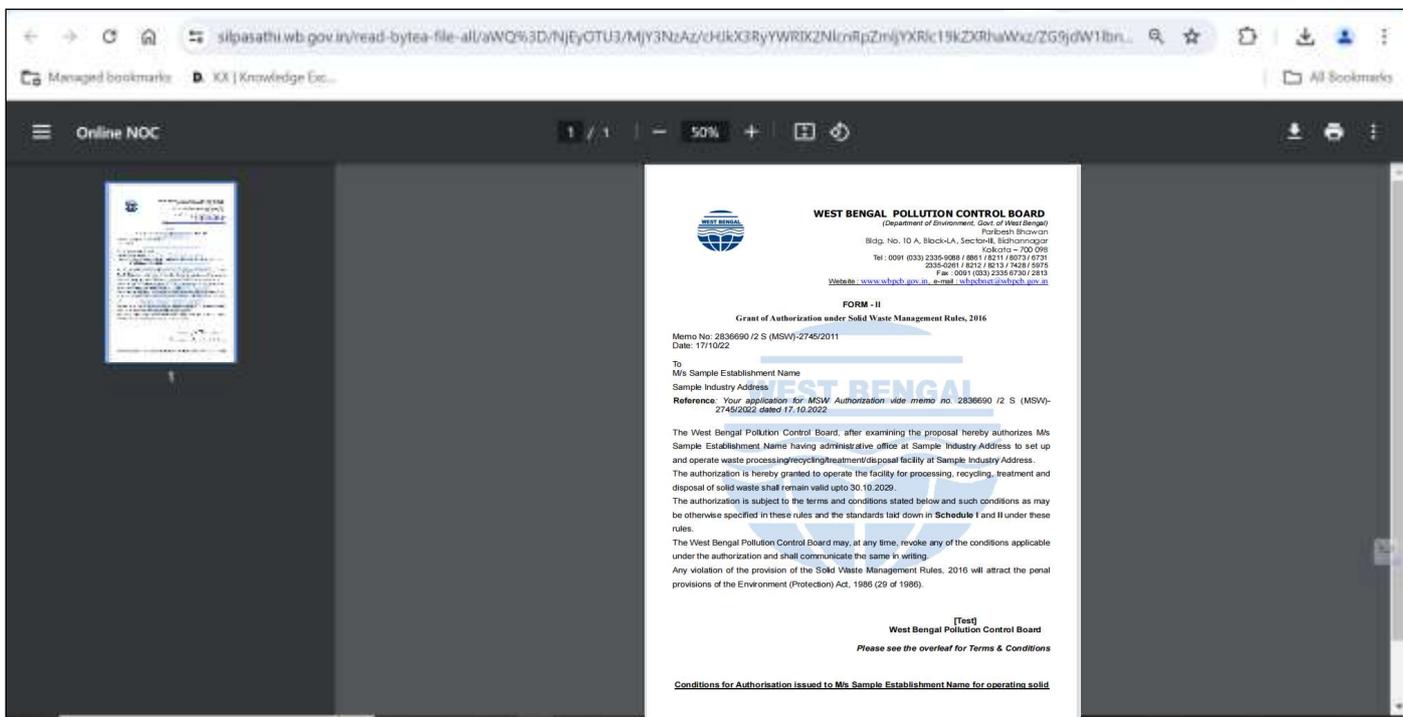


User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

The Final Certificate gets downloaded (Screenshot)



User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

One Approval certificate document has been illustrated below:

WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Govt. of West Bengal)
Paribesh Bhawan
Bldg. No. 10 A, Block-LA, Sector-III, Bidhannagar
Kolkata – 700 098
Tel : 0091 (033) 2335-9088 / 8861 / 8211 / 8073 / 6731
2335-0261 / 8212 / 8213 / 7428 / 5975
Fax : 0091 (033) 2335 6730 / 2813
Website : www.wbpcb.gov.in, e-mail : wbpcbnet@wbpcb.gov.in

FORM - II
Grant of Authorization under Solid Waste Management Rules, 2016

Memo No: 2836690 /2 S (MSW)-2745/2011
Date: 17/10/22

To
M/s Sample Establishment Name
Sample Industry Address

Reference: Your application for MSW Authorization vide memo no. 2836690 /2 S (MSW)-2745/2022 dated 17.10.2022

The West Bengal Pollution Control Board, after examining the proposal hereby authorizes M/s Sample Establishment Name having administrative office at Sample Industry Address to set up and operate waste processing/recycling/treatment/disposal facility at Sample Industry Address. The authorization is hereby granted to operate the facility for processing, recycling, treatment and disposal of solid waste shall remain valid upto 30.10.2029.

The authorization is subject to the terms and conditions stated below and such conditions as may be otherwise specified in these rules and the standards laid down in **Schedule I** and **II** under these rules.

The West Bengal Pollution Control Board may, at any time, revoke any of the conditions applicable under the authorization and shall communicate the same in writing.

Any violation of the provision of the Solid Waste Management Rules, 2016 will attract the penal provisions of the Environment (Protection) Act, 1986 (29 of 1986).

[Test]
West Bengal Pollution Control Board
Please see the overleaf for Terms & Conditions

Conditions for Authorisation issued to M/s Sample Establishment Name for operating solid

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.

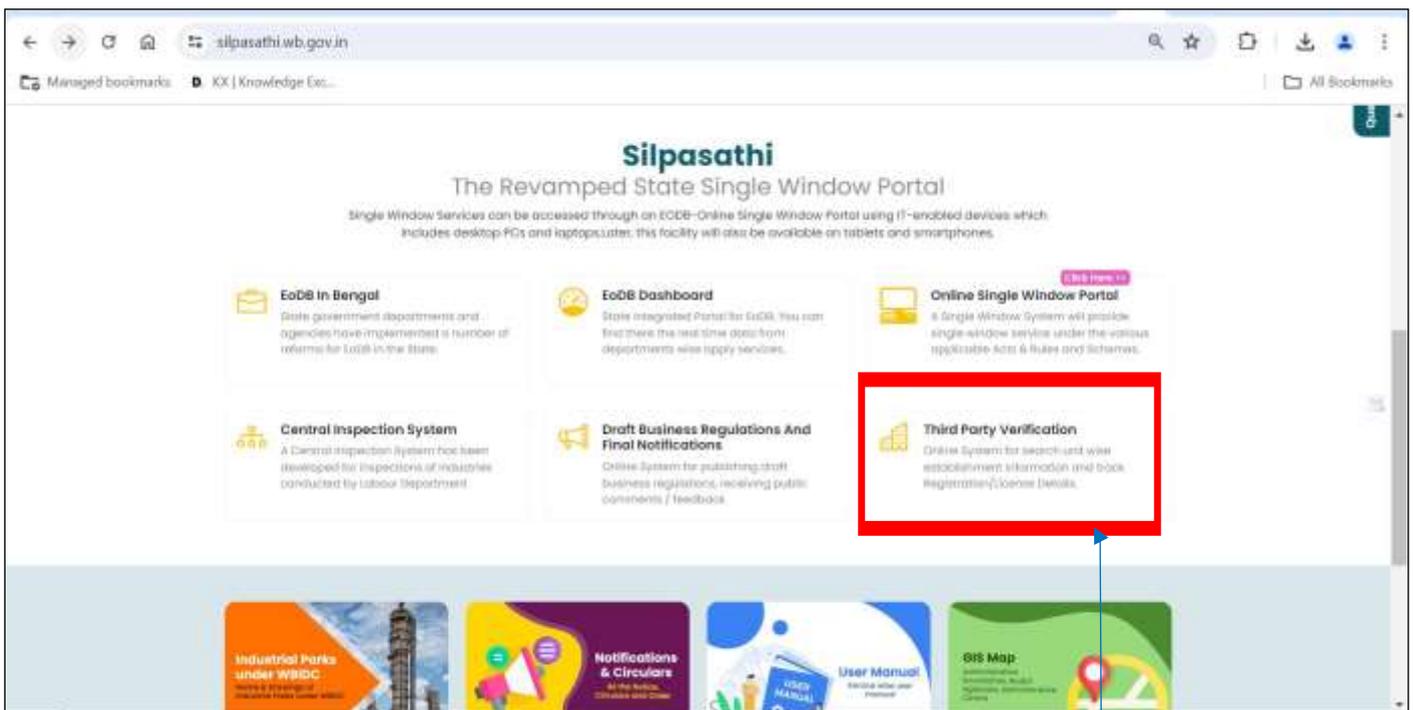
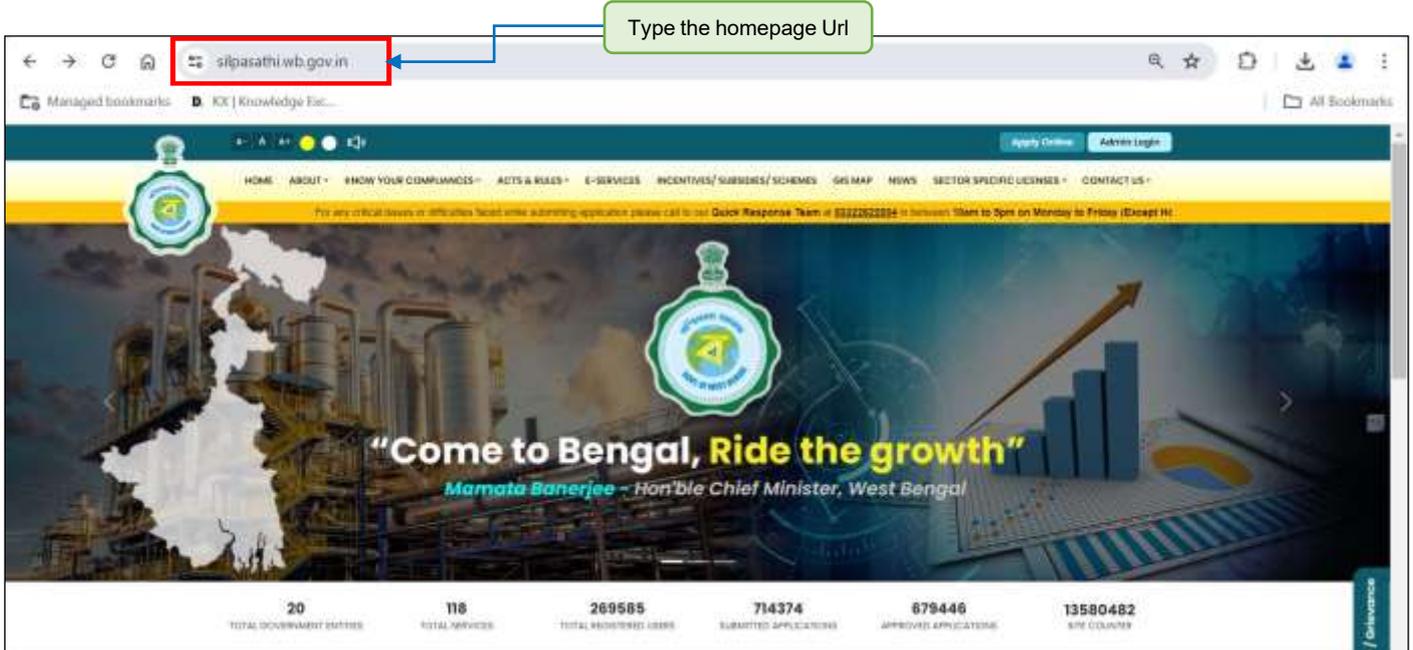
(Screenshots below):

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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

SilpaSathi Homepage



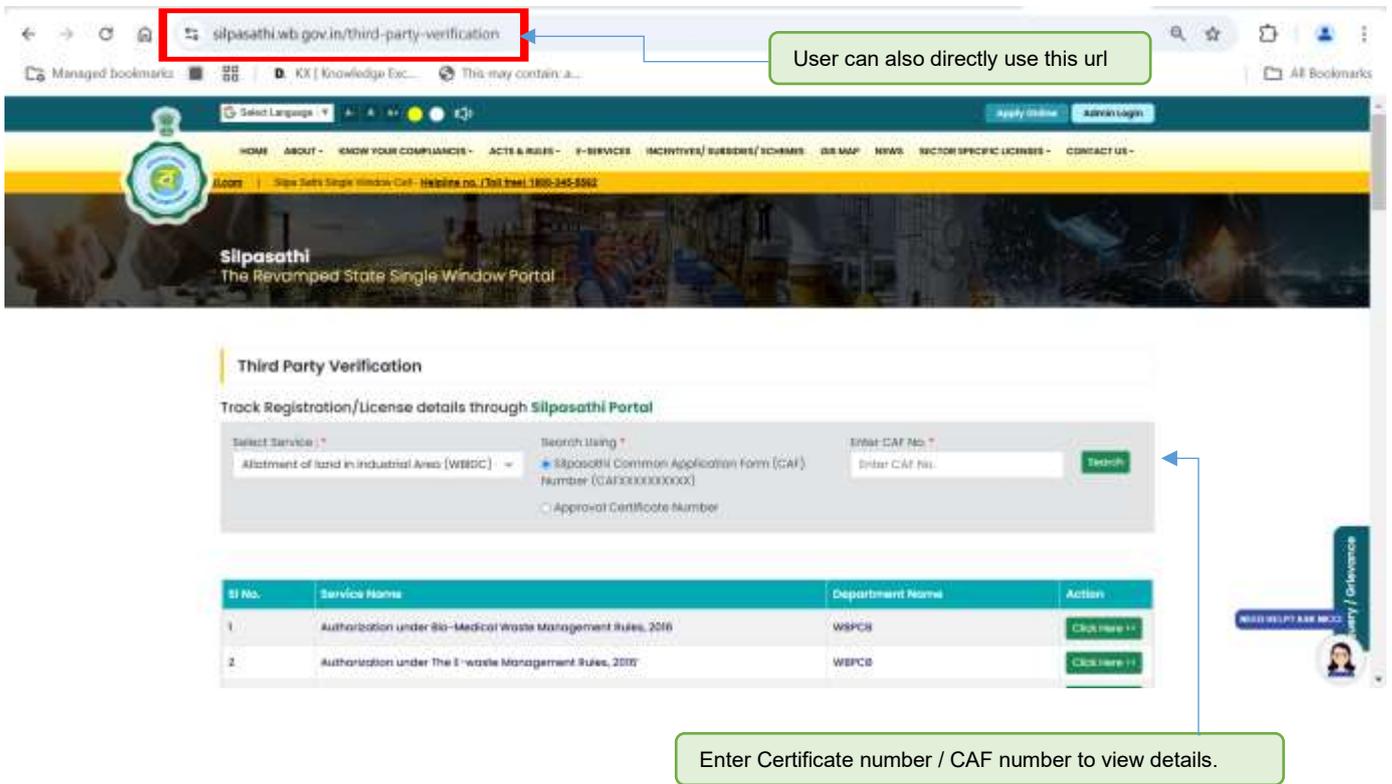
Select 'Third Party Verification'

User Manual

Authorization under Solid Waste Management (processing, recycling, treatment, and disposal of solid waste) Rules, 2016

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 or CAF number in the text box beside it and clicks on 'Search' to view details of certificate.



The third party can view the details as illustrated below:

