West Bengal Pollution Control Board :

Registration under The E-waste (Management and Handling) Rules, 2011

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

User Manual

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

Table of Contents

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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 **"Registration under The E-waste (Management and Handling) Rules, 2011"** by **West Bengal Pollution Control Board** 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).

<u>**Salient Features of Silpasathi Portal:**</u>

- 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

Registration under The E-waste (Management and Handling) Rules, 2011 is required to dismantle end-of-life electrical and electronic equipment (EEE) into components. The E-waste (Management and Handling) Rules, 2011 is a government regulation in India aimed at managing electronic waste. Registration under these rules is mandatory for businesses generating, collecting, storing, treating, disposing of, or recycling e-waste. 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 the WBPCB	Consent to Establish is a process initiated by the West Bengal Pollution Control Board (WBPCB) to authorize the establishment of a new industrial unit or a pollution-generating activity in the state of West Bengal

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

| #	Documents Required	Detailed Description
2.	Copy of CTO granted by the WBPCB	The consent to OPERATE by WBPCB refers to the permission granted by the West Bengal Pollution Control Board (WBPCB) for industrial or commercial entities to operate in the state of West Bengal, India
3.	Category & Code wise list of E -waste to be processed by the industry as per E-waste (Management) Rules, 2016	The E-Waste (Management) Rules, 2016 in India categorize electronic waste into various types and codes. Each type of e-waste has a corresponding code that indicates how it should be managed. Here's a summary of the categories and associated codes: Category & Code of E-Waste: Computers a. Code: C1 • Includes desktops, laptops, notebooks, and servers. • Consumer Electronics b. Code: C2 • Includes televisions, VCRs, and audio equipment. • Mobile Phones c. Code: C3 • Encompasses all types of mobile devices, including smartphones. • Electrical and Electronic Tools d. Code: C4 • Includes tools used for construction and maintenance, such as drills and saws. • Toys, Leisure, and Sports Equipment e. Code: C5 • Covers electronic toys, games, and sports equipment. • Medical Devices f. Code: C6 • Involves all types of medical and monitoring devices, except for those that are radioactive. • Monitoring and Control Instruments g. Code: C7 • Includes instruments for monitoring temperature, pressure, and other controls. • Automatic Dispensers h. Code: C8

NIC

#	Documents Required	Detailed Description
		• Includes vending machines and other electronic dispensers.
		• Photovoltaic Panels
		i. Code: C9
		• Covers solar panels and solar inverters.
		• Batteries
		j. Code: C10
		• Includes lithium-ion batteries, lead-acid batteries, and others.
		• Management and Processing:
		The rules outline responsibilities for manufacturers, dealers, and recyclers to ensure proper management and recycling of e-waste. Each category requires specific processing methods to minimize environmental impact and public health risks. Entities involved in e-waste management must follow guidelines for collection, transportation, segregation, and recycling.
		Compliance with these rules not only helps in achieving sustainable waste management but also promotes the circular economy in the electronics industry.
4.	Declaration of area for dismantling/ recycling/refurbishing process	Under the E-Waste (Management) Rules, 2016 in India, those involved in the dismantling, recycling, or refurbishing of e-waste must declare specific areas for these activities to ensure compliance with environmental and safety standards
5.	Details of dismantling/ recycling/refurbishing process	The dismantling, recycling, and refurbishing of e-waste are critical processes aimed at recovering valuable materials, minimizing environmental impact, and ensuring safety.
6.	Details of Air Pollution Control Device	Air Pollution Control Devices (APCDs) are technologies designed to reduce or eliminate the emission of pollutants into the atmosphere from various industrial processes. These devices are crucial in minimizing air pollution and protecting public health and the environment
7.	Copy of HWA for recycler	Specific guidelines applicable to recyclers for the Hazardous Waste Authorization (HWA)

Timeline (WBRTPS)

Registration under The E-waste (Management and Handling) Rules, 2011 has an WBRTPS timeline of **120 days** till approval by the authorities.

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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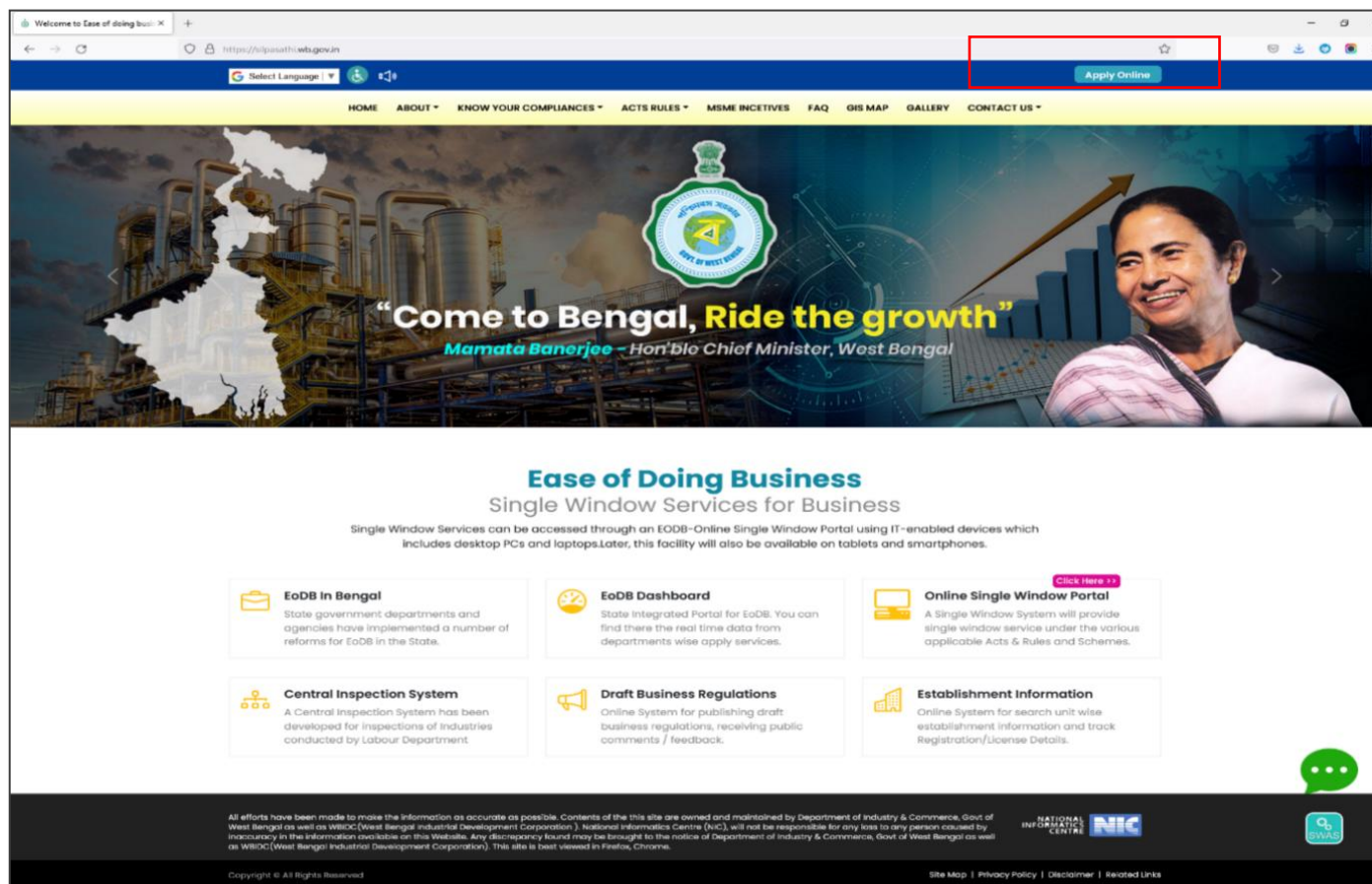
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)
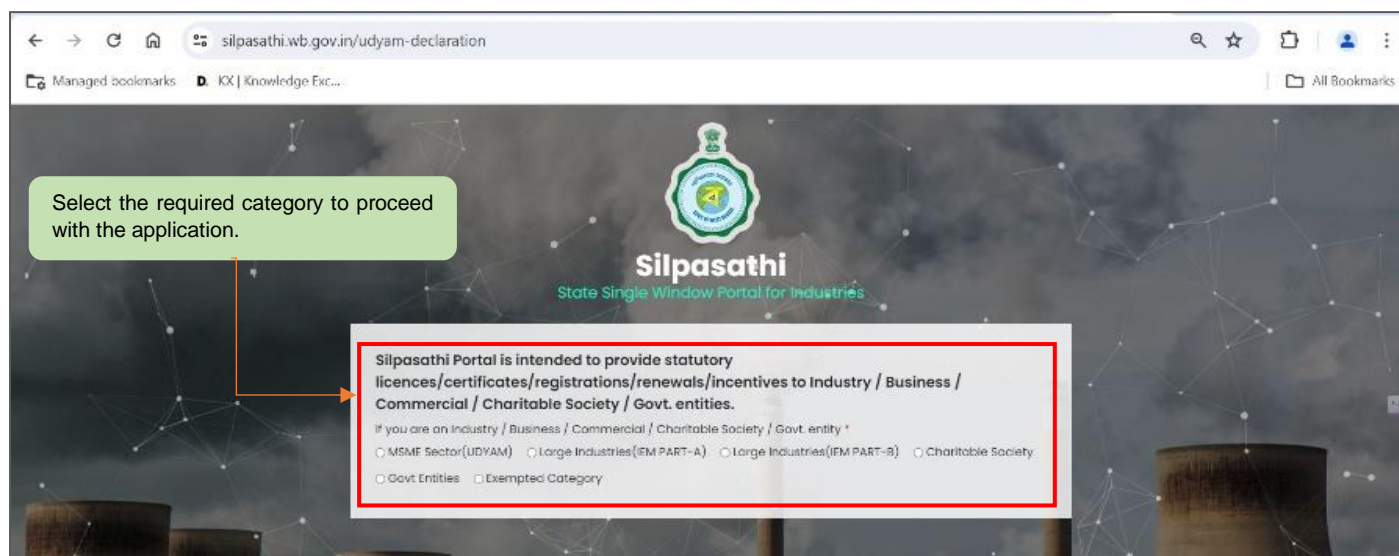
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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

Registration under The E-waste (Management and Handling) Rules, 2011

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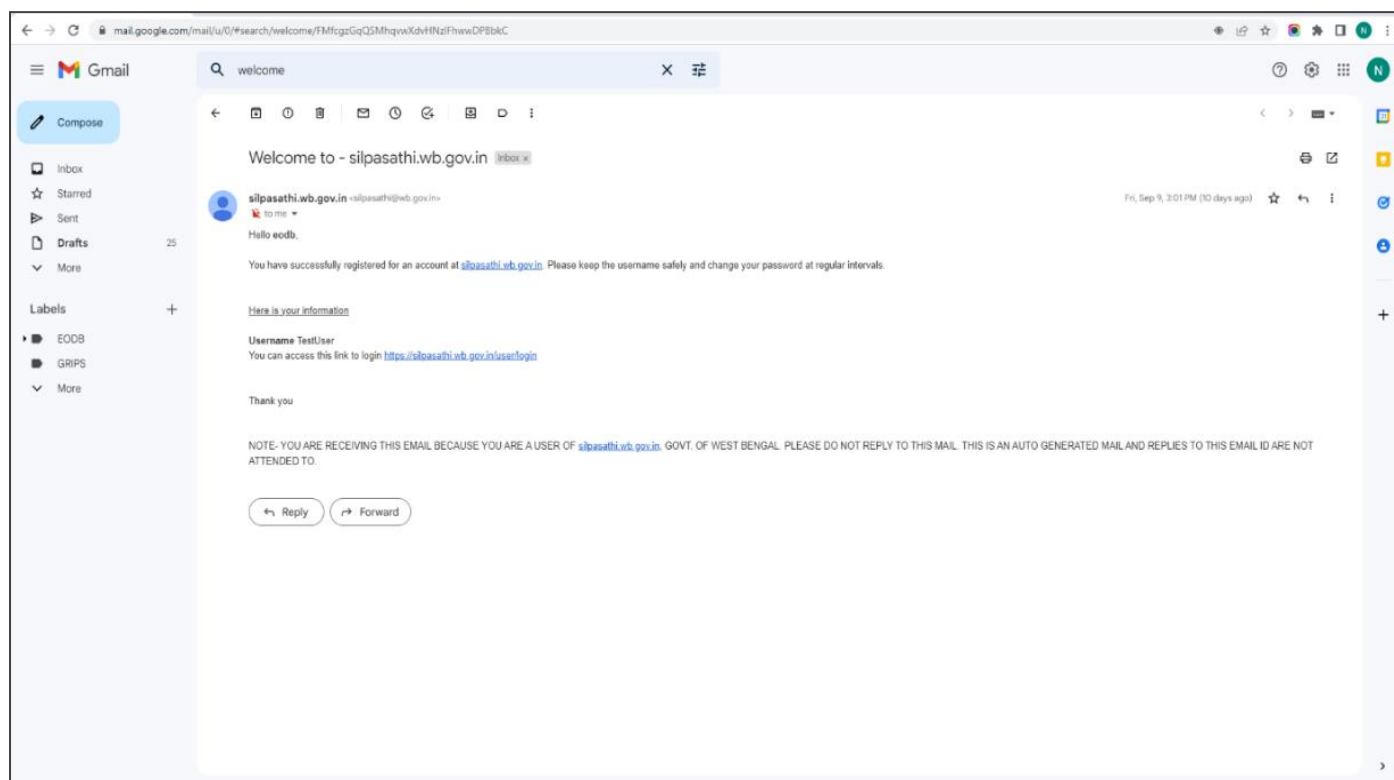
Online Application submission

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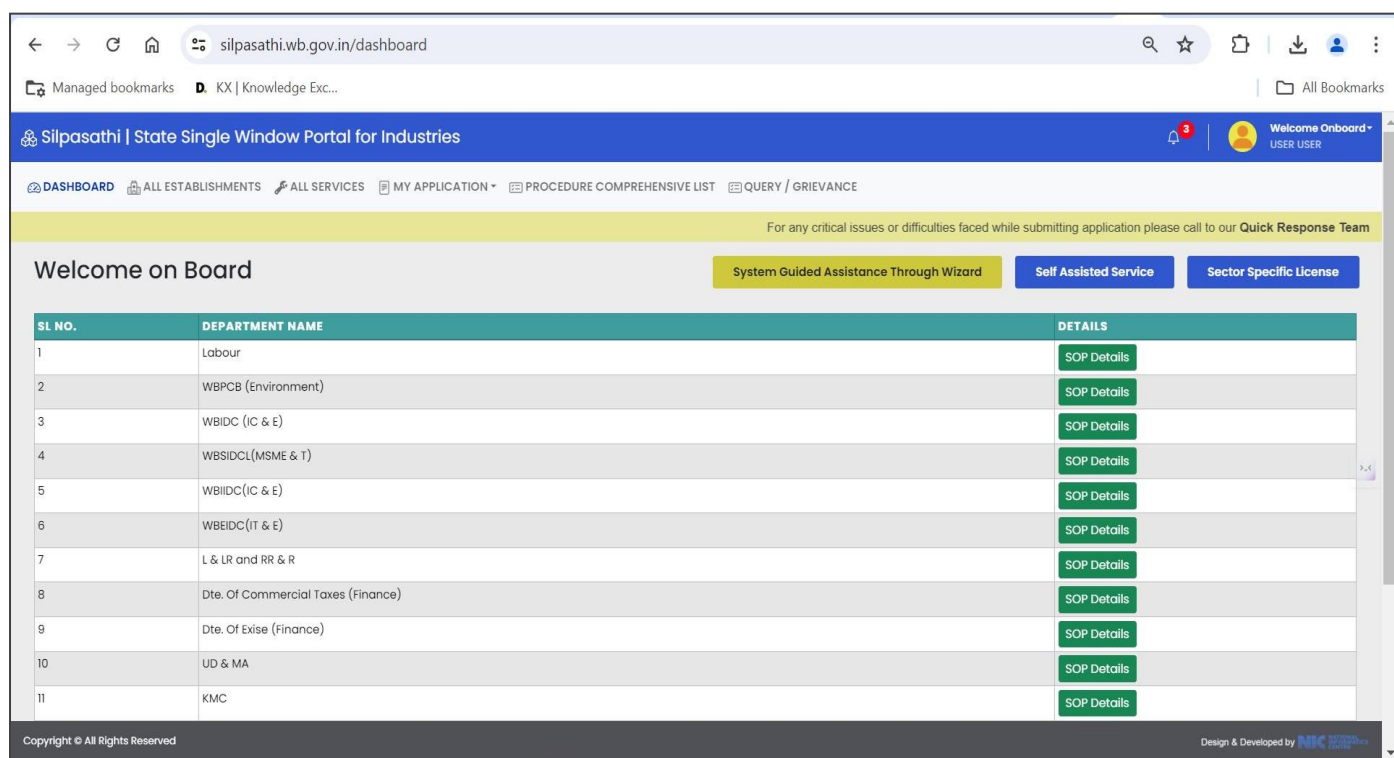
User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

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

Click to create CAF'.
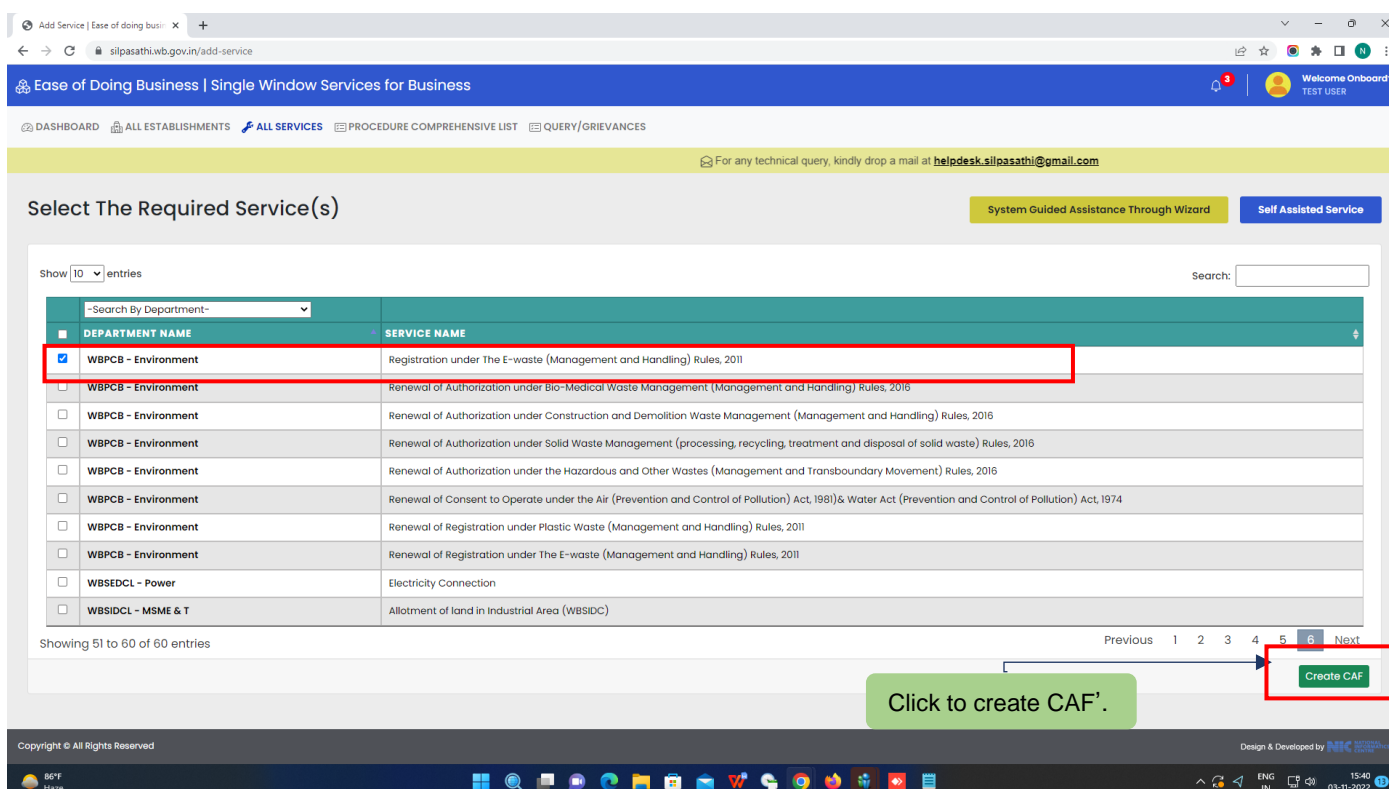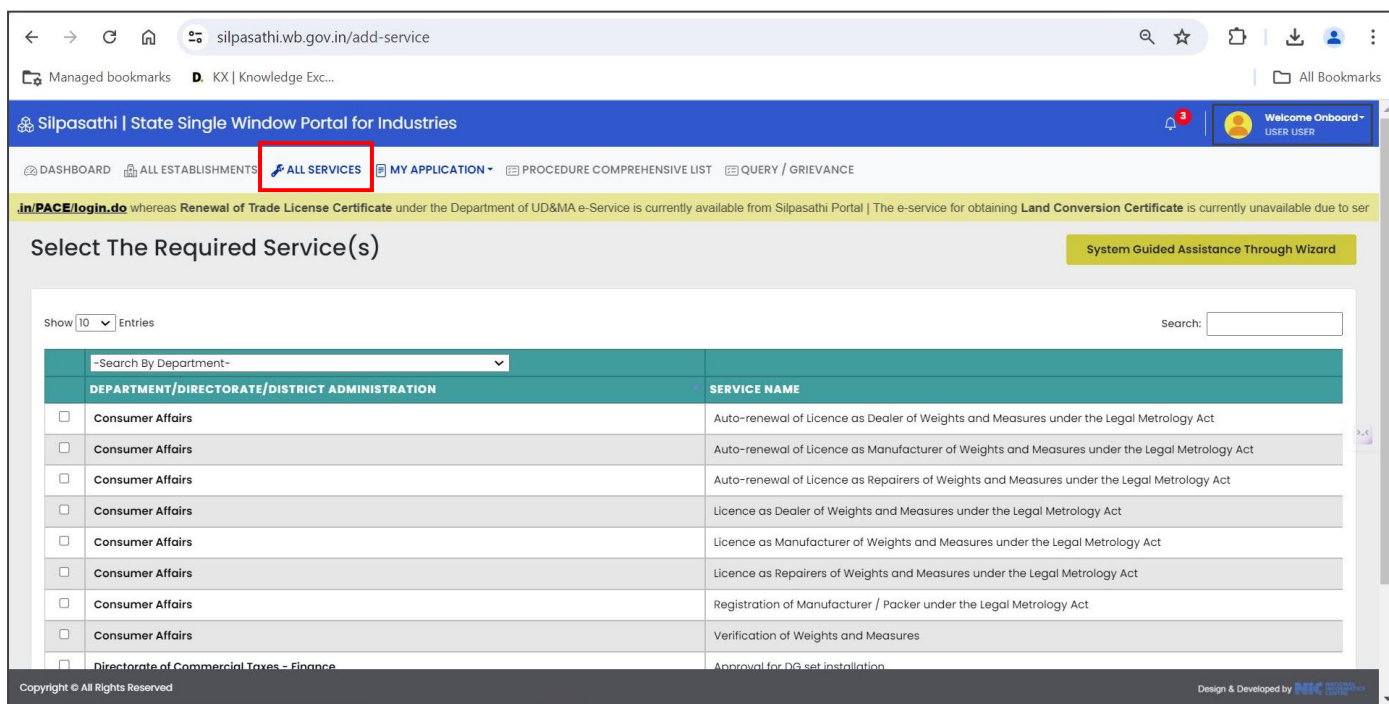
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named '*Registration under The E-waste (Management and Handling) Rules, 2011*

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

After selecting the service '**Registration under The E-waste (Management and Handling) Rules, 2011'**, 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

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 click on '**Save and Continue'** to proceed with the application process (screenshot below):

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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.

Declaration Statement

Click to continue with the application process.

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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.

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.

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

2. Track Status of Application

The applicant has to click on **'Check Status'** to proceed further.

Applicant's Dashboard

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

Status Dashboard

Application status updated.

_Th_e 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.

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

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:

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

Enter necessary details.

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

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

Note: The application can be saved in draft mode at any stage in the Department portal

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

The applicant can download the filled application form as required.

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

The applicant after successful submission of application can view latest status of the submitted application in the Status Dashboard.

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

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

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.

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

The fees details and other necessary application details as displayed.

Payable amount and application ID displayed.

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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.

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

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

Generate online receipt by clicking on 'Print'.
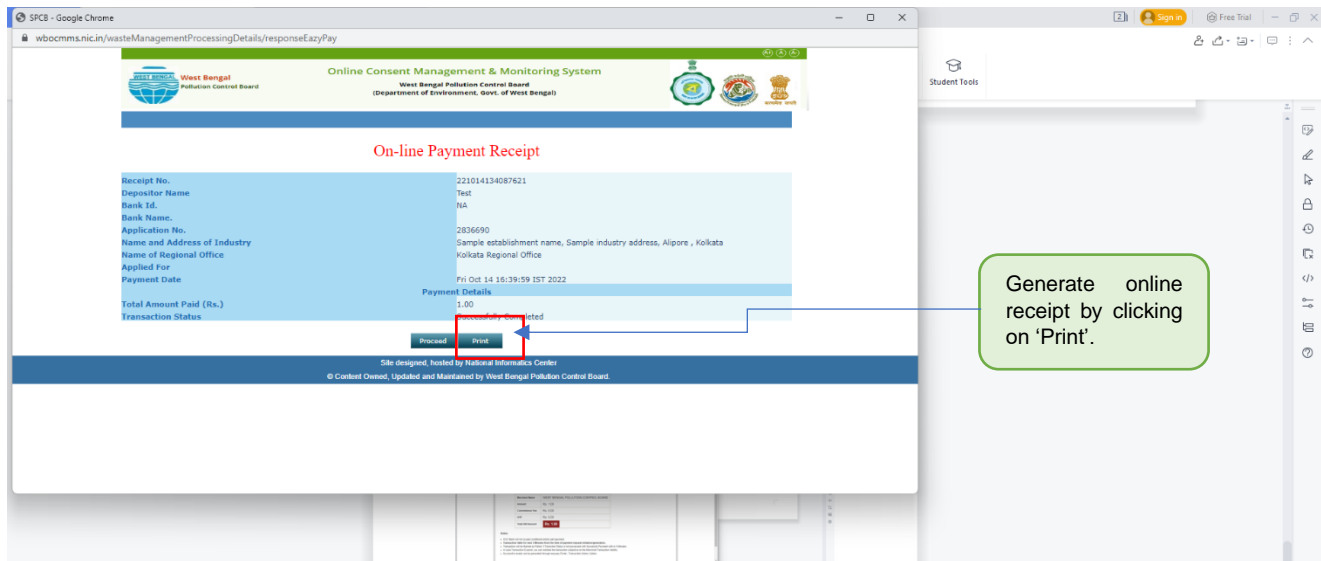
The applicant shall click on **'Proceed'** and view the application as submitted.
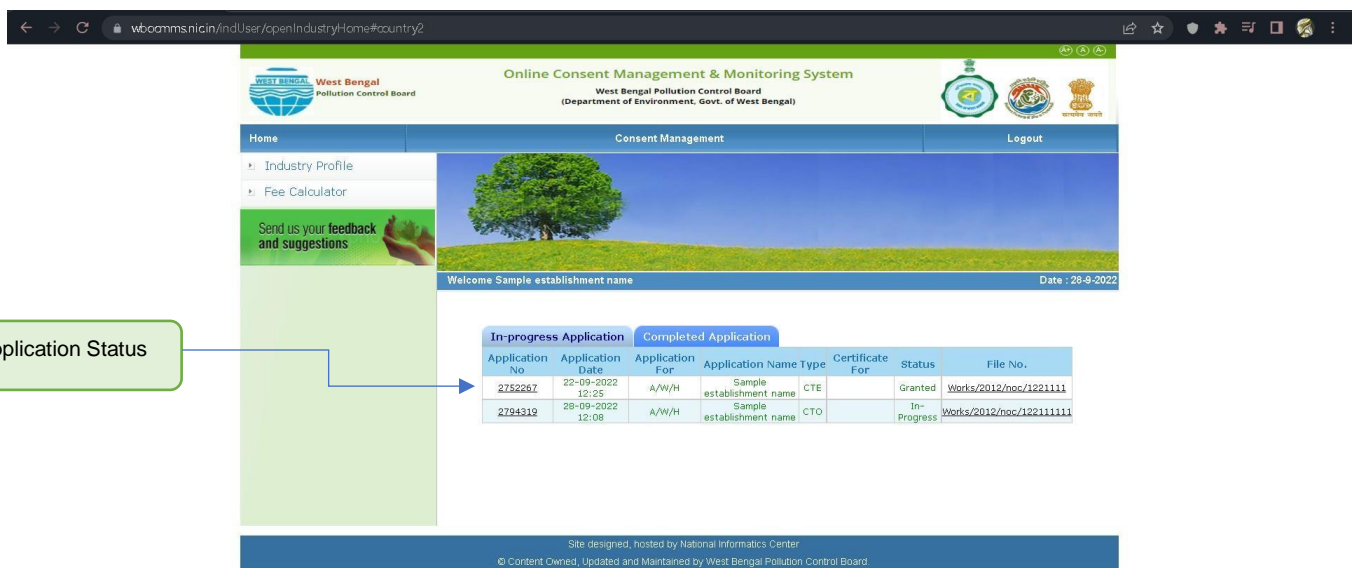

Application Status

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

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

Status Dashboard

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**.**

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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)

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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)
ParibeshBhawan
Bldg. No. 10 A, Block-LA, Sector-III, Bidhan Nagar,
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

Memo No./2S(HW)/(EW)-2898833/2018   Date: 03 /11 / 2022

Grant of Authorization under the provisions of the E-Waste ManagementRules, 2016
Ref.: *Application for E-Waste authorization dated 29/03/2018*

Authorization for Operating a facility for dismantlingof E-Wastes under Rules 13(3) of the E-Waste Management Rules, 2016

1. **M/s. Step Up Global** is hereby granted an authorization for collection, storage, and dismantling of e-waste on the premises situated at Narmada Park for the E-Wastes listed in Schedule I of the E-Waste Management Rules, 2016 (Quantity permitted- 180 MT per annum).

Details of Authorisation

Sl. no.	Categories of electrical and electronic equipment listed in Schedule I of the rules.	Electrical and electronic equipment code listed in Schedule I of the rules	Quantity (ton/annum)
	Information technology and telecommunication equipment:		
1.	Centralised data processing: Mainframes, Minicomputers	ITEW1	20
2.	PersComputers(Central Processing Unit with input and output devices)	ITEW2	20
3.	Laptop Computers(Central Processing Unit with input and output devices)		10
4.	Note book Computers	ITEW4	3
5.	Notepad Computers	ITEW5	2
6.	Printers including Cartridges	ITEW6	5
7.	Copying Equipment	ITEW7	5
8.	Facsimile	ITEW10	2
9.	Telephones	ITEW12	3
10	Cellular Telephones	ITEW15	8
10.	Answering System	ITEW16	2
	Consumer electrical and electronics:		

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 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.
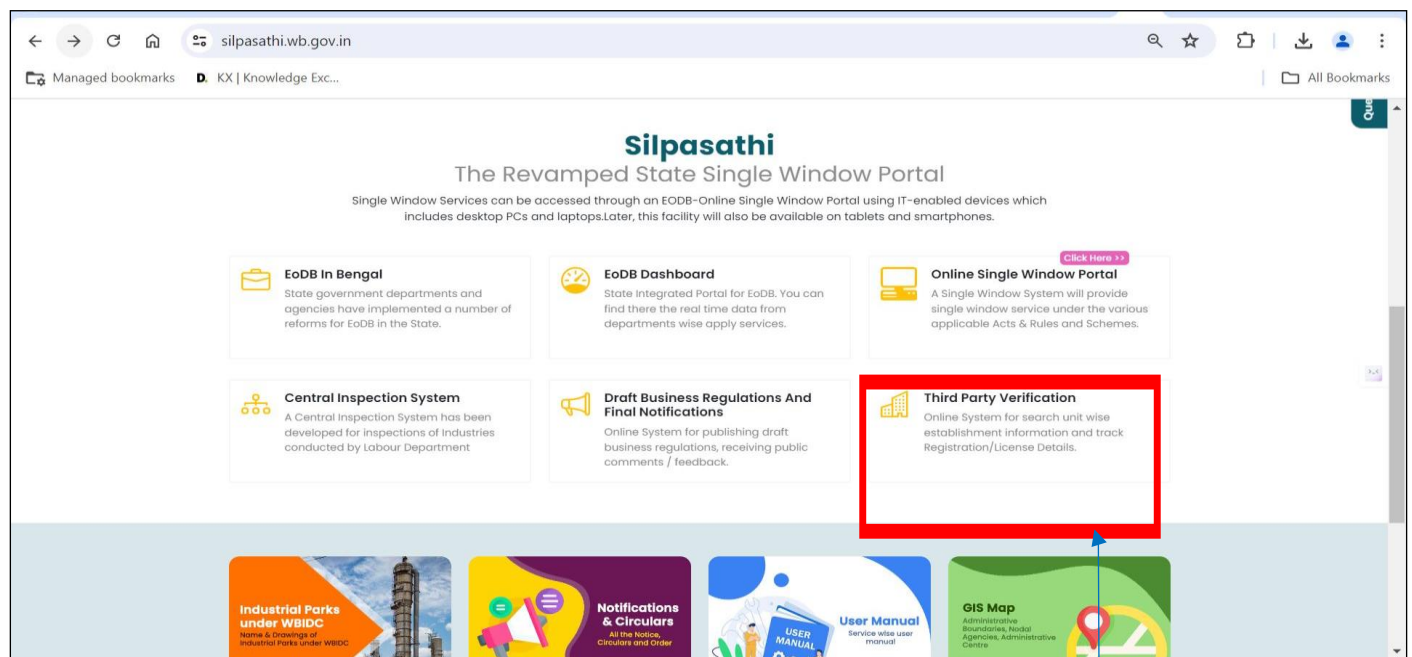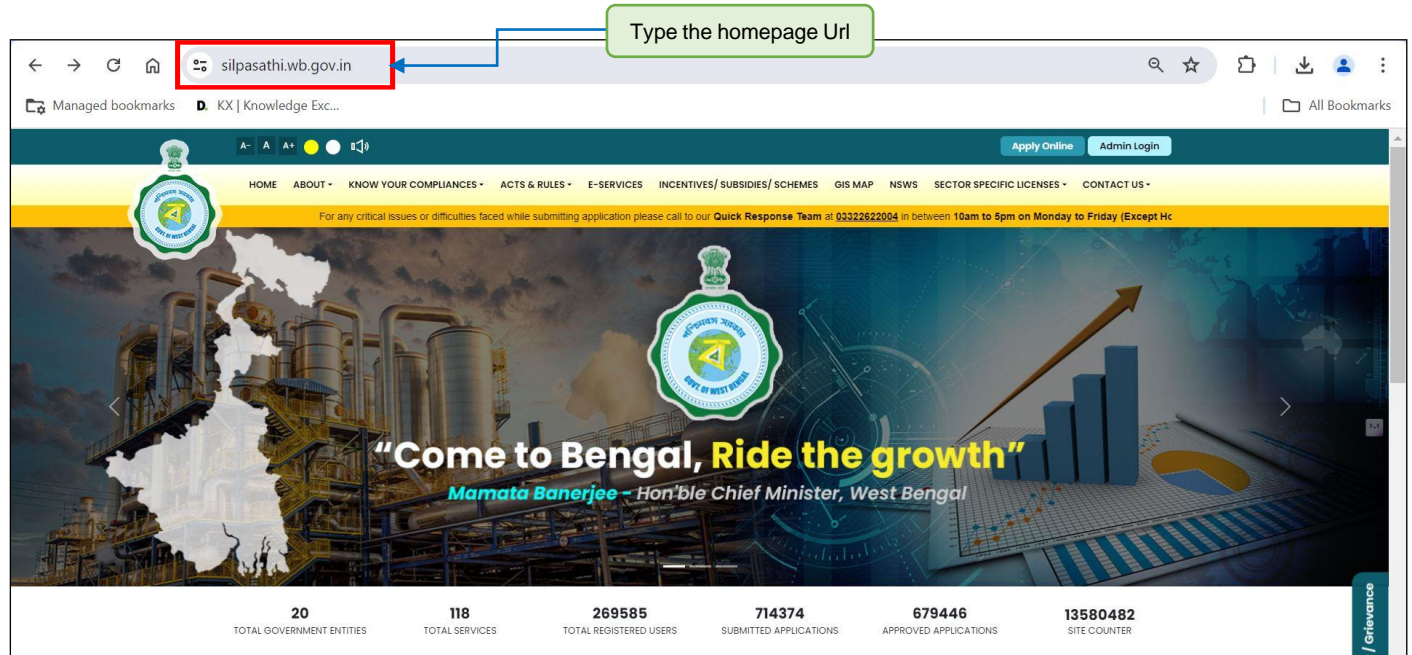
(Screenshots below):

NIC

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

SilpaSathi Homepage

Type the homepage Url

Select 'Third Party Verification'

Applicant selects the service and then enter the Certificate/ Approval nu... *and clicks on 'Search' to view details of certificate.*

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

User can also directly use this url

Enter Registration number/ License number to view details.

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

User Manual

Registration under The E-waste (Management and Handling) Rules, 2011

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

The third party can view the details as illustrated below: