



West Bengal Pollution Control Board :

*Authorization under
Construction and Demolition
Waste Management
(Management and Handling)
Rules, 2016*

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

User Manual

User Manual

Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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 “**Authorization under Construction and Demolition Waste Management (Management and Handling) 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

The Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 is a set of regulations issued by the Government of India to manage and handle construction and demolition waste. The service aims to minimize waste generation, promote recycling, and ensure environmentally safe disposal. They cover various aspects, including waste management plans, authorization for handling and processing, and guidelines for recycling and reuse of construction materials. The rules also provide penalties for non-compliance and encourage the development of sustainable waste management practices in the construction sector. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

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Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	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	The West Bengal Pollution Control Board (WBPCB) grants Consent to Operate (CTO) to industries and operating units after considering their compliance with environmental laws
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 agreement between operating agencies and local bodies	A copy of an agreement between operating agencies and local bodies is a document that outlines the terms and conditions of collaboration between various agencies responsible for operating and maintaining infrastructure, such as transportation systems, public utilities, or community facilities, and local governing bodies

Timeline (WBRTPS)

Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 has WBRTPS timeline of 30 days

Instructions related to the application form

Sl. No.	Field Name	Instructions
1.	Name of Industry	Enter name of the industry
2.	Occupier Email	Mention email id details of the industry owner
3.	Occupier Mobile	From the dropdown list select the establishment type
4.	Service ID	Enter correct service ID
5.	Industry Pin Code	Enter address pin code of the industry location
6.	Industry Telephone No	Enter telephone details of the industry
7.	Industry District	Enter district of the industry location
8.	Industry Address	Enter address details of the industry

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Sl. No.	Field Name	Instructions
9.	First Name	Enter Applicant's first name
10.	Last Name	Enter Applicant's last name
11.	Industry Email	Mention email id details of the industry

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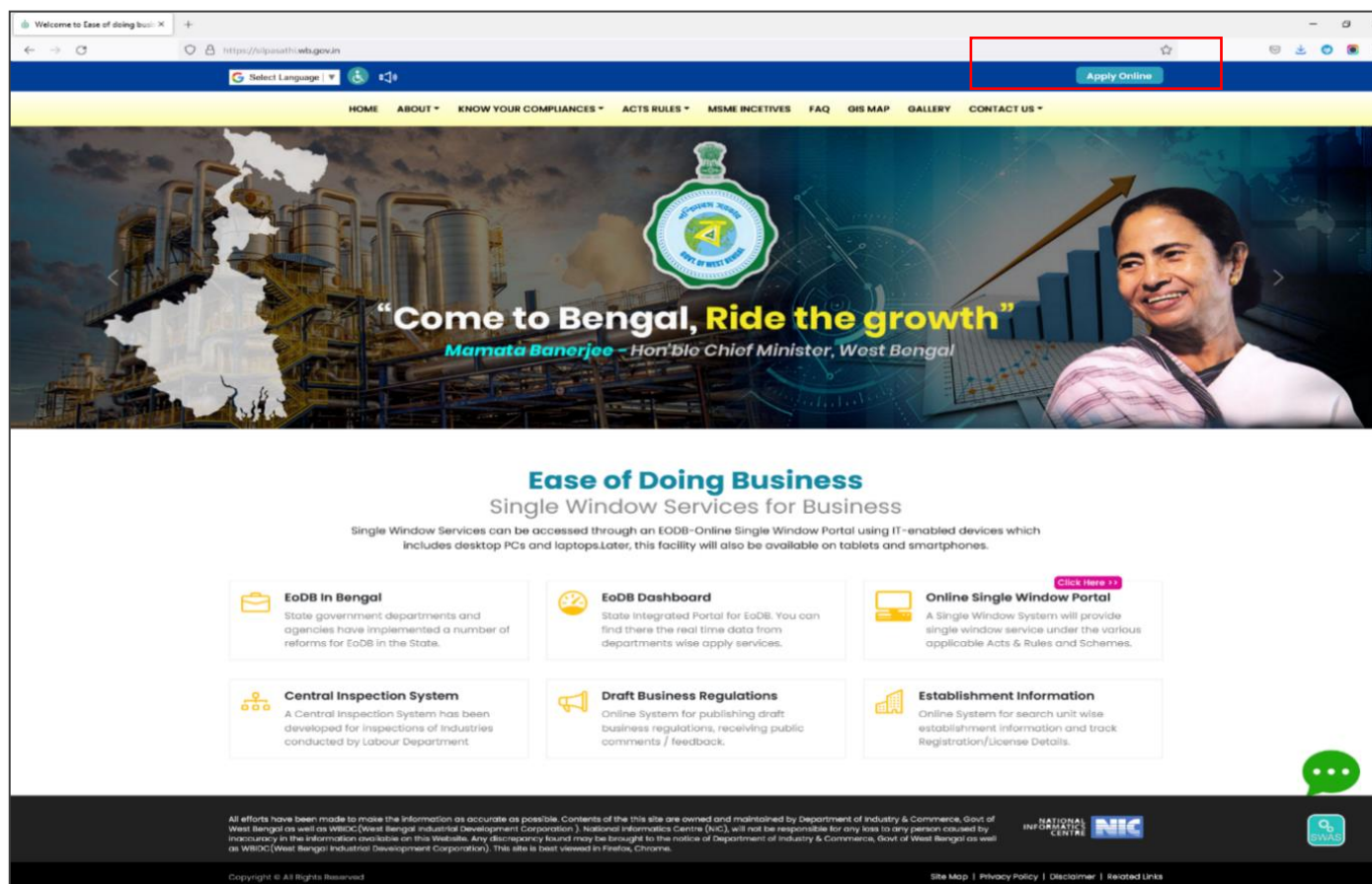
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

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

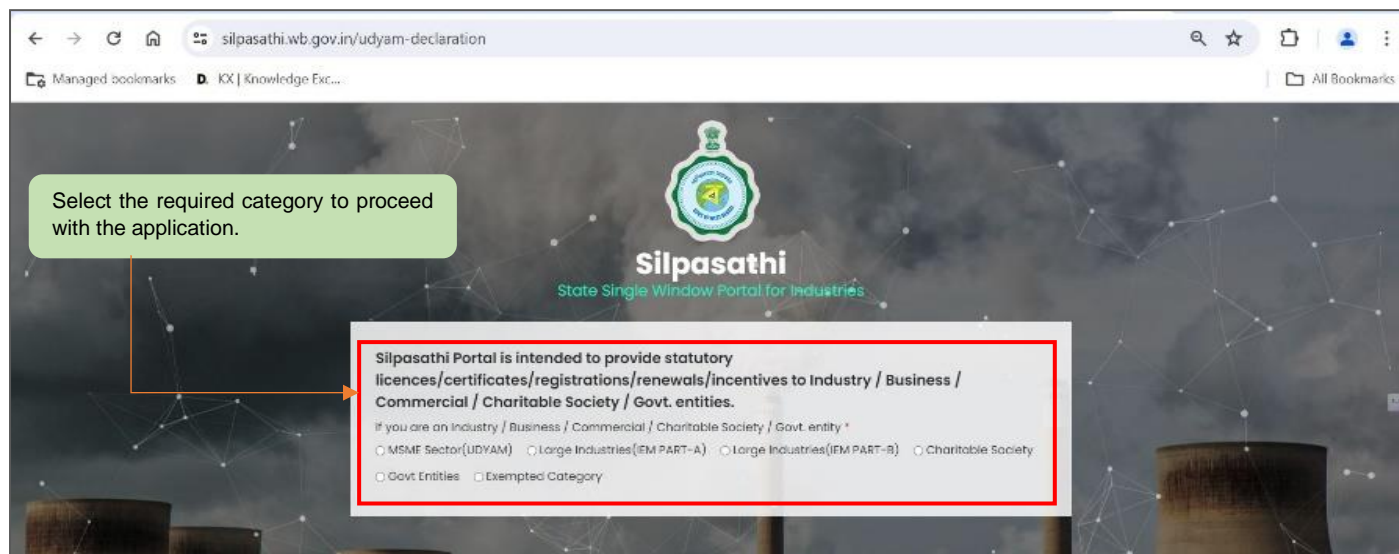


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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

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

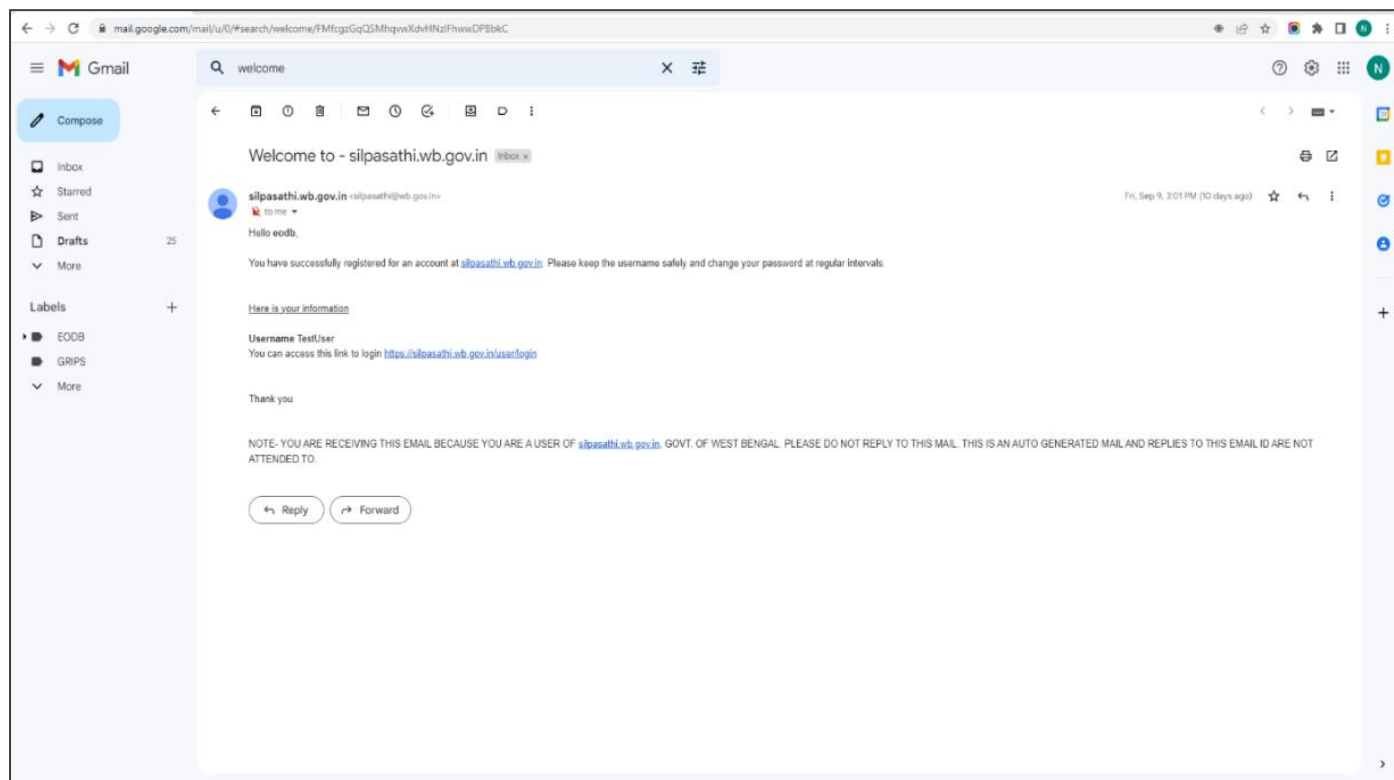
The screenshot shows the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and contains the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), 'Password' (with a strength indicator), and 'Confirm Password'. There is a 'Register' button at the bottom of the form. Below the 'Register' button, there is a link that says 'Already have an account? [Sign in](#)'. The background of the form is a large image of a power plant with cooling towers.

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

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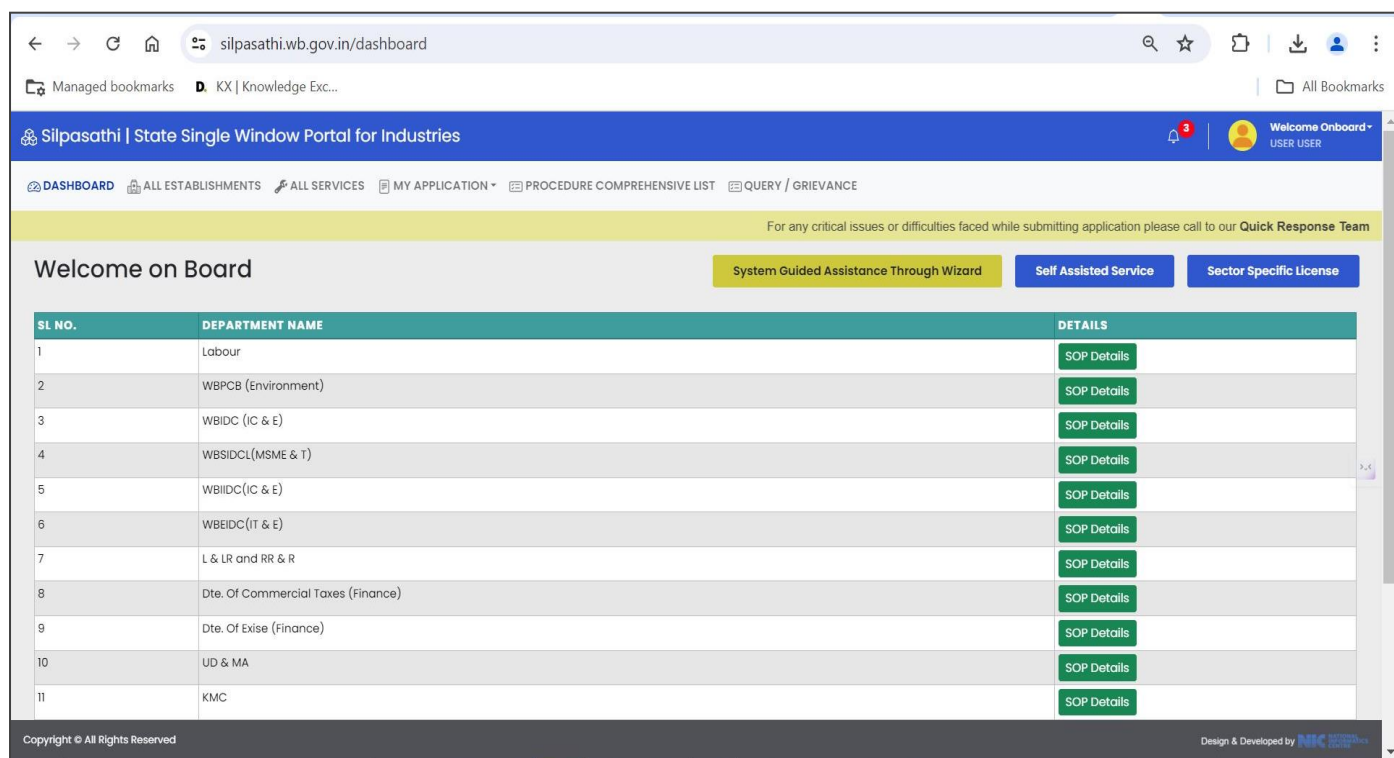
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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.

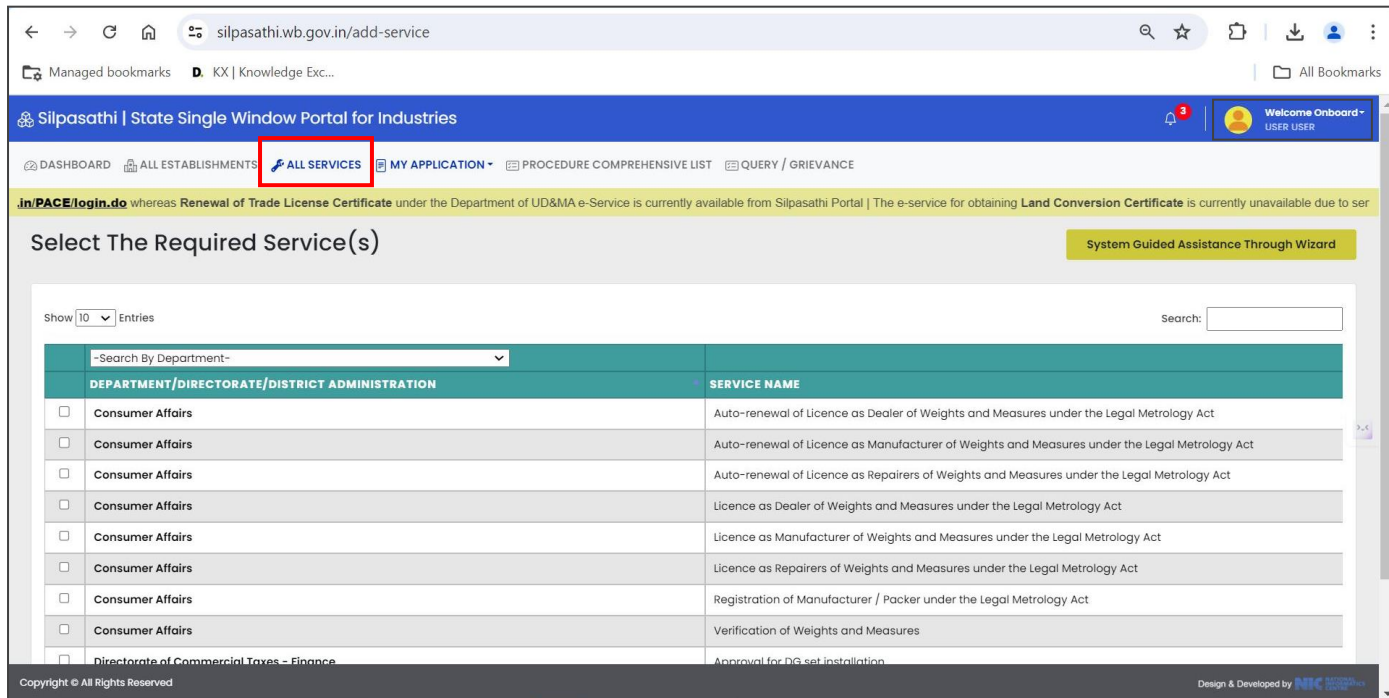


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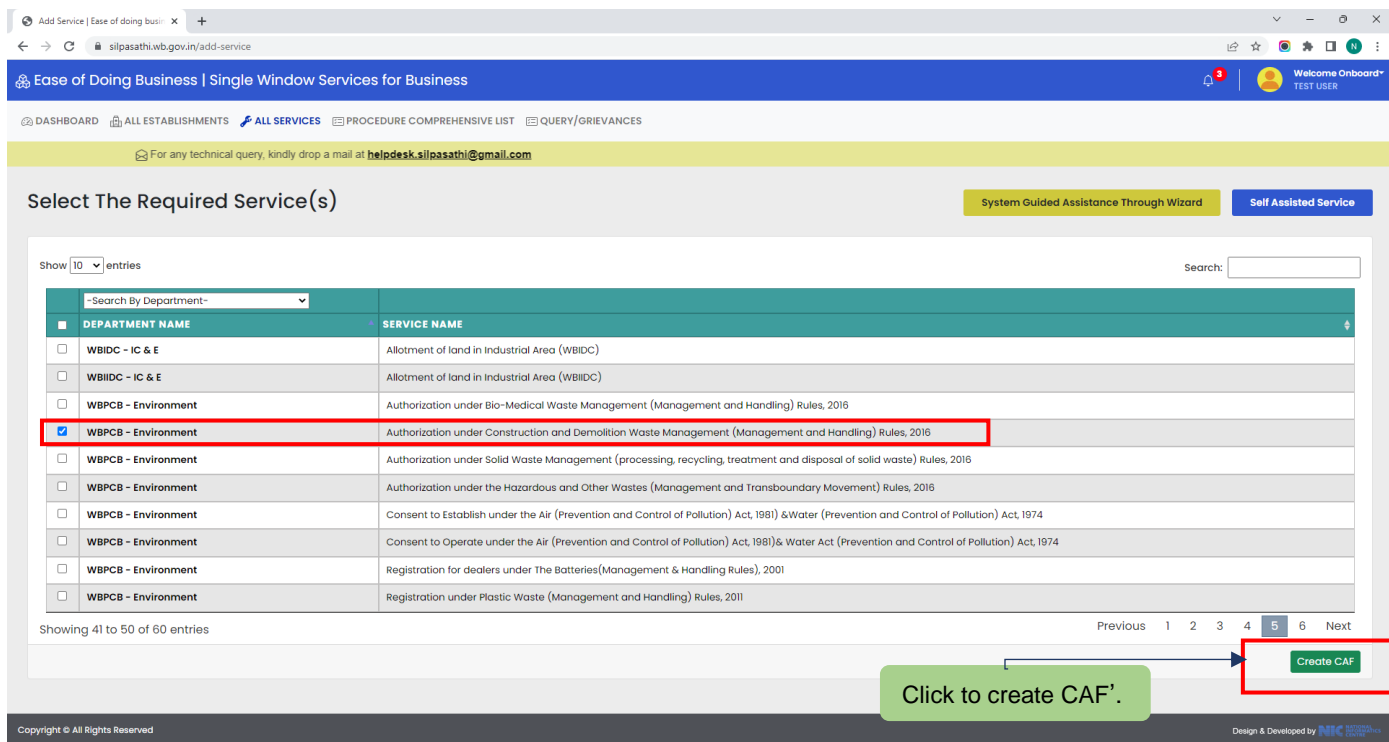
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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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 '**Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016**'



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Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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After selecting the service '**Authorization under Construction and Demolition Waste Management (Management and Handling) 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.

Applicant's Dashboard

CAF ID generated.

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

The screenshot displays the SilpaSathi dashboard with a green callout box indicating 'CAF ID generated.' and another green callout box stating 'Click on 'Apply Online' to proceed with the application.' The dashboard features a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. Below the navigation bar, there are six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Licenses For Tourism Industry, Query Submission / Tracking, and Your Profile. The 'Your Selected Service(s)' section shows a table with one service: 'Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016'. The table includes a progress bar and a 'Click to Proceed' button. Below the table, there are three rows of business reference IDs: CAF2022000863, CAF2022000862, and CAF2022000861. The 'Click to Proceed' button is highlighted with a red box.

SL NO.	SERVICE	ACTION
1	Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 (WBRTPS Timeline: 30 days) Basic Details Saved Application Returned	Click to Proceed

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

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Application Form

Application Details

Select Establishment *
New Establishment one

Service Id *
I17

Industry Telephone No *
9876543210

First Name *
SampleFirstname

Name of Industry *
New Establishment one

Occupier Mobile *
9876543210

Industry District *
Kolkata

Industry Pin Code *
700009

Industry Address *
Sample Industry address

Industry Email *
Test5@Gmail.Com

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.

Common Application Form Preview - CAF2022000883

Almost Completed 97%

PARAMETERS	INPUTS
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	
Name of Industry	New Establishment one
Occupier Email	test5@gmail.com
Occupier Mobile	9876543210
Service Id	I17
Industry Pin Code	700009
Industry Telephone No	9876543210
Industry District	Kolkata
Industry Address	Sample Industry address
First Name	SampleFirstname
Last Name	Samplelastname
Industry Email	Test5@Gmail.Com

UPLOADED SUPPORTING DOCUMENTS

Uploaded Documents Not Available

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief *

Submit

Declaration Statement

Click to submit application.

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.

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

Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/b2JsL1A1WEKrQ09hZFpNbkiIMVpUQT09/WTBregE0V09KZDFYUG83N1FuREJtdz09

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WELCOME ONBOARD TEST USER

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-CAF2022000883

NAME OF THE SERVICES		CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	Basic Details Saved.	Completed	
	Forwarded to Inspector	Pending	
	Inprogress	Pending	
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending	
	Application Returned	Pending	
	Approved / Completed	Pending	

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Design & Developed by [NIC](#)

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

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2. Track Status of Application

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

Applicant's Dashboard

Establishment | Ease of doing bu... x +

silpasathi.wb.gov.in/dashboard

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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 Query Submission / Your Profile

Click on 'Check status' to view the latest status of the application.

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000883

Check Status

SL NO.	SERVICE	STATUS
1	Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 (WBRTPS Timeline: 30 days)	Click to Proceed

Basic Details Saved Forwarded to Inspector Inprogress Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed Application Returned Approved / Completed

Status Dashboard

Common Application Form Prev... x +

silpasathi.wb.gov.in/caf/submitted/b2JtL1A1WEkrQ09hZfPnbkllMvpUQT09/WTBregE0V09KZDFYUG83N1FuREJtdz09

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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-CAF2022000883

NAME OF THE SERVICES	CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	Basic Details Saved.	Completed
	Forwarded to Inspector	Pending
	Inprogress	Pending
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending
	Application Returned	Pending
	Approved / Completed	Pending

Application status updated.

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

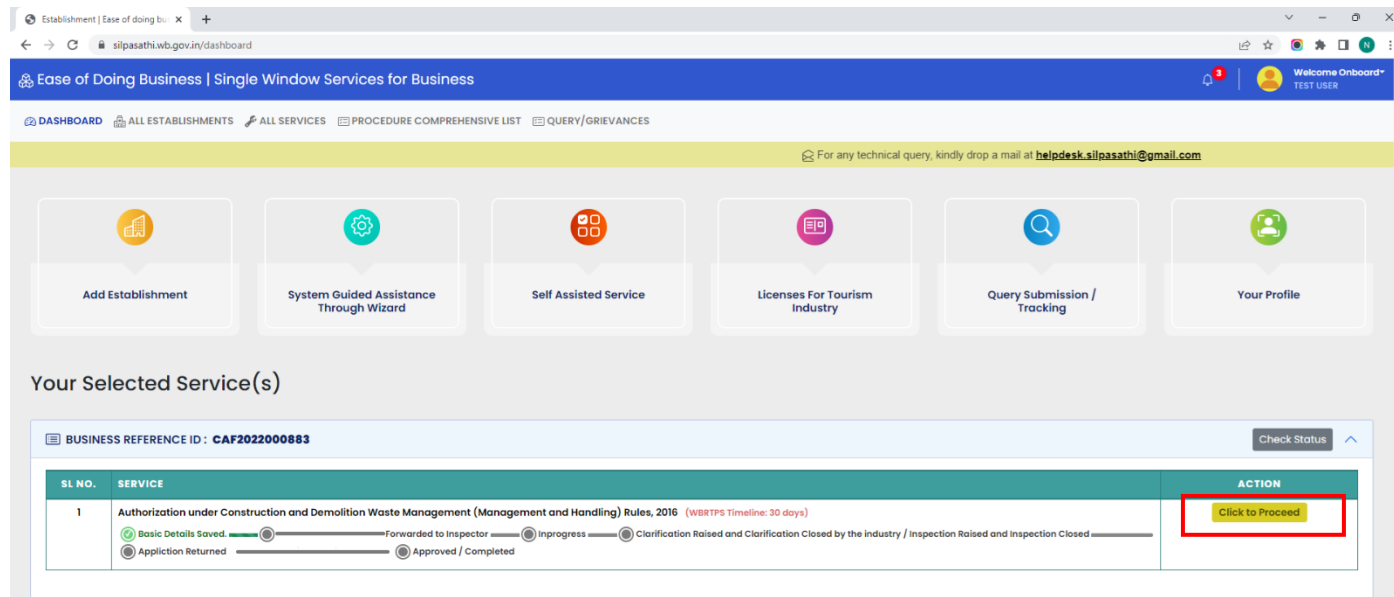
Current status appears in the Status Dashboard (Screenshot below).

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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.

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:



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Status Dashboard

NAME OF THE SERVICES	CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016	Basic Details Saved	Completed
	Forwarded to Inspector	Completed
	Inprogress	Completed
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Completed
	Application Returned	Pending
	Approved / Completed	Pending

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

Your Selected Service(s) (Please click on to **Check Status [Click Here]** button every time at log in to get your updated status and Actionables)

* Note: The applications not submitted past 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2022000883

Check Status [Click Here]

SL NO.	SERVICE	ACTION
1	Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016 (WBRTPS Timeline: 30 days)	Click to Proceed

BUSINESS REFERENCE ID : CAF2024593261

Apply Online

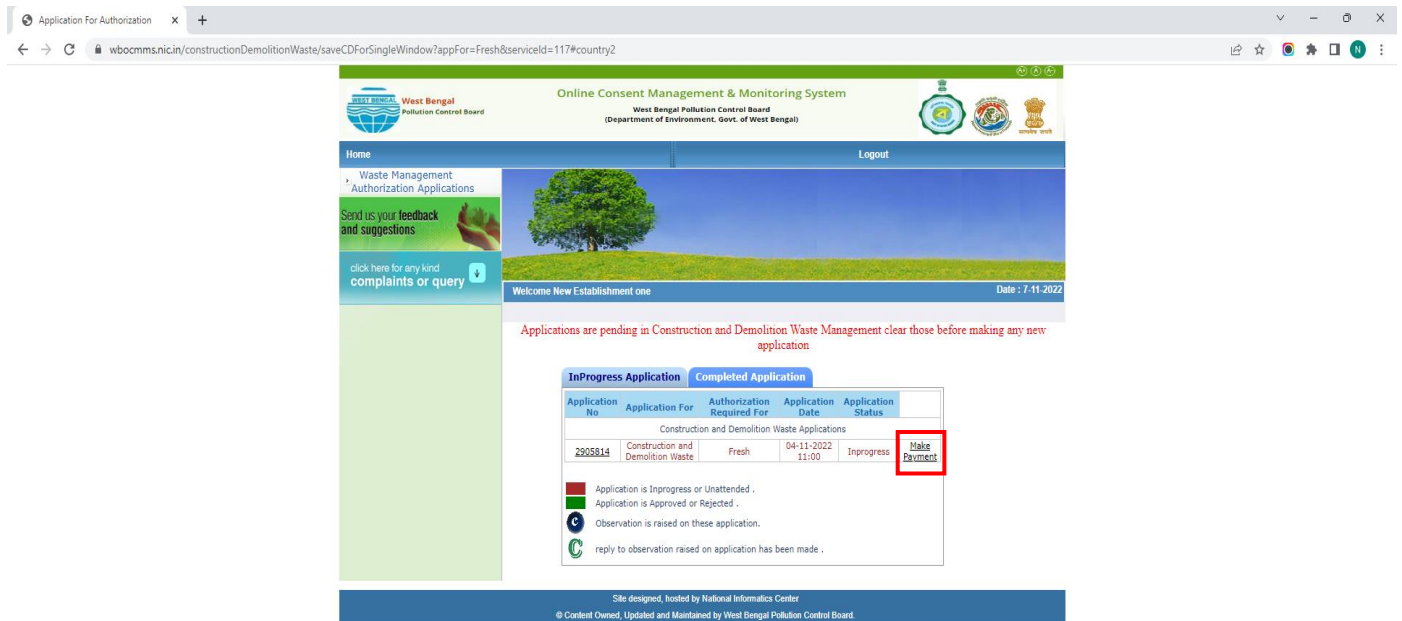
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Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

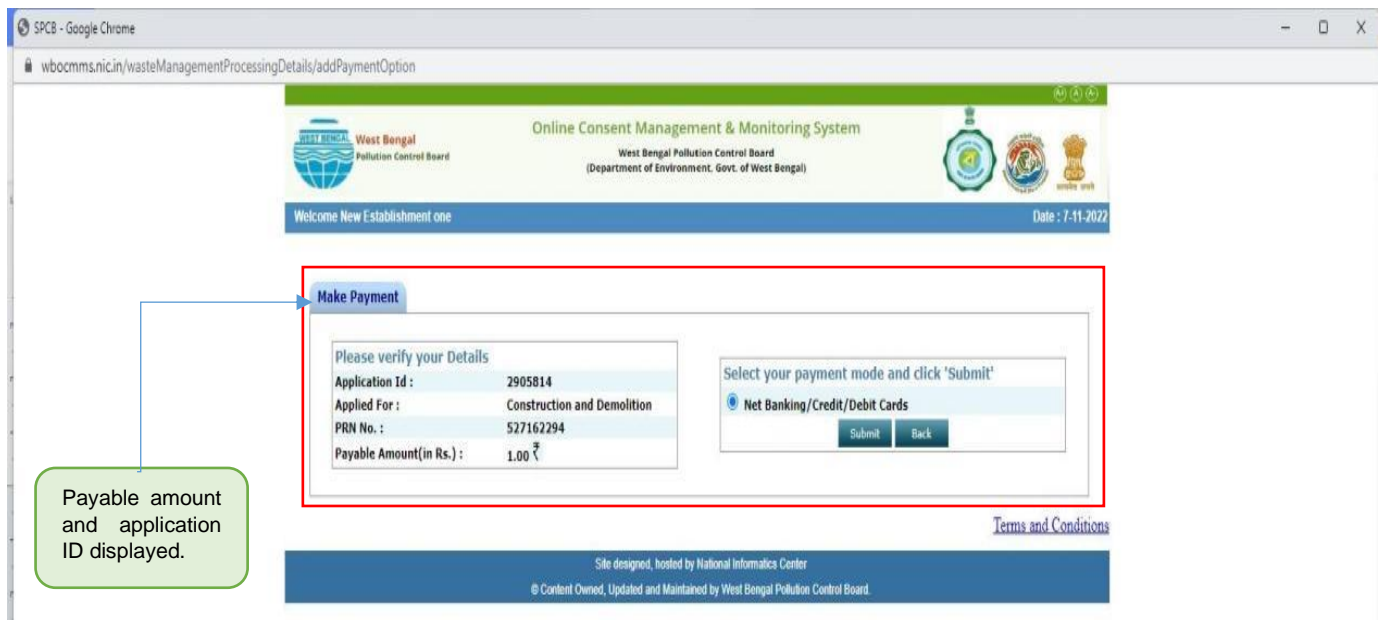
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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.



The fees details and other necessary application details as displayed.



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

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Merchant : WEST BENGAL POLLUTION CONTROL BOARD
07/11/2022 12:11:48

Payment Mode

Cash
Cheque / DD
RTGS / NEFT
Net Banking
Debit Card
Credit Card
UPI

Transaction ID : 221107135685596
Amount : Rs. 1.00
Convenience Fee : Rs. 15.25
GST : Rs. 2.75
Total Bill Amount : **Rs. 19.00**

Mobile No : 9876543210 Email ID : Optional
Payer Name : Optional

*Please provide the mobile number for transaction communication & viewing transaction history.

☒ ICICI Bank Retail ☐ ICICI Bank Corporate ☐ Other Bank

Proceed Now **Cancel**

Brought to you by **ICICI Bank**

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

West Bengal Pollution Control Board
Online Consent Management & Monitoring System
West Bengal Pollution Control Board
(Department of Environment, Govt. of West Bengal)

On-line Payment Receipt

Receipt No. : 221104135517553
Depositor Name : null null
Bank Id. : NA
Bank Name. : 2905900
Application No. : New Establishment one, Sample industry address, Amherst Street, Kolkata
Name and Address of Industry : Kolkata Regional Office
Applied For : Fri Nov 04 15:29:46 IST 2022
Payment Date : 1:00
Total Amount Paid (Rs.) : Successfully Completed
Transaction Status :

Proceed **Print**

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

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Application For Authorization

Waste Management
Authorization Applications

Send us your feedback and suggestions

click here for any kind complaints or query

Welcome New Establishment one

Date : 7-11-2022

Print Form

Construction and Demolition Waste Authorization Documents Fee

Details of Construction and Demolition Waste Authorization

Industry Name :	New Establishment one
Address :	Sample industry address
Mobile No. :	9876543210
Name of the Nodal Officer :	
Designation of the Nodal Officer :	
Phone No. With Code :	-
Fax No. With Code :	-
Location of site approved and allotted by the Competent Authority.	
Authorization now Applied For :	Fresh
Average quantity (in tons per day) and composition of construction and demolition waste to be handled at the specific site. :	
Details of construction and demolition waste processing or recycling technology to be used. :	
Quantity of construction and demolition waste to be processed per day. :	
Site clearance from Prescribed Authority. :	
Salient points of agreement between competent authority or local authority and operating agency (attach relevant document). :	View Attachment
Plan for utilization of recycled product. :	
Expected amount of process rejects and plan for its disposal (e.g., sanitary landfill for solid waste). :	
Measures to be taken for prevention and control of environmental pollution. :	
Investment on project and expected returns. :	
Measures to be taken for safety of workers working in the processing or recycling plant. :	
Any preventive plan for accident during the collection, transportation and treatment including processing and recycling should be informed to the Competent Authority (Local Authority) or Prescribed Authority. :	

Site designed, hosted by National Informatics Center

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

Status Dashboard

Common Application Form Preview

silpasathi.wb.gov.in/caf/submitted/V2dhVGoweWMzU0tzV9MNk9uMIZLQT09/WT8rejEOV09KZDFYUG83N1FuREjdz09

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WELCOME ONBOARD TEST USER

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-CAF2022000883

NAME OF THE SERVICES	CURRENT STATUS	DATE
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016		
Basic Details Saved.	Completed	
Application Submitted / Forwarded to Inspector	Completed	
Inprogress	Completed	
Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Completed	
Application Returned	Completed	
Approved / Completed	Completed	

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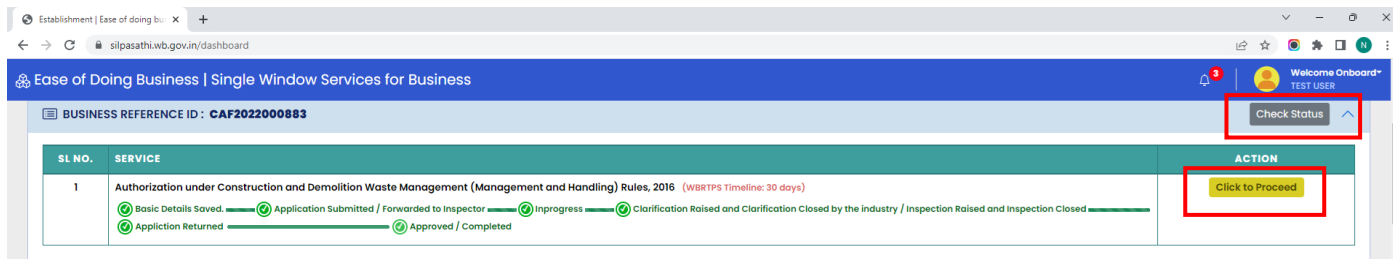
Authorization under Construction and Demolition Waste Management (Management and Handling) Rules, 2016

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4: Online Download of final approval certificate

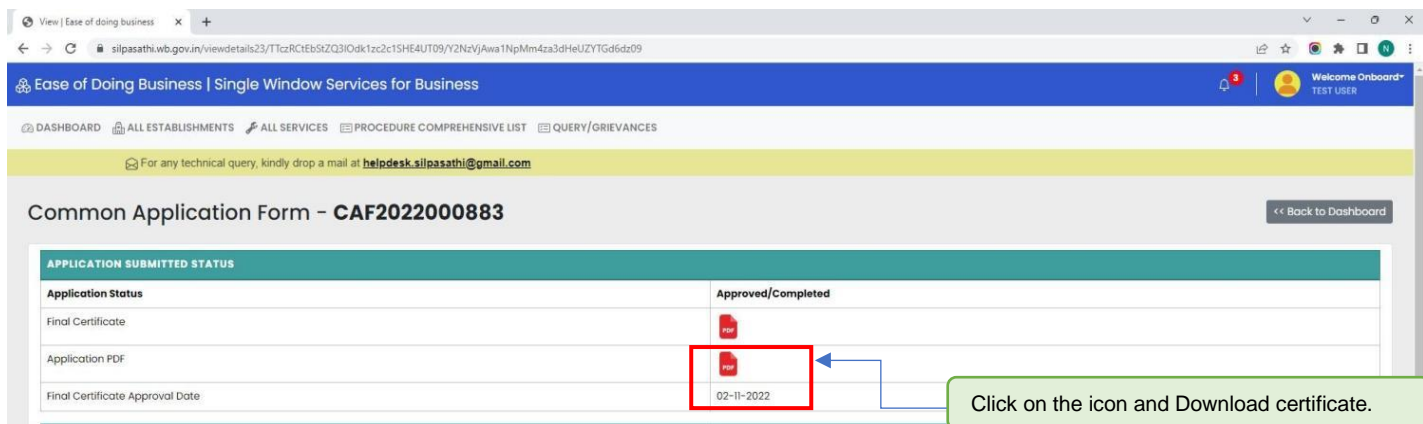
The applicant can now click on 'Click to Proceed' to download the final certificate.

Applicant's Dashboard

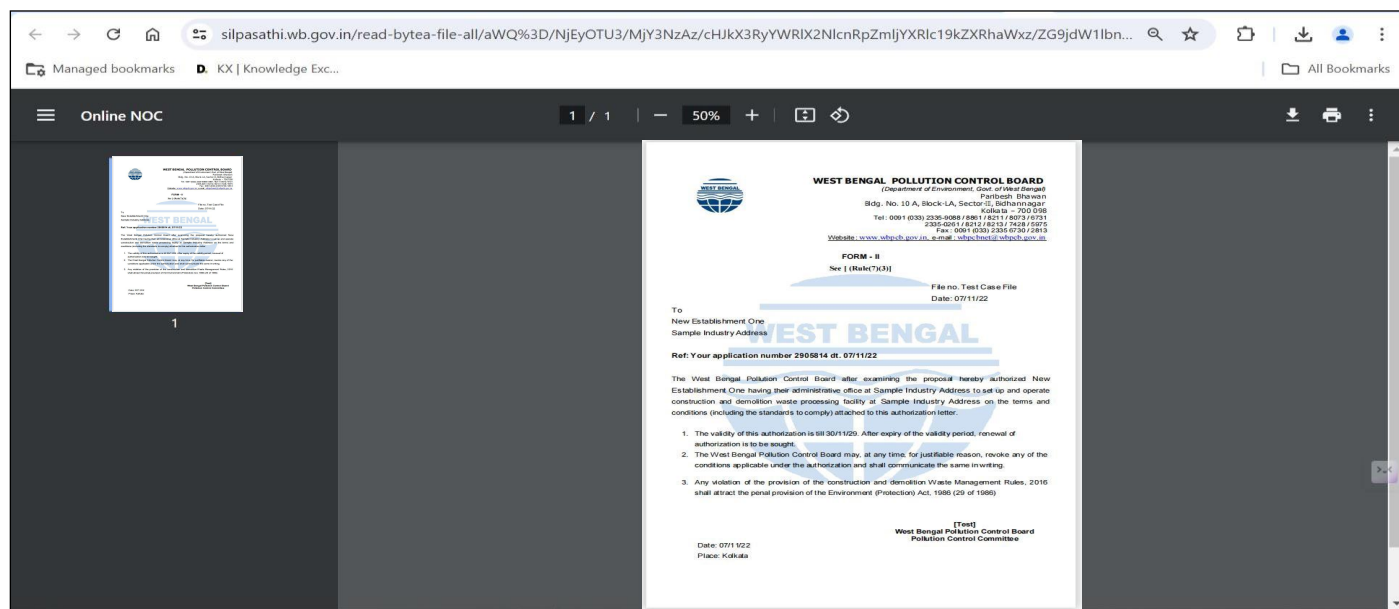


The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**PDF**' icon to download the Final Approval Certificate issued.

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



The Final Certificate gets downloaded (Screenshot)




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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-II, 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
See [(Rule(7)(3))]

File no. Test Case File
Date: 07/11/22

To
New Establishment One
Sample Industry Address

Ref: Your application number 2905814 dt. 07/11/22

The West Bengal Pollution Control Board after examining the proposal hereby authorized New Establishment One having their administrative office at Sample Industry Address to set up and operate construction and demolition waste processing facility at Sample Industry Address on the terms and conditions (including the standards to comply) attached to this authorization letter.

1. The validity of this authorization is till 30/11/29. After expiry of the validity period, renewal of authorization is to be sought.
2. The West Bengal Pollution Control Board may, at any time, for justifiable reason, revoke any of the conditions applicable under the authorization and shall communicate the same in writing.
3. Any violation of the provision of the construction and demolition Waste Management Rules, 2016 shall attract the penal provision of the Environment (Protection) Act, 1986 (29 of 1986)

Date: 07/11/22
Place: Kolkata

[Test]
West Bengal Pollution Control Board
Pollution Control Committee

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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.

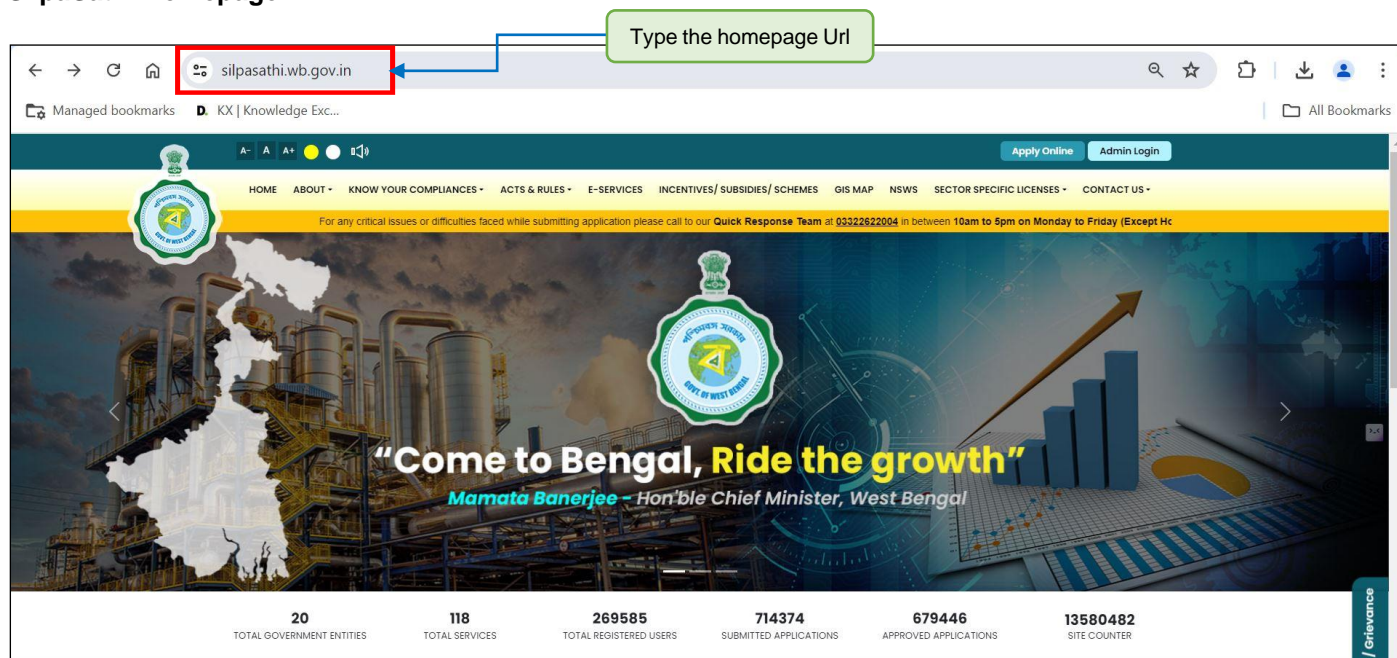
Third party verification process

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):

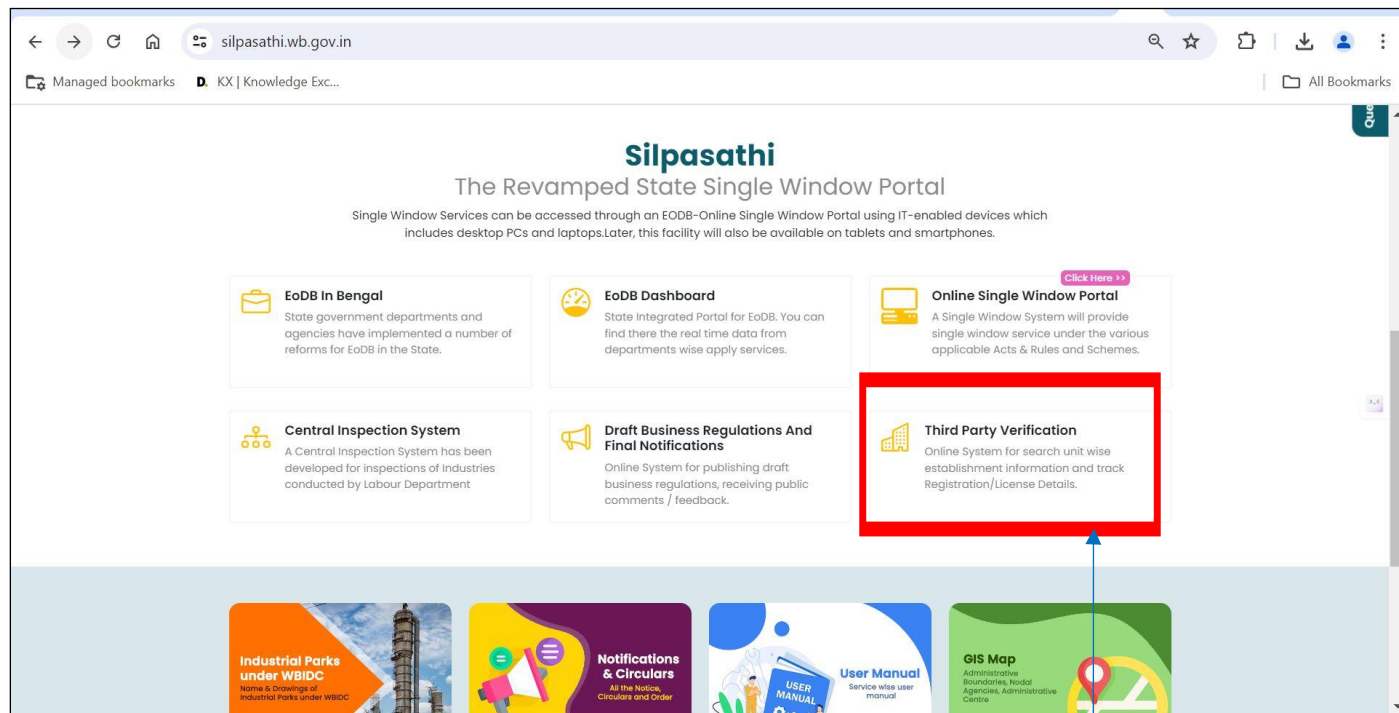
SilpaSathi Homepage



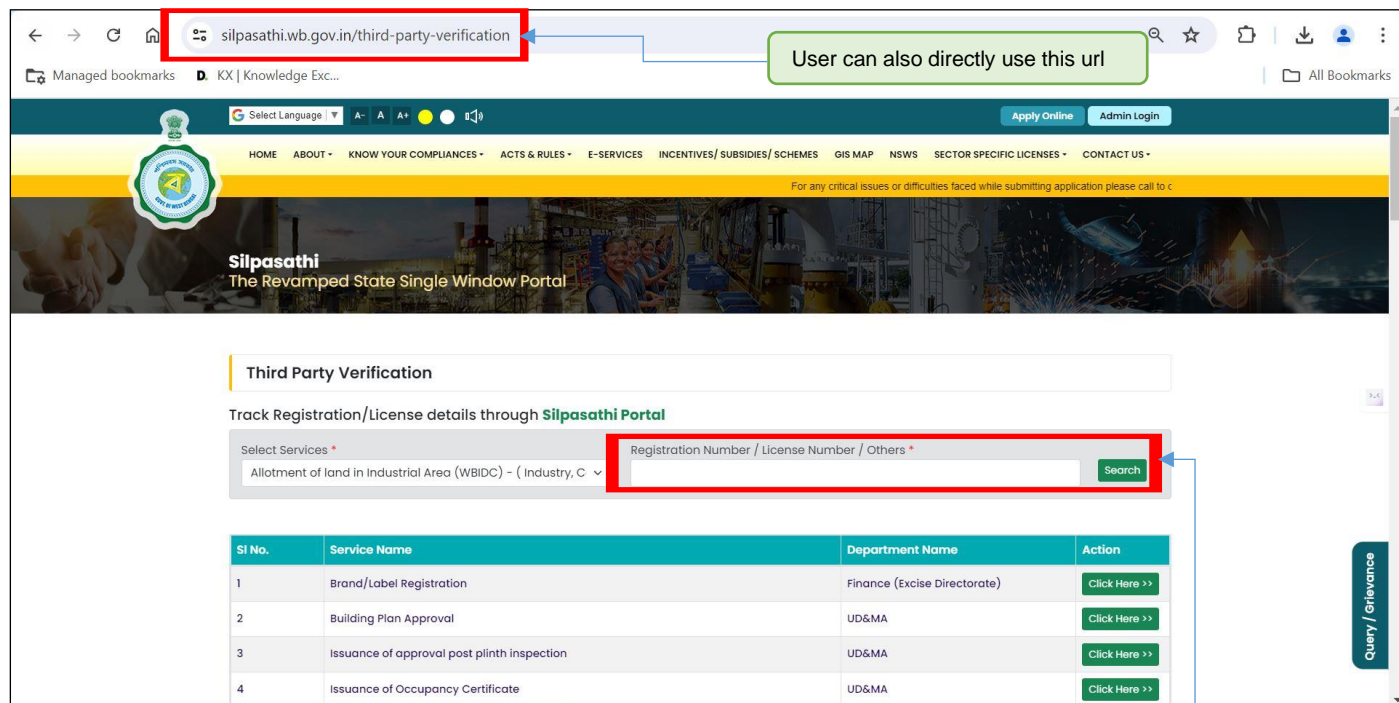
User Manual

Authorization under Construction and Demolition Waste Management (Management and Handling) 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 and clicks on 'Search' to view details of certificate.

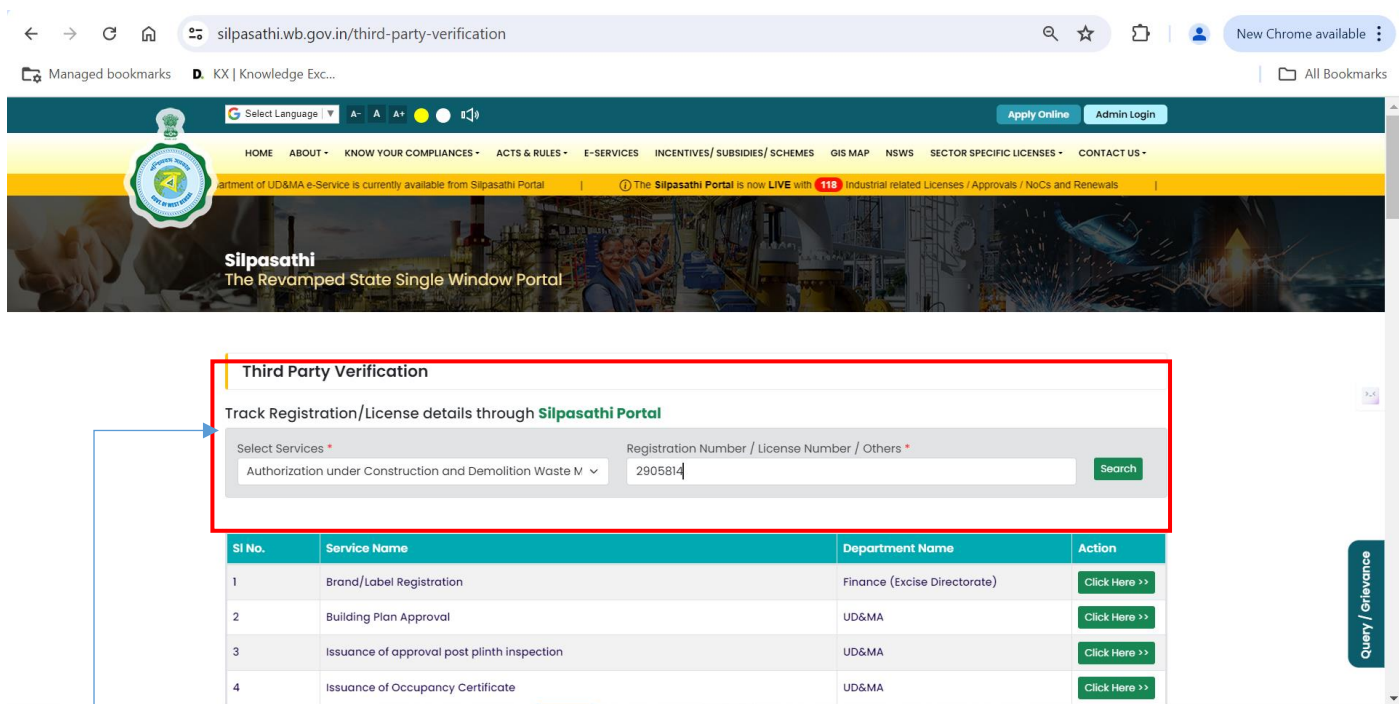


Enter Registration number/ License number to view details.

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Third Party Verification

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

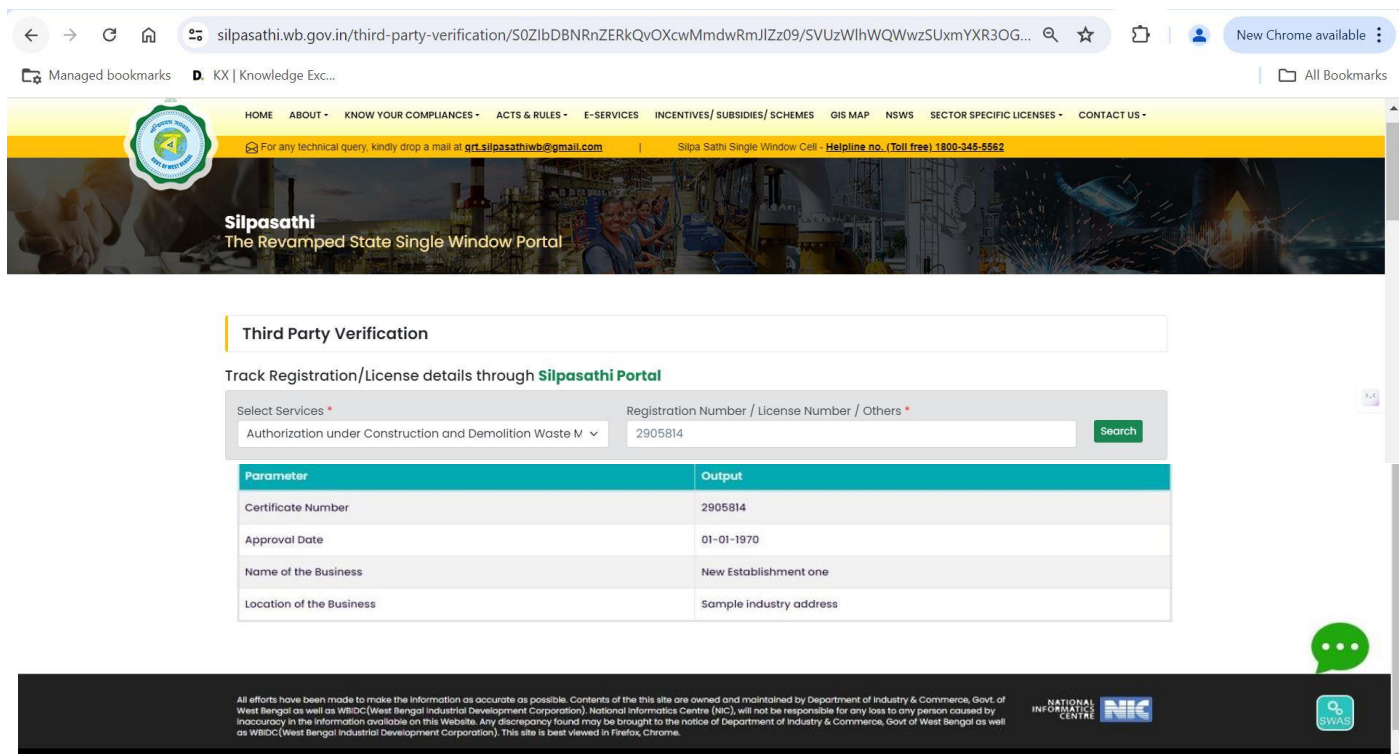
Select Services * Registration Number / License Number / Others *

Authorization under Construction and Demolition Waste M 2905814 **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 >>

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

The third party can view the details as illustrated below:



Third Party Verification

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

Select Services * Registration Number / License Number / Others *

Authorization under Construction and Demolition Waste M 2905814 **Search**

Parameter	Output
Certificate Number	2905814
Approval Date	01-01-1970
Name of the Business	New Establishment one
Location of the Business	Sample industry address

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