

# **Dte of Commercial Taxes:**

Approval for DG set installation

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

User Manual

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

# **Table of Contents**

Intro	duction3	
Abοι	ut the Service3	
Com	prehensive Checklist of Documents to be submitted online3	
Time	eline (WBRTPS)4	
Instr	uctions related to the application form4	
Appl	ication Process through SilpaSathi6	
1.	Online Application submission along with online submission of documents	6
2.	Online Payment of fees	15
3.	Track Status of Application	18
4.	Online Download of final approval certificate	19
5.	Third Party verification details	21

Approval for DG set installation 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 "Approval for DG set installation" by Dte of Commercial Taxes, 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**

**Approval for DG set installation** is typically obtained from the local authorities, such as the electrical department or town planning department, before commencing with the installation. Approval for a diesel generator (DG) set installation is required to ensure the safe operation of the generator and to ensure compliance with the Central Electricity Authority's regulations. 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.	Commissioning report of the own	Commissioning report of own generating plants refers to a
	Generating Plants	document that outlines the testing and validation process of an entity's own power generation facilities
2.	Copy of last electricity bill	Copy of latest electricity bill detailing out the surges

# Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

#	Documents Required	Detailed Description
3.	Logbook of relevant documents for ascertaining consumption of	A logbook of relevant documents is essential for accurately calculating arrear electricity bills.
	electrical energy for calculating	, , , , , , , , , , , , , , , , , , ,
	arrear electricity bill	
4.	PAN (Applicant)	PAN stands for Permanent Account Number
5.	Purchase Voucher of the	A purchase voucher is a financial document issued by the
	generating plant/ plants	designated authority to authorize the payment of incurred expenses
6.	Rent Agreement of the Own	A rent agreement for an own-generating plant likely refers to a
	Generating Plants, if applicable	contract between a property owner and a plant operator
7.	Single line electrical distribution	An electrical distribution diagram is a visual representation of the
	diagram showing the detailed load	electrical power distribution system in a building or facility. It shows
	of the premises and change over	the various components of the electrical system, including the main
	system with the generating plants	electrical panel, circuit breakers, fuses, wiring, and electrical loads
		such as lights, motors, and appliances.
8.	Test Certificate containing test	A Test Certificate is a document that confirms the accuracy and
	results of the sealed and tested	reliability of a Kilowatt-hour (KWh) meter's test results
	Kwh meter/meters (Energy Meter)	
	along with current transformers,	
	potential transformers, if any	

# Timeline (WBRTPS)

Approval for DG set installation has an WBRTPS timeline of 30 days till approval by the authorities.

# Instructions related to the application form

SI. No.	Field Name	Instructions			
Applicants Company Details					
1.	Applicant Name	Enter Applicant Name			
2.	Gender	Enter Gender (M/F)			
3.	Address	Enter address details			
4.	Pin Code	Enter pin code			
5.	District	Enter district name			
6.	PAN	Enter permanent account number			
7.	GSTIN	Enter GST number			
Applicant (Company Details)					

# Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

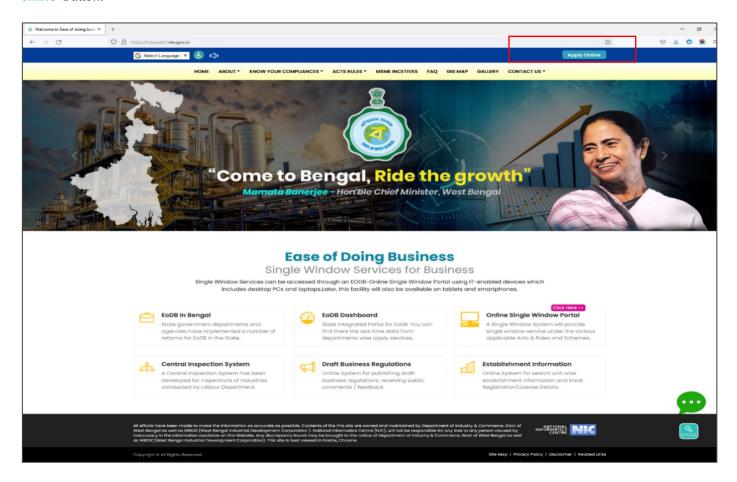
SI. No.	Field Name	Instructions		
1.	Area under CESC supply/ South 24 Parganas/ North 24 Parganas	Enter Yes/NO		
2.	Plant Address	Enter address details where the plant is located		
3.	District	Enter district name		
4.	Pin Code	Enter pin code		
Power Generating Plant Details				
1.	Test Manufacturer	Enter name and details		

Approval for DG set installation 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

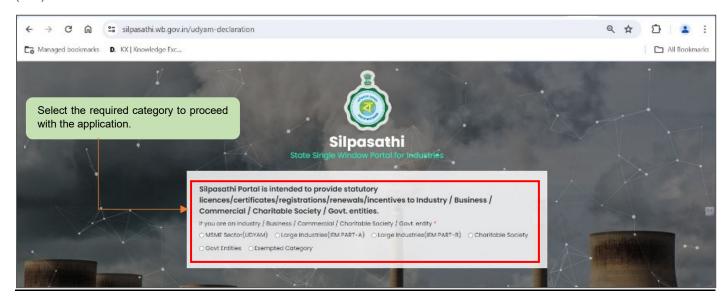
In order to complete the user registration, the applicant has log on to <a href="https://silpasathi.wb.gov.in">https://silpasathi.wb.gov.in</a>/ and click on 'Apply online' button.



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

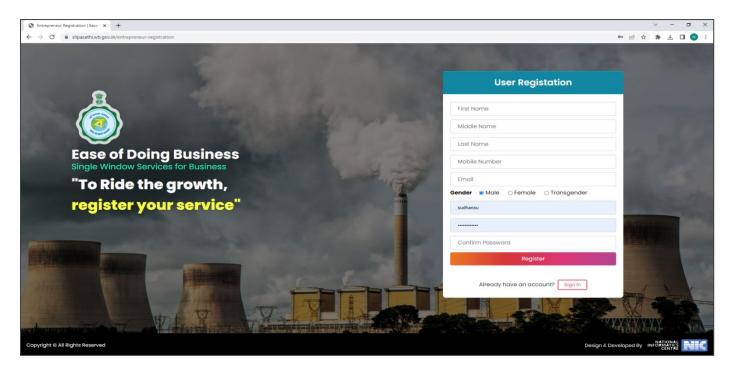
# Approval for DG set installation

Approval for DG set installation 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.

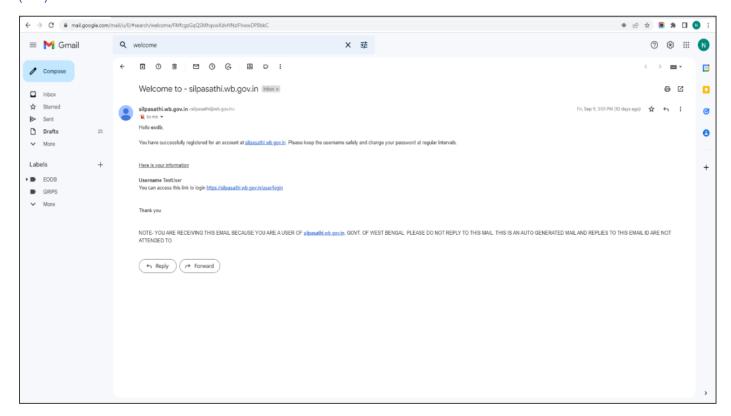
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

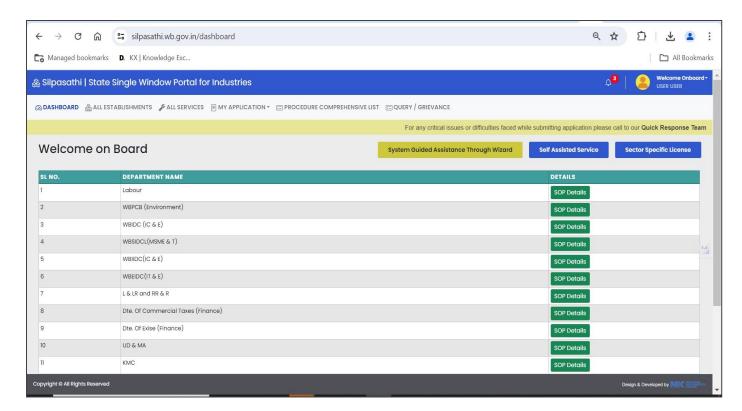
## Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



## Online Application submission

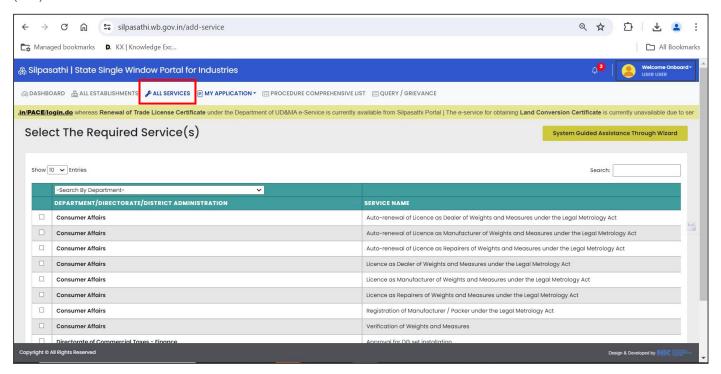
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



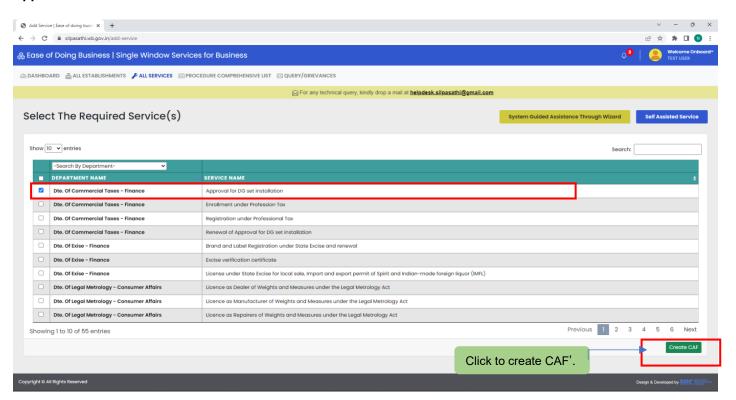
The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.

## Approval for DG set installation

Approval for DG set installation 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 Approval for DG set installation.

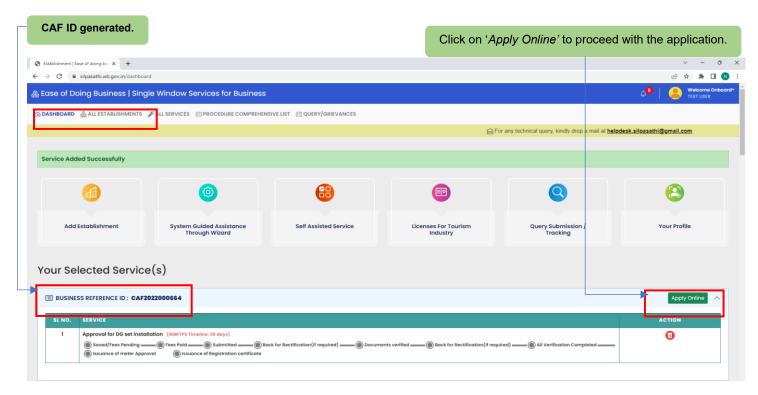


After selecting the service 'Approval for DG set installation, the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

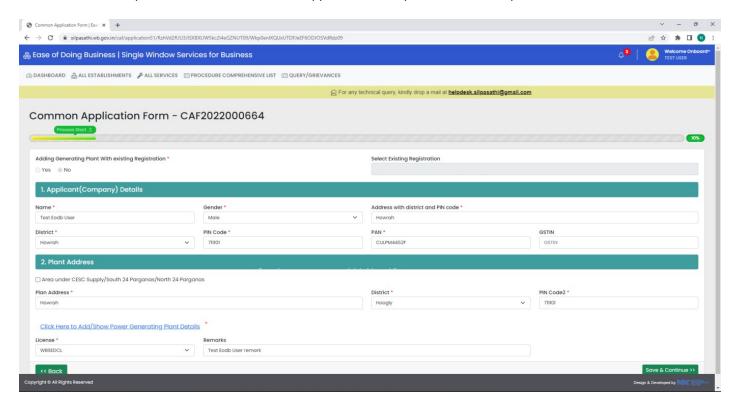
# Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

#### **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):

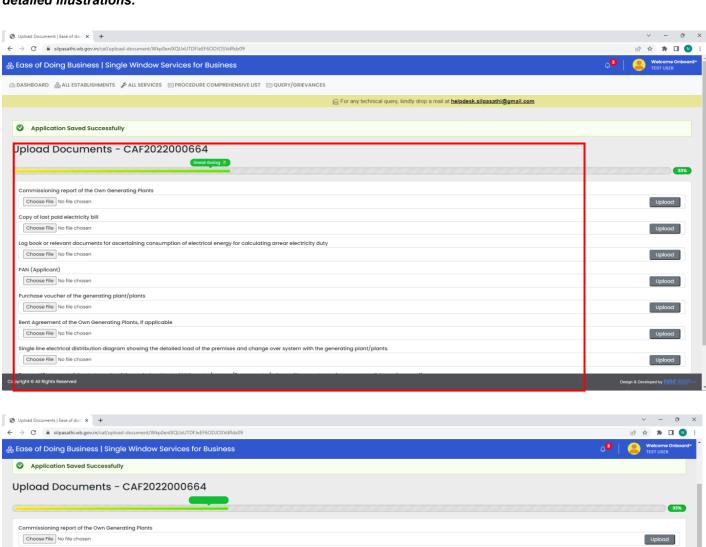


## Approval for DG set installation

Approval for DG set installation 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.

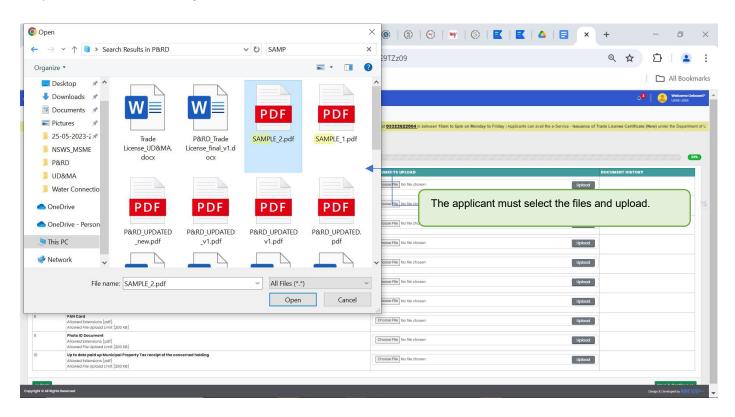
The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



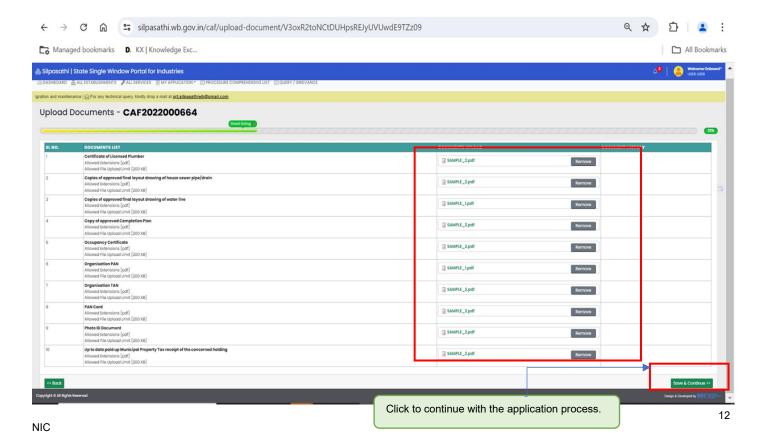
## Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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



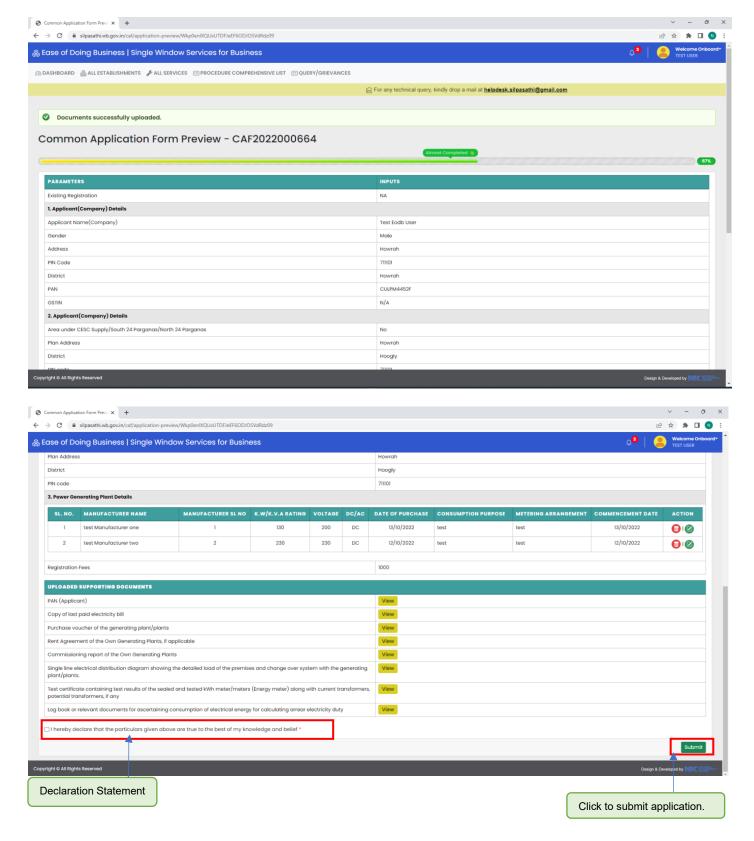
The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.



# Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

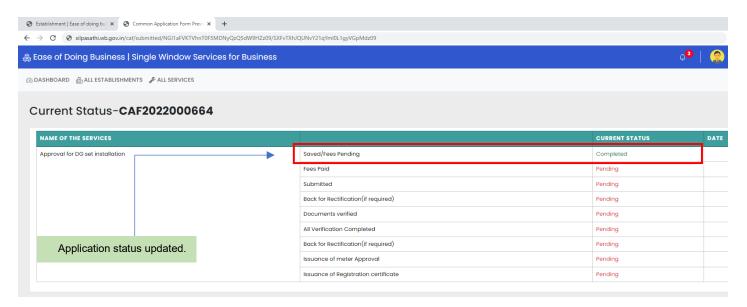
The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots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



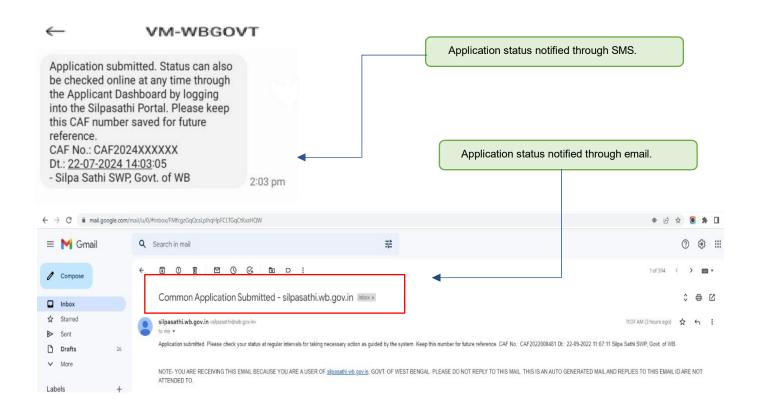
## Approval for DG set installation

Approval for DG set installation 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.



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.

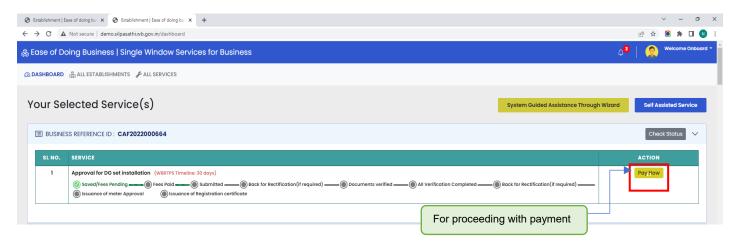


Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

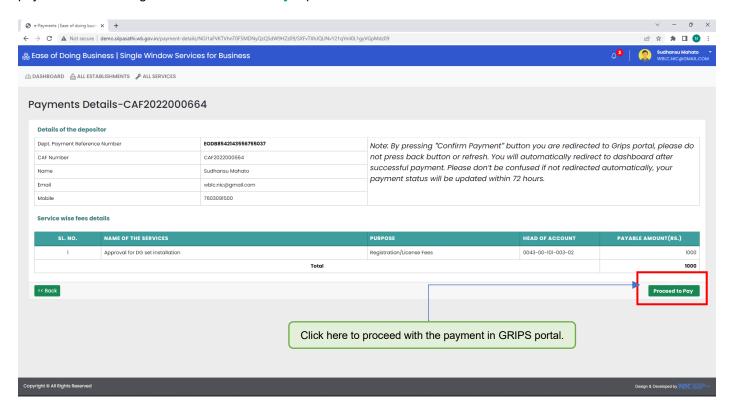
## 2. Online Payment of fees

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

### Applicant's Dashboard



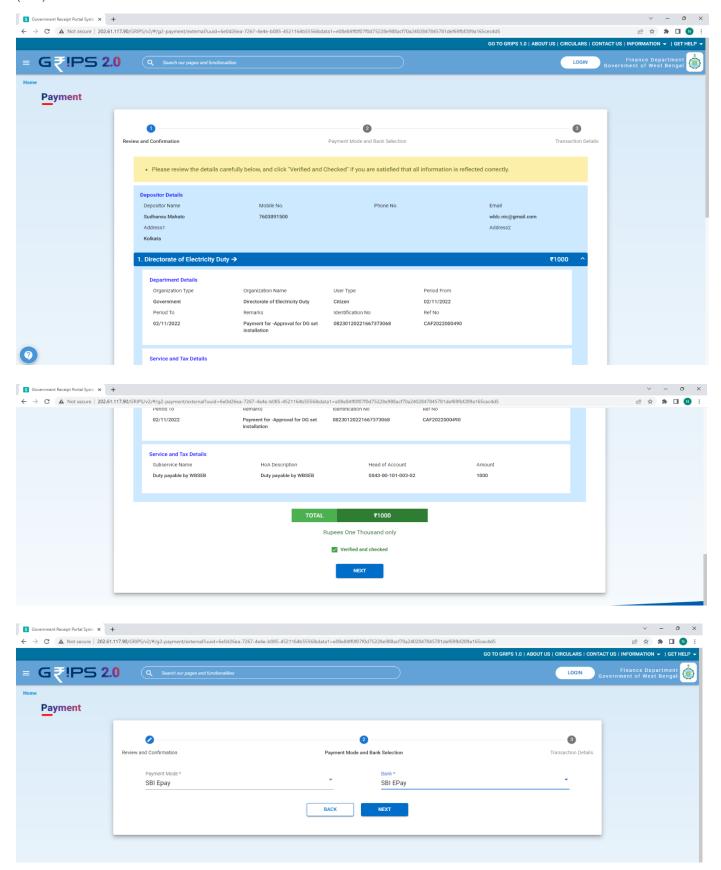
The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.



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

# Approval for DG set installation

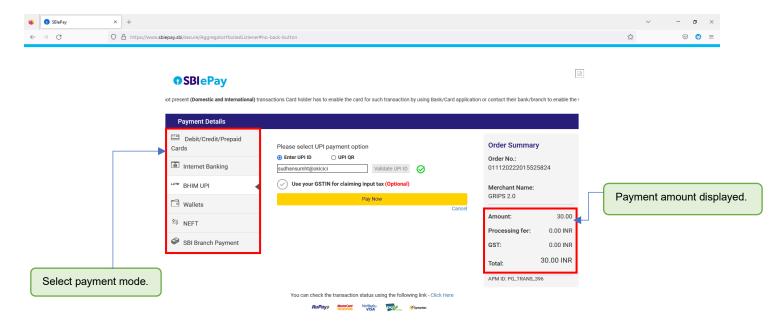
Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

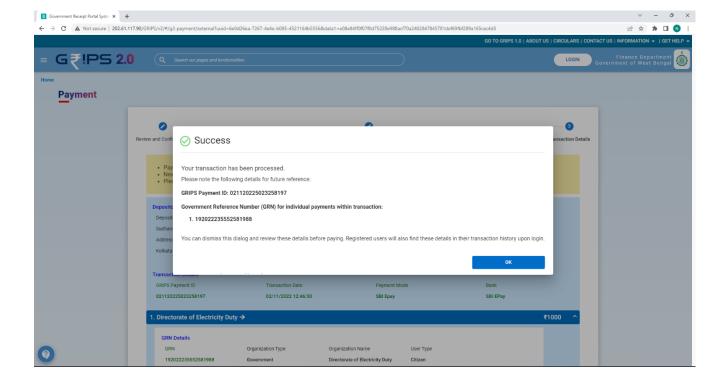


# Approval for DG set installation

Approval for DG set installation 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.

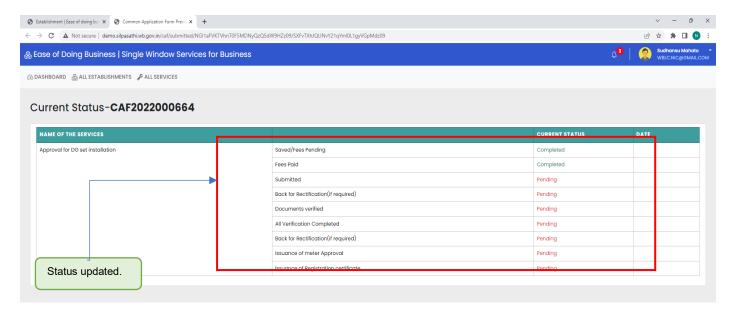




## Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

After successful payment of fees, the user is displayed the updated status of the application as illustrated in the screenshots below. The page is redirected to webpage showing status as completed against "Fees Paid".



## 3. Track Status of Application

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

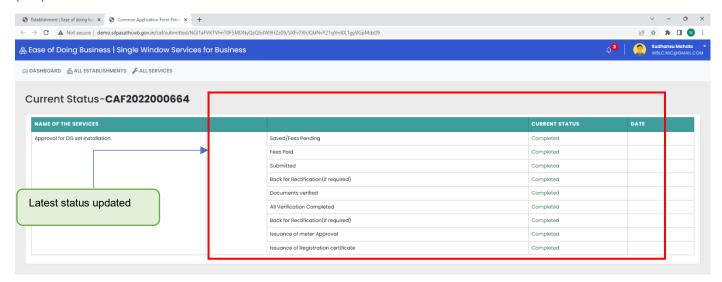


## Note: Latest status can be seen any time through Applicant's Dashboard

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

## Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



## 4. Online Download of final approval certificate

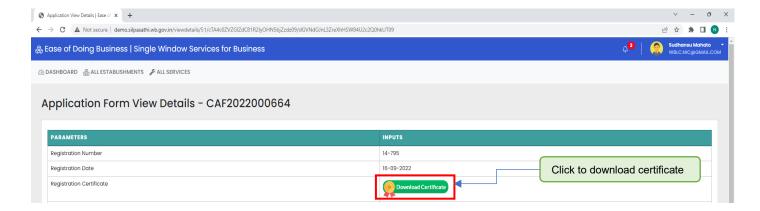
The applicant has to click on 'download certificate' to view further.

## Applicant's Dashboard



#### Note: Latest status can be seen any time through 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 'Download Certificate' icon to download the Final Approval Certificate issued.

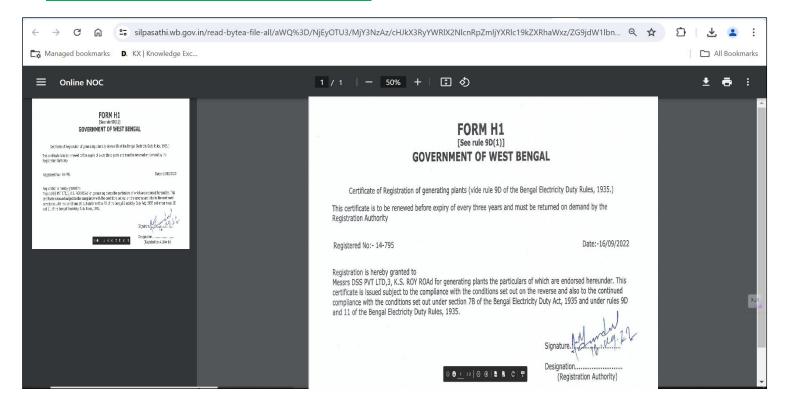


# Approval for DG set installation

Approval for DG set installation 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)



## Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:

# FORM H1 [See rule 9D(1)] GOVERNMENT OF WEST BENGAL

Certificate of Registration of generating plants (vide rule 9D of the Bengal Electricity Duty Rules, 1935.)

This certificate is to be renewed before expiry of every three years and must be returned on demand by the Registration Authority

Registered No:- 14-795

Date:-16/09/2022

Registration is hereby granted to

Messrs DSS PVT LTD, 3, K.S. ROY ROAd for generating plants the particulars of which are endorsed hereunder. This certificate is issued subject to the compliance with the conditions set out on the reverse and also to the continued compliance with the conditions set out under section 7B of the Bengal Electricity Duty Act, 1935 and under rules 9D and 11 of the Bengal Electricity Duty Rules, 1935.

**0** 1 /2 | ⊖ ⊕ | **B B** | **C** | **7** 

Designation......(Registration Authority)

Signature.

## 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.

#### Third part verification process

The applicant or any user has to log in to <a href="https://silpasathi.wb.gov.in">https://silpasathi.wb.gov.in</a>/.

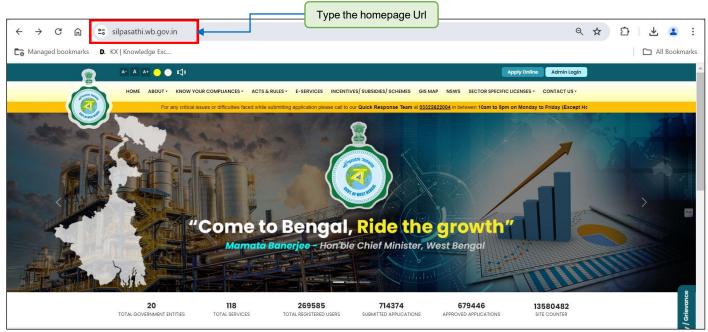
A user (any third party) needs to click on 'Third party Verification' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

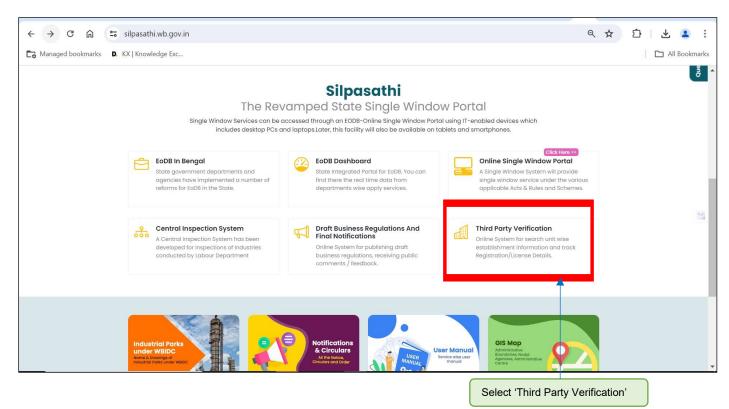
(Screenshots below):

# Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

## SilpaSathi Homepage

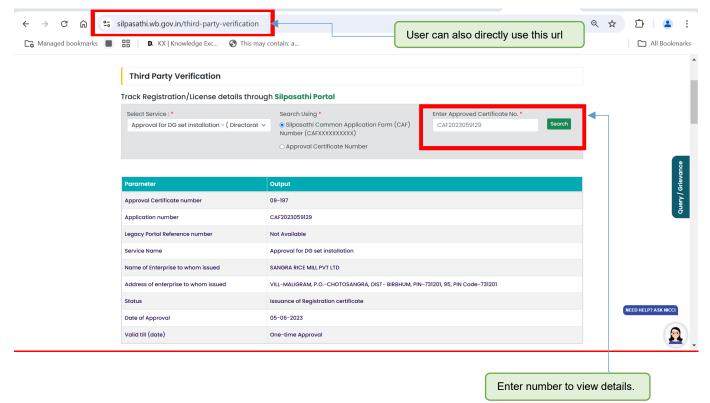




Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.

# Approval for DG set installation

Approval for DG set installation provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The third party can view the details as illustrated below:

