



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

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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).

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

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

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#	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	<p>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:</p> <p><u>Category & Code of E-Waste:</u></p> <p>Computers</p> <p>a. Code: C1</p> <ul style="list-style-type: none">Includes desktops, laptops, notebooks, and servers.Consumer Electronics <p>b. Code: C2</p> <ul style="list-style-type: none">Includes televisions, VCRs, and audio equipment.Mobile Phones <p>c. Code: C3</p> <ul style="list-style-type: none">Encompasses all types of mobile devices, including smartphones.Electrical and Electronic Tools <p>d. Code: C4</p> <ul style="list-style-type: none">Includes tools used for construction and maintenance, such as drills and saws.Toys, Leisure, and Sports Equipment <p>e. Code: C5</p> <ul style="list-style-type: none">Covers electronic toys, games, and sports equipment.Medical Devices <p>f. Code: C6</p> <ul style="list-style-type: none">Involves all types of medical and monitoring devices, except for those that are radioactive.Monitoring and Control Instruments <p>g. Code: C7</p> <ul style="list-style-type: none">Includes instruments for monitoring temperature, pressure, and other controls.Automatic Dispensers <p>h. Code: C8</p>

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#	Documents Required	Detailed Description
		<ul style="list-style-type: none">Includes vending machines and other electronic dispensers.Photovoltaic Panelsi. Code: C9<ul style="list-style-type: none">Covers solar panels and solar inverters.Batteriesj. Code: C10<ul style="list-style-type: none">Includes lithium-ion batteries, lead-acid batteries, and others.Management and Processing: <p>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.</p> <p>Compliance with these rules not only helps in achieving sustainable waste management but also promotes the circular economy in the electronics industry.</p>
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.

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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

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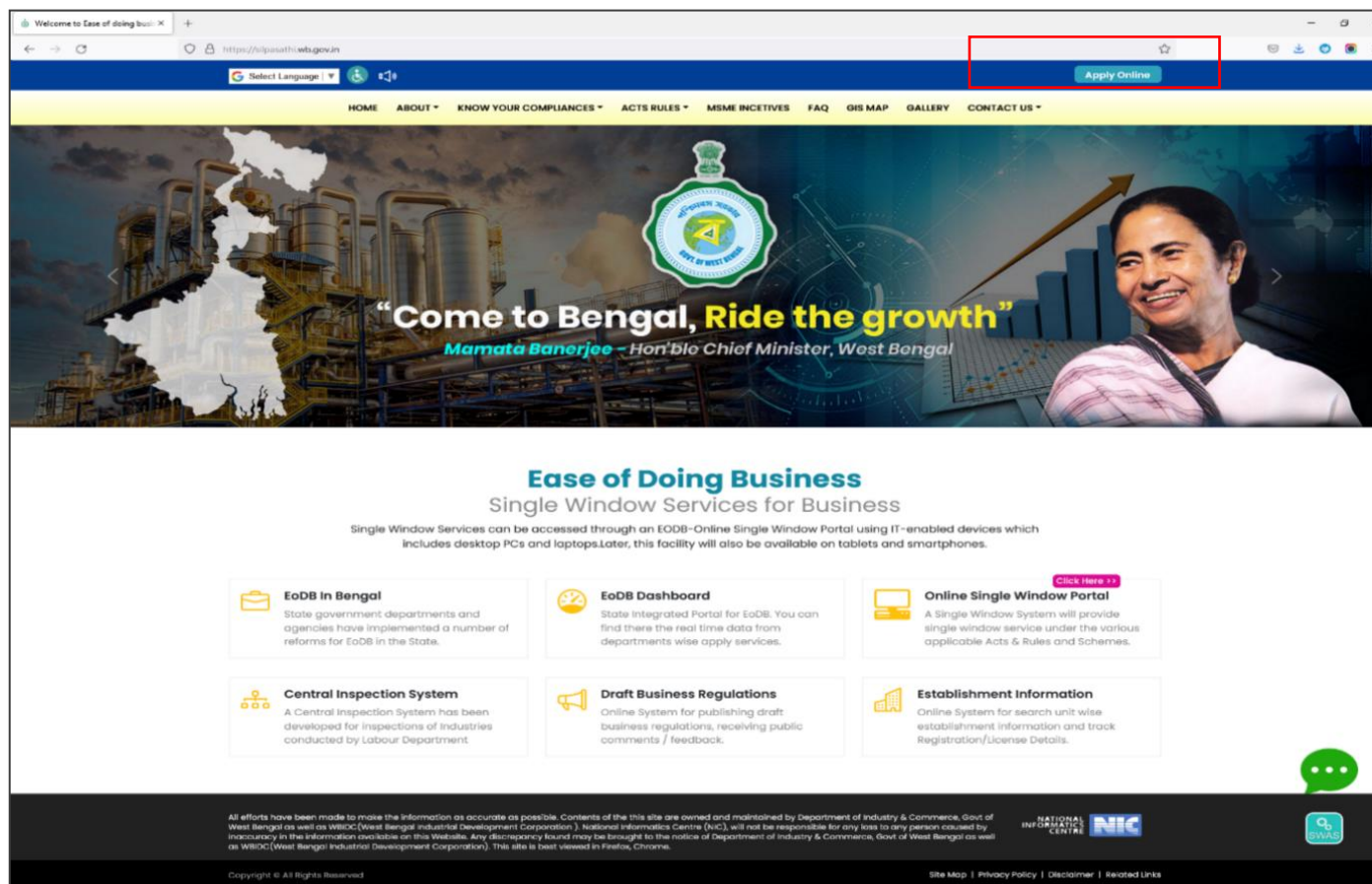
Registration under The E-waste (Management and Handling) Rules, 2011

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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.

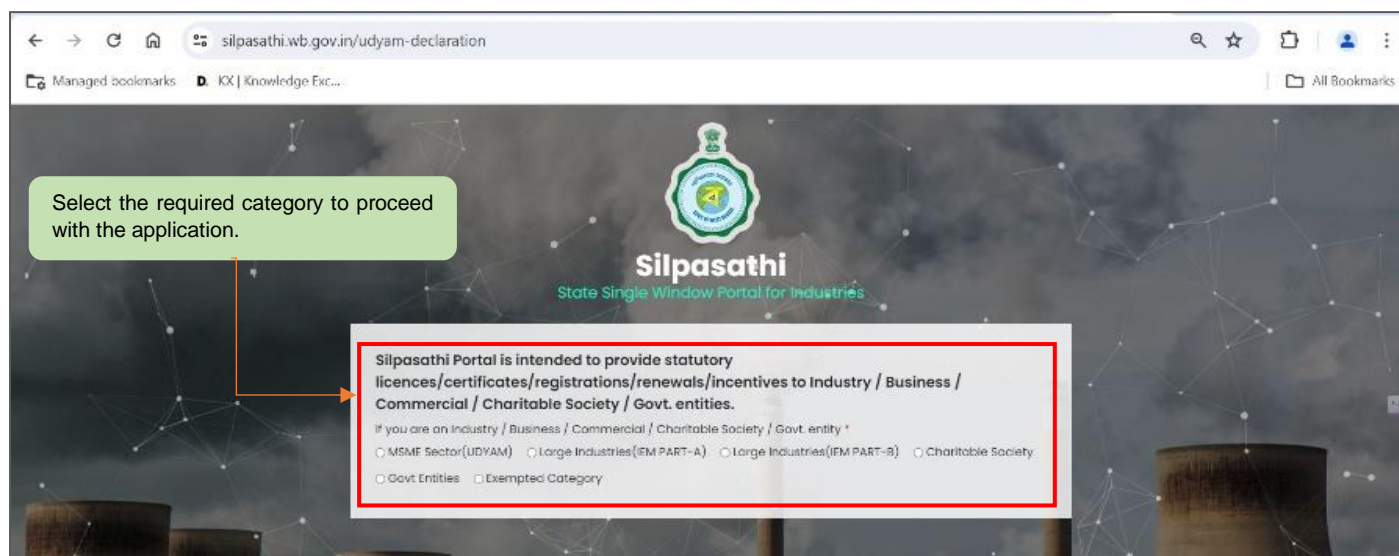


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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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**.

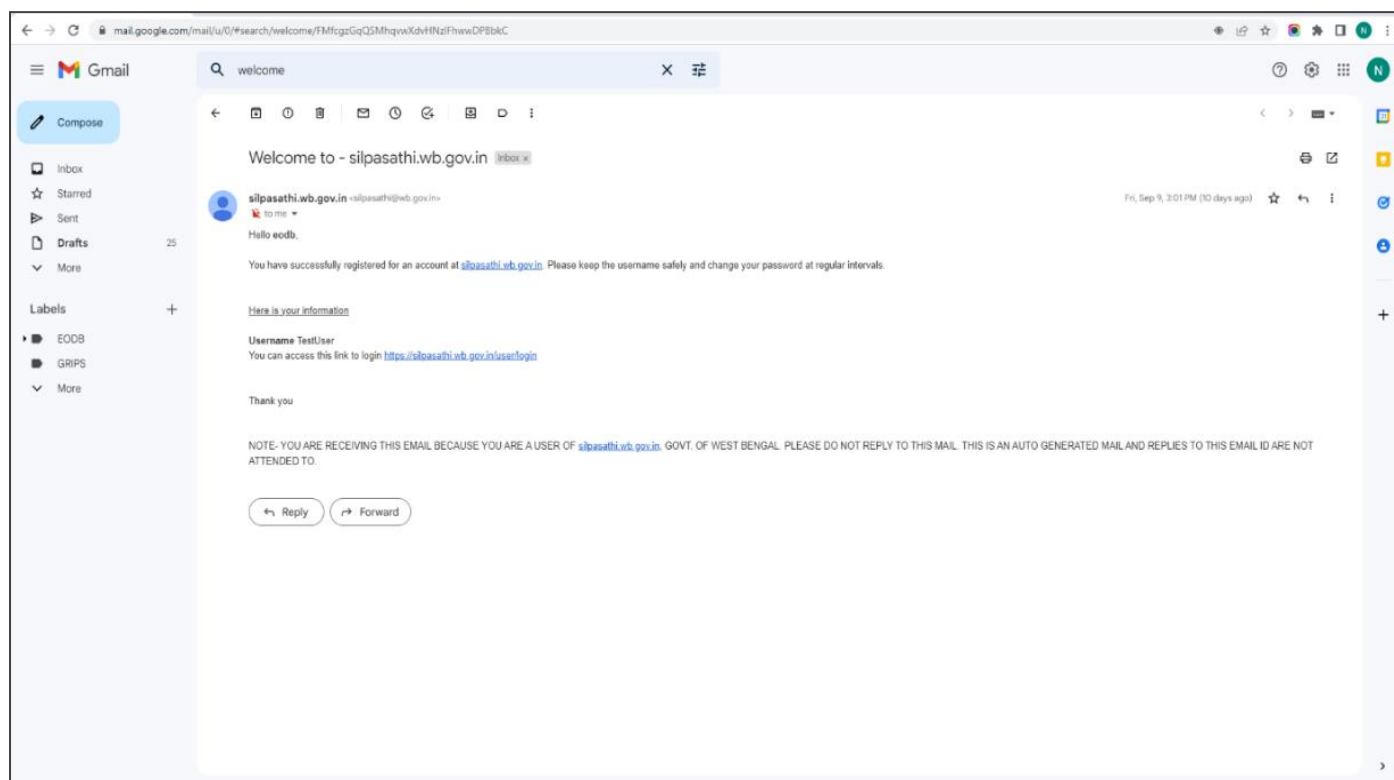
The screenshot shows the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and contains the following fields: 'First Name', 'Middle Name', 'Last Name', 'Mobile Number', 'Email', 'Gender' (with radio buttons for Male, Female, and Transgender), 'suhansu' (a text field), 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 industrial cooling towers. At the bottom of the page, there is a footer with the text 'Copyright © All Rights Reserved' and 'Design & Developed By NATIONAL INFORMATICS CENTRE NIC'.

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

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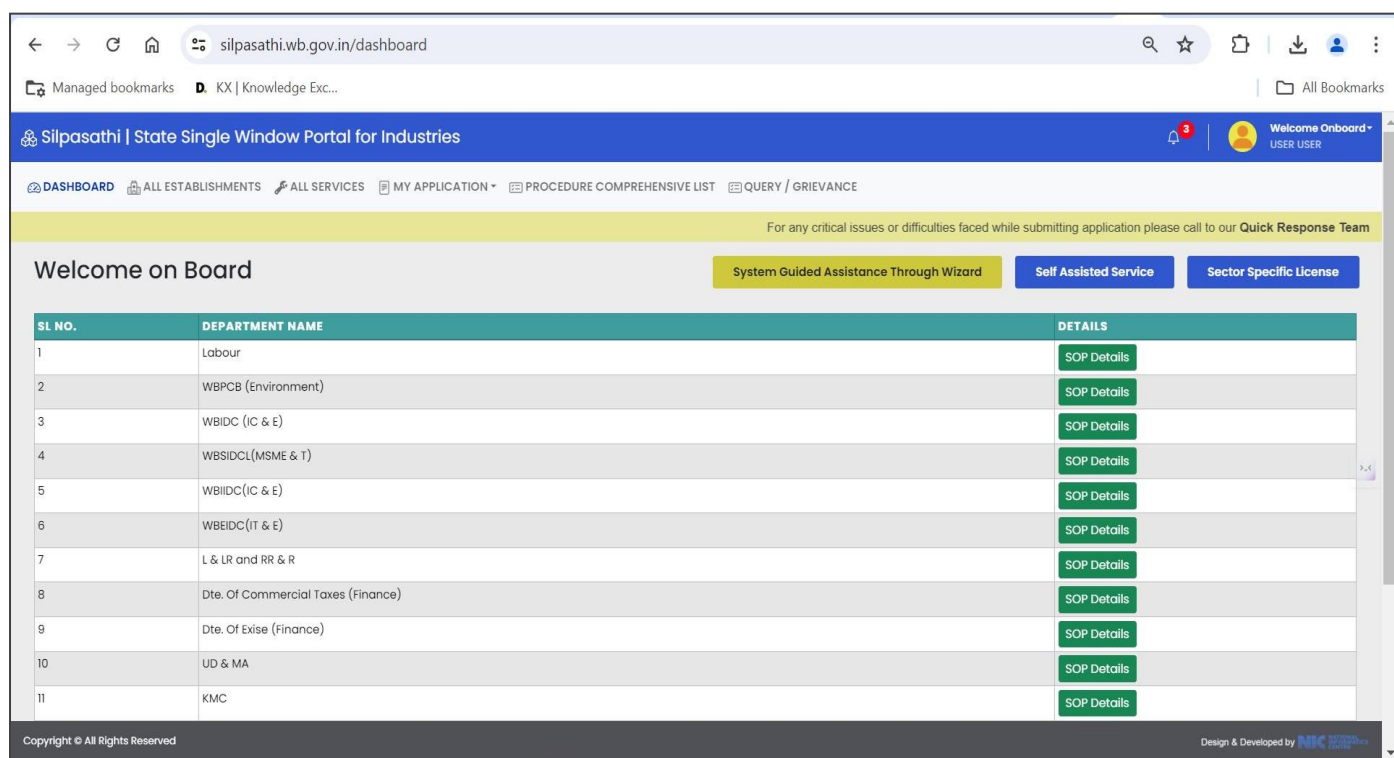
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Online Application submission

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

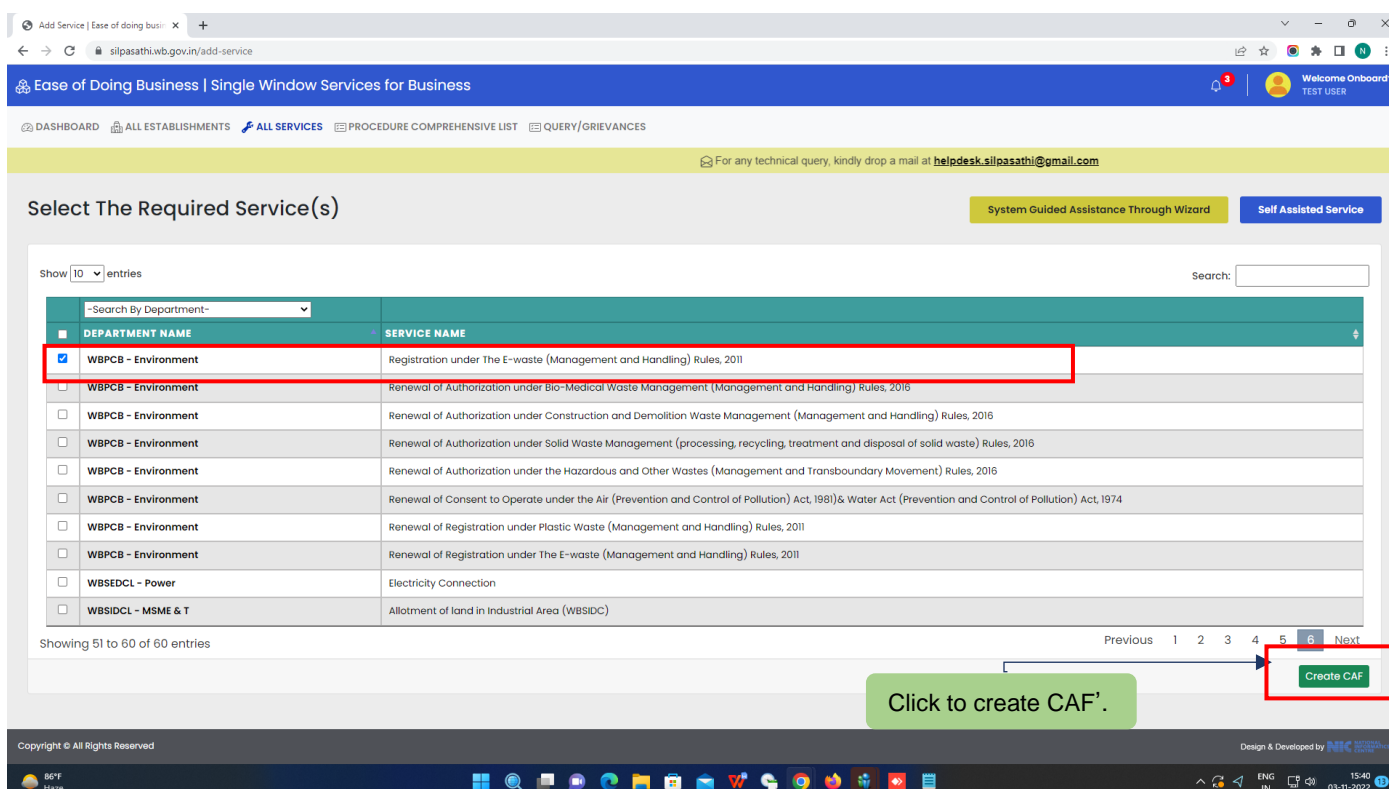
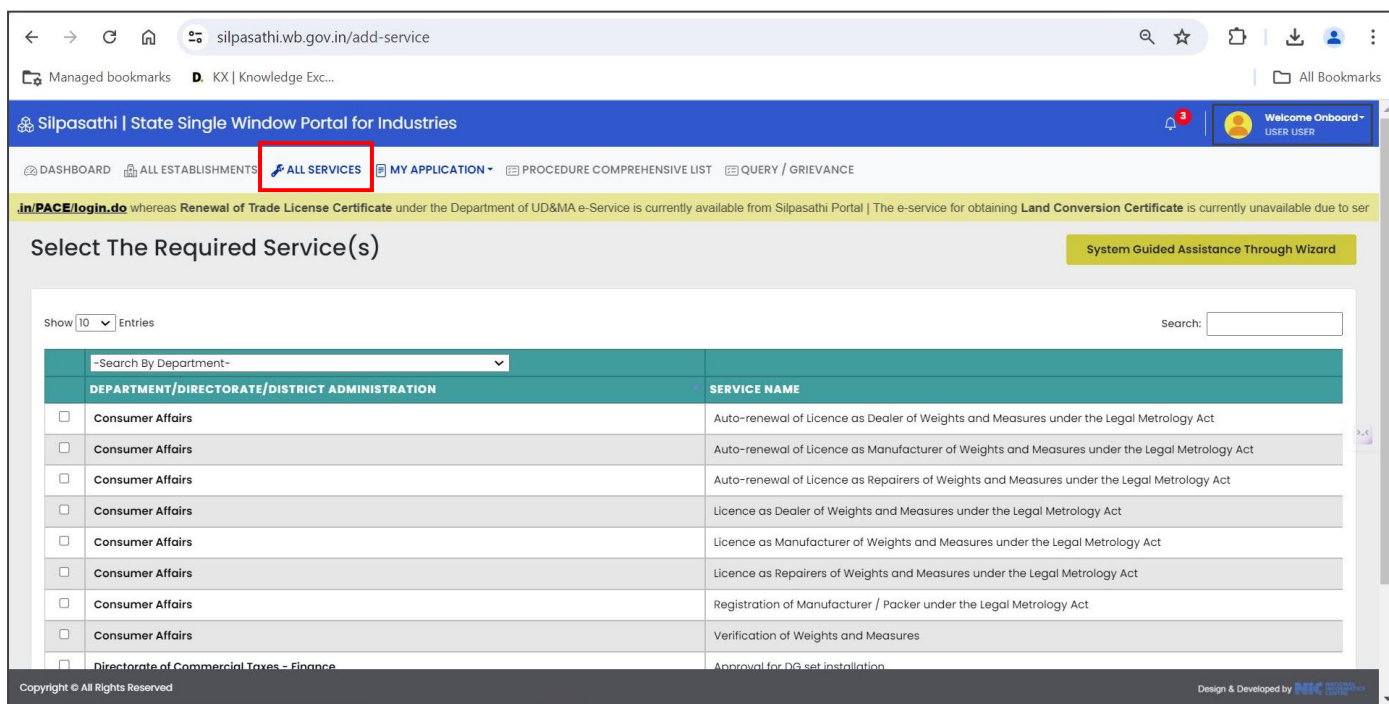


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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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

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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

CAF ID generated.

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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top says 'Service Added Successfully'. Below it are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. A red box highlights the 'Your Selected Service(s)' section, which displays 'BUSINESS REFERENCE ID : CAF2022000853'. Another red box highlights the 'Apply Online' button in the top right corner. A table below shows the service details for 'Registration under The E-waste (Management and Handling) Rules, 2011' with a progress bar and an 'ACTION' column.

SL NO.	SERVICE	ACTION
1	Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTS Timeline: 120 days) ● Basic Details Saved. ● Application Submitted / Forwarded to Inspector ● Inprogress ● Clarification Raised and Clarification Closed by the Industry / Inspection Raised and Inspection Closed ● Application Returned ● Application Rejected ● 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 click on '**Save and Continue**' to proceed with the application process (screenshot below):

Application Form

The screenshot shows the 'Common Application Form - CAF2022000853' with a progress bar at 10%. The form is divided into two main sections: 'Application Details' and 'Occupier Details'. The 'Application Details' section includes fields for 'Select Establishment', 'Service Id', 'Industry Telephone No', 'First Name', 'Name of Industry', 'Occupier Mobile', 'Industry District', and 'Last Name'. The 'Occupier Details' section includes fields for 'Occupier Email', 'Industry Pin Code', 'Industry Address', and 'Industry Email'. A green 'Save & Continue' button is at the bottom right.

Application Details

Select Establishment *
-Select-

Service Id *
108

Industry Telephone No *
9876543210

First Name *
SampleFirstname

Name of Industry *
Kolkata

Occupier Mobile *
9876543210

Industry District *
Kolkata

Last Name *
Samplelastname

Occupier Email *
test7@gmail.com

Industry Pin Code *
700009

Industry Address *
Sample industry address

Industry Email *
Test5@Gmail.Com

<< Back Save & Continue >>

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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 - CAF2022000853

Common application form data partially saved.

PARAMETERS	INPUTS
Registration under The E-waste (Management and Handling) Rules, 2011	
Name of Industry	
Occupier Email	test7@gmail.com
Occupier Mobile	9876543210
Service Id	108
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

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Common Application Form Preview - CAF2022000853

Common application form data partially saved.

PARAMETERS	INPUTS
Registration under The E-waste (Management and Handling) Rules, 2011	
Name of Industry	
Occupier Email	test7@gmail.com
Occupier Mobile	9876543210
Service Id	108
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

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Declaration Statement

Click to continue with the application process.

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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 screenshot shows the 'Current Status-CAF2022000853' page on the SilpaSathi portal. The page has a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A message at the top says 'For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com'. The main content area displays a table with the following data:

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The E-waste (Management and Handling) Rules, 2011	Basic Details Saved.	Completed
	Application Submitted / Forwarded to Inspector	Pending
	Inprogress	Pending
	Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending
	Application Returned	Pending
	Application Rejected	Pending
	Approved / Completed	Pending

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.

The block contains two screenshots illustrating notifications. The top screenshot is an SMS message from Silpa Sathi SWP, Govt. of WB, stating: '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'. The bottom screenshot is an email from silpasathi.wb.gov.in with the subject 'Common Application Submitted - silpasathi.wb.gov.in'. The email body says: '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'. A note at the bottom of the email states: '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 proceed further.

Applicant's Dashboard

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

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000853

Check Status

SL NO.	SERVICE	ACTION
1	Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 120 days) Basic Details Saved. Application Submitted / Forwarded to Inspector Inprogress Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed Application Returned Application Rejected Approved / Completed	Click to Proceed

Status Dashboard

Common Application Form Preview

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Current Status-CAF2022000853

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The E-waste (Management and Handling) Rules, 2011	Completed	
Application Submitted / Forwarded to Inspector	Pending	
Inprogress	Pending	
Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed	Pending	
Application Returned	Pending	
Application Rejected	Pending	
Approved / Completed	Pending	

Application status updated.

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.

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The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'TEST USER'. The dashboard features a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A banner at the top provides a contact email: helpdesk.silpasathi@gmail.com. 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 displays a table with the following data:

SL NO.	SERVICE	ACTION
1	Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 120 days) Progress: Basic Details Saved (100%) Application Submitted / Forwarded to Inspector (0%) Inprogress (0%) Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed (0%) Application Returned (0%) Application Rejected (0%) Approved / Completed (0%)	Click to Proceed

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

Process illustrated in the screenshots below:

The screenshot shows the 'Common Application Form - CAF2022000853' page. The form is titled 'Application Details' and contains the following fields:

Field Name	Value
IndName *	
caf_unique_no *	
occ_email *	test7@gmail.com
occ_mobile *	9878543210
industry_pin_code *	700009
serviceld *	108
industry_telephone_no *	9878543210
industry_district_name *	Kolkata
industry_address *	Sample industry address
industry_email *	Test5@gmail.Com
eodb_app_id *	1959
caf_id_no *	CAF2022000853

A blue banner at the bottom of the form states: 'Redirecting to WBPCB Site. Please do not press BACK button in browser or REFRESH the page.'

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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Enter necessary details.

The screenshot shows the 'E-Waste by Manufacturer' registration form. The form is titled 'Online Consent Management & Monitoring System' and is part of the 'West Bengal Pollution Control Board' (Department of Environment, Govt. of West Bengal). The form is for 'Step Up Global' and includes fields for 'Name of the Unit', 'Address', 'Name of the occupier', 'Designation of the occupier', 'Phone No. With Code', 'Fax No. With Code', 'Name of the Authorized Contact person', 'Designation of the Authorized Contact person', 'Mobile No.', and 'Fax No. With Code'. There are also fields for 'Head Office Address with telephone Nos, Fax, No. and E-mail' and 'Local Office Address with telephone Nos, Fax, No. and E-mail'. The form includes a section for 'Authorization Required for:' with checkboxes for 'I. Manufacturing', 'II. Refurbishing', 'III. Storage', 'IV. Transportation', 'V. Treatment, if any', and 'VI. Collection'. The 'I. Manufacturing' checkbox is checked. The form also has a 'Details of e-waste' section with 'Add', 'View', and 'Delete' buttons, and a 'Mode/Details of Facilities for storage' section.

The screenshot shows the 'Documents' section of the 'E-Waste by Manufacturer' registration form. The form is titled 'Online Consent Management & Monitoring System' and is part of the 'West Bengal Pollution Control Board' (Department of Environment, Govt. of West Bengal). The form is for 'Step Up Global' and includes fields for 'Name of the Unit', 'Address', 'Name of the occupier', 'Designation of the occupier', 'Phone No. With Code', 'Fax No. With Code', 'Name of the Authorized Contact person', 'Designation of the Authorized Contact person', 'Mobile No.', and 'Fax No. With Code'. There are also fields for 'Head Office Address with telephone Nos, Fax, No. and E-mail' and 'Local Office Address with telephone Nos, Fax, No. and E-mail'. The form includes a section for 'Authorization Required for:' with checkboxes for 'I. Manufacturing', 'II. Refurbishing', 'III. Storage', 'IV. Transportation', 'V. Treatment, if any', and 'VI. Collection'. The 'I. Manufacturing' checkbox is checked. The form also has a 'Details of e-waste' section with 'Add', 'View', and 'Delete' buttons, and a 'Mode/Details of Facilities for storage' section.

Document Details	Action
Upload Required Documents :	Upload
Delete Saved Documents :	Delete

*** Instructions:**

- Click link "Upload" to upload the document
- Click "Browse" to select the document
- You can select multiple documents at the same time
- Select all the documents by clicking "Browse" button
- Select all the documents by clicking "Browse" button
- Click "Save" button to upload the document
- Message "Document successfully uploaded" will be displayed

Do You Want To Save The Application as ☐ Completed ☒ In Progress

****Note:** Select Completed to submit your application to SPCB official
Select In-Progress to keep application in your account for future editing

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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

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SPCB - Google Chrome
wbocms.nic.in/eWaste/popUploadDoc/2898807

Document Applicable For	Document Name	Document Path
E-Waste Copy of Consent to Establish certificate*		Choose File No file chosen
E-Waste Copy of Consent to Operate certificate*		Choose File No file chosen
E-Waste Copy of Hazardous waste Authorization certificate*		Choose File No file chosen

[Save](#)

Saved Documents

***Instructions:** Please follow below steps to Upload the documents
a) Attachment with file type pdf, jpeg, jpg, gif and bmp are allowed.
b) Size of each file should not be more than 5MB.

Do You Want to Save The Application as ☐ Completed ☒ In Progress
**Note: Select Completed to submit your application to SPCB official
Select In-Progress to keep application in your account for future editing

[Save](#)

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Application For Authorization
wbocms.nic.in/eWaste/save2

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

Home Consent Management Authorization Bio-Medical Waste Registration Authorization Batteries E-waste Registration Authorization Hazardous Waste Registration Authorization Plastic Waste Management Authorization Solid Waste Construction & Demolition Authorization BANK GUARANTEE Environmental Statement Monitoring Report Hazardous Chemicals Logout

E-Waste Authorization
Filing of E-Waste Return
E-Waste Return List
Profile Update
Delete e-Waste Inprogress Applications
Delete e-Waste Inprogress E-Waste Annual Return Applications
Send us your feedback and suggestions
click here for any kind complaints or query

Welcome Step Up Global
Date : 2-11-2022

E-Waste Application No 2898807 is Submitted Successfully

E-Waste by Manufacturer Documents

Details of E-Waste by Manufacturer

Name of the Unit :	Step Up Global
Address :	Narmada Park
Name of the occupier :	Surat Das
Designation of the occupier :	Proprietor
Phone No. With Code :	91 - 8961882031
Fax No. With Code :	-
Name of the Authorized Contact person :	
Designation of the Authorized Contact person :	
Mobile No. :	
Fax No. With Code :	-
Head Office Address with telephone Nos, Fax, No. and E-mail	
Local Office Address with telephone Nos, Fax, No. and E-mail	
Authorization Required for*:	Manufacturing,
Details of e-waste:	View
Mode/Details of Facilities for storage	
Mode/Details of Facilities for handling	
Mode/Details of Facilities for treatment	
Mode/Details of Facilities for refurbishing	
Mode/Details of Facilities for Disposal	
In case of renewal of authorization previous authorization no. and date and details of annual returns:	

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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)

Application For Authorization

wbocms.nic.in/eWaste/save2

West Bengal Pollution Control Board

Online Consent Management & Monitoring System

West Bengal Pollution Control Board
(Department of Environment, Govt. of West Bengal)

Home Consent Management Bio-Medical Waste Authorization Batteries Registration/Authorization Hazardous Waste Registration/Authorization Plastic Waste Registration/Authorization Solid Waste Management & Demolition Authorization Construction Authorization BANK GURANTEEE Environmental Statement Monitoring Report Hazardous Chemicals Logout

E-Waste Authorization
Filing of E- Waste Return
E-Waste Return List
Profile Update
Delete e-Waste Inprogress Applications
Delete e-Waste Inprogress E-Waste Annual Return Applications
Send us your feedback and suggestions
click here for any kind complaints or query

Welcome Step Up Global Date : 2.11.2022

E-Waste Application No 2898807 is Submitted Successfully

Print Form

E-Waste by Manufacturer Documents

Details of E-Waste by Manufacturer

Name of the Unit :	Step Up Global
Address :	Narmada Park
Name of the occupier :	Surat Das
Designation of the occupier :	Proprietor
Phone No. With Code :	91 - 8961882031
Fax No. With Code :	-
Name of the Authorized Contact person :	
Designation of the Authorized Contact person :	
Mobile No. :	
Fax No. With Code :	-
Head Office Address with telephone Nos, Fax, No. and E-mail	
Local Office Address with telephone Nos, Fax, No. and E-mail	
Authorization Required for:	Manufacturing,
Details of e-waste:	View
Mode/Details of Facilities for storage	
Mode/Details of Facilities for handling	
Mode/Details of Facilities for treatment	
Mode/Details of Facilities for refurbishing	
Mode/Details of Facilities for Disposal	
In case of renewal of authorization previous authorization no. and date and details of annual returns:	

EWasteForm (1).pdf

Received Files

EWasteForm (1).pdf
C:\Users\Admin\Downloads

Open

The applicant can download the filled application form as required.

EWasteForm (1).pdf

1 / 2 80%

FORM I(a)

[See rules 4(2), 8 (2), 13(2) (ii), 13(2) (vi) and 13(4) (i)]

APPLICATION FOR OBTAINING AUTHORISATION FOR GENERATION OR STORAGE OR TREATMENT OR DISPOSAL OF E-WASTE BY MANUFACTURER OR REBURFISHER

From
Step Up Global
Narmada Park

To,
The Member Secretary,
West Bengal Pollution Control Board,

Sir,

I / We hereby apply for authorisation/renewal of authorization under rule 13(2) (i) to 13(2) (viii) and/or 13 (4) (i) of the E-Waste (Management) Rules, 2016 for collection/storage/ transportation/ treatment/ refurbishing/disposal of e-wastes

To be filled in by Applicant

1. Name of Authorized Occupier with designation and contact no. : Surat Das
Proprietor
91-8961882031

2. Name of Authorized Contact Person with designation and contact no. : -

a Head Office Address with telephone Nos, Fax, No. and E-mail (if applicable) : -

b Local Office Address with telephone Nos, Fax, No. and E-mail (if applicable) : -

3. Authorization required for : Manufacturing,

4. E-waste details

Type of electrical and electronic equipment/ their components or consumables or parts or spares manufactured/ refurbished	EEE Code No	QTY in MT/A	Party Name and Authorisation No.
a. Mode/Details of Facilities for storage	:	:	:
b. Mode/Details of Facilities for handling	:	:	:
c. Mode/Details of Facilities for treatment	:	:	:
d. Mode/Details of Facilities for refurbishing	:	:	:

User Manual

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e. Mode/Details of Facilities for Disposal :
6. In case of renewal of authorization previous authorization no. and date and details of annual returns :
7. The authorization is subject to the conditions stated and such conditions as may be specified in the rules for the time being in force under the Environment (Protection) Act, 1986

Signature
Place: _____ Name: _____
Date: _____ Designation: _____

Attachments :-
Signature
Date: _____ Name: _____
Designation: _____

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

Common Application Form Preview | silpasathi.wb.gov.in/caf/submitted/WHZmMUptS14akdqR0hWTnVPOUtnZz09/TmJLMFd1bEtyTjV4VEc1RDVHUGS5UT09

Ease of Doing Business | Single Window Services for Business

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

Current Status-CAF2022000853

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The E-waste (Management and Handling) Rules, 2011		
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	Pending	
Application Returned	Pending	
Application Rejected	Pending	
Approved / Completed	Pending	

Application status updated.

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

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 screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'TEST USER'. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A yellow banner provides a contact email: helpdesk.silpasathi@gmail.com. Below this 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 displays a table with one service: 'Registration under The E-waste (Management and Handling) Rules, 2011'. The table includes a progress bar with steps: Basic Details Saved, Application Submitted / Forwarded to Inspector, Inprogress, and Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed. An 'ACTION' column contains a 'Click to Proceed' button, which is highlighted with a red box and a green callout box labeled 'For proceeding with payment'.

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 screenshot shows the 'Online Consent Management & Monitoring System' of the West Bengal Pollution Control Board. The user is logged in as 'TEST USER'. The dashboard includes a navigation bar with links to Home, Consent Management, Bio-Medical Waste Authorization, Batteries Registration, E-waste Registration, Hazardous Waste Authorization, Plastic Registration, Solid Waste Management & Demolition Authorization, Construction Authorization, GANAK GUARANTEE, Environmental Monitoring, Hazardous Chemicals, and Logout. The 'E-waste Registration' section is active, showing a 'Welcome Step Up Global' message and a date of 3-11-2022. Below this is a table with two tabs: 'InProgress Application' and 'Completed Application'. The 'InProgress Application' tab shows a table with columns: Application No., Application For, Industry Name, Application Date, Application Status, and Scrutiny Status. The table contains one row: Application No. 2859833, Application For Manufacturer, Industry Name Step Up Global, Application Date 02-11-2022 05:34, Application Status Inprogress, and Scrutiny Status. A 'Make Payment' button is highlighted with a red box and a green callout box labeled 'Click to make payment'.

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

The fees details and other necessary application details as displayed.

SPCB - Google Chrome
wbocmms.nic.in/wasteManagementProcessingDetails/addPayment/2826538

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

Welcome Sample establishment name Date : 13-10-2022

If the Details mentioned below are correct then select your Payment Mode to start the Fee Payment Process.

Merchant Name:	WBPCB
Application Id:	2826538
Fee Applicable(in Rs.):	1.0
Late Fees(in Rs.):	0.0
Additional Fees(in Rs.):	0.0
Payable Amount(in Rs.):	1.00
Select your Payment Mode:	<input checked="" type="radio"/> Online

Proceed

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Payable amount and application ID displayed.

SPCB - Google Chrome
wbocmms.nic.in/wasteManagementProcessingDetails/addPaymentOption

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

Welcome Sample establishment name Date : 13-10-2022

Make Payment

Please verify your Details

Application Id :	2826538
Applied For :	HWN
PRN No. :	279038888
Payable Amount(in Rs.) :	1.00

Select your payment mode and click 'Submit'

☒ Net Banking/Credit/Debit Cards

Submit Back

[Terms and Conditions](#)

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

The screenshot shows the Eazypay payment interface. On the left, a 'Payment Mode' dropdown menu is highlighted with a red box, containing options: Cash, Cheque / DD, RTGS / NEFT, Net Banking, Debit Card, Credit Card, and UPI. A blue arrow points from this menu to a green callout box that says 'Select payment mode.' On the right, a table displays transaction details: Transaction ID (220928132067234), Amount (Rs. 1.0), Convenience Fee (Rs. 0.00), GST (Rs. 0.00), and Total Bill Amount (Rs. 1.00). The 'Total Bill Amount' is highlighted with a red box, and a blue arrow points from it to a green callout box that says 'Payment amount displayed.' Below the table, there are input fields for Mobile No (9876543210), Email ID (Optional), Payer Name (Optional), and VPA (Mandatory). There are also buttons for 'Proceed Now' and 'Cancel'.

Merchant : WEST BENGAL POLLUTION CONTROL BOARD	
Transaction ID	220928132067234
Amount	Rs. 1.0
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	Rs. 1.00

Mobile No : 9876543210 Email ID : Optional

Payer Name : Optional VPA : Mandatory

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

☒ VPA ☐ QR Code

Proceed Now Cancel

The screenshot shows the Eazypay UPI Payment Confirmation screen. At the top, it says 'Awaiting UPI Payment Confirmation' with a clock icon and the time 4:58. Below this, there is a table with transaction details: Transaction ID (221014134087621), Merchant Name (WEST BENGAL POLLUTION CONTROL BOARD), Amount (Rs. 1.00), Convenience Fee (Rs. 0.00), GST (Rs. 0.00), and Total Bill Amount (Rs. 1.00). Below the table, there are 'Notes' regarding the transaction process. A green callout box with the text 'Payment amount displayed.' is overlaid on the right side of the screen.

Awaiting UPI Payment Confirmation ⌚ 4:58

Please do not press 'Refresh' or 'Back' button.
Transaction is being processed, towards WEST BENGAL POLLUTION CONTROL BOARD amounting to Rs. 1.00.
Please approve/process the payment request, through the respective <rohitrajex131044@okhdfcbank> mapped upi application with in 5 minutes.

Transaction ID:	221014134087621
Merchant Name	WEST BENGAL POLLUTION CONTROL BOARD
Amount	Rs. 1.00
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Bill Amount	Rs. 1.00

Notes:

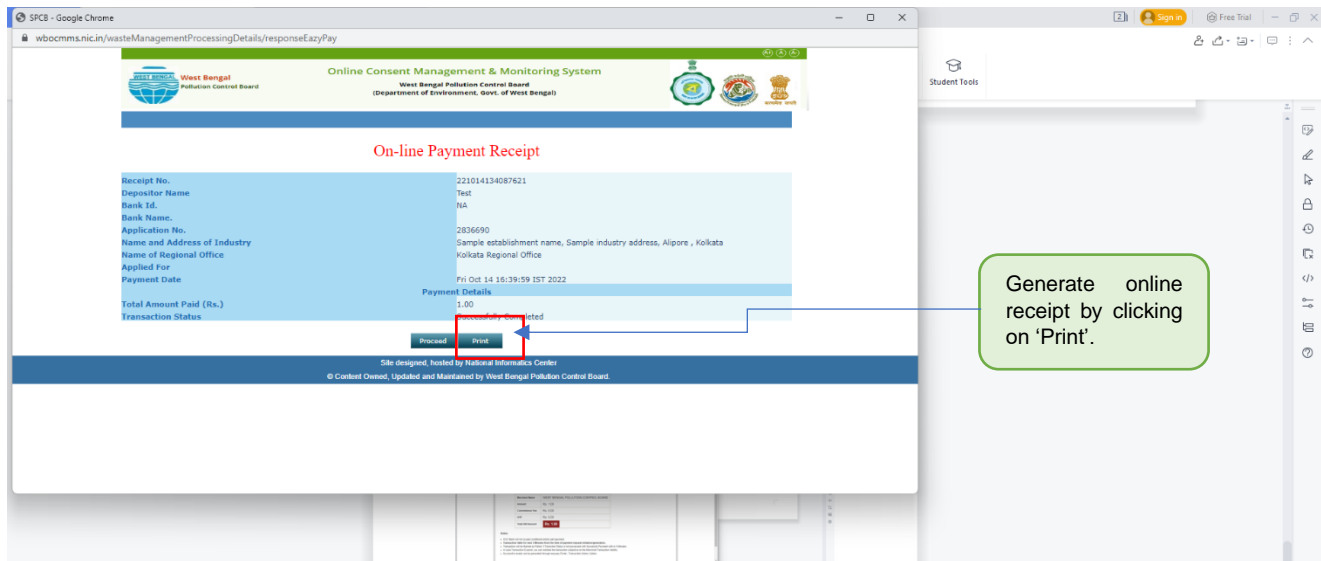
- ICICI Bank will not accept conditional and/or part payment.
- Transaction Valid for next 5 Minutes from the time of payment request initiation/generation.
- Transaction will be Marked as Failed, if Transaction Status is not processed with Successful Payment with in 5 Minutes.
- In case Transaction Expired, you can reinstate the transaction subjective on the Merchant Transaction Validity.
- Successful receipt can be generated through eazypay Portal - Transaction History Option.

User Manual

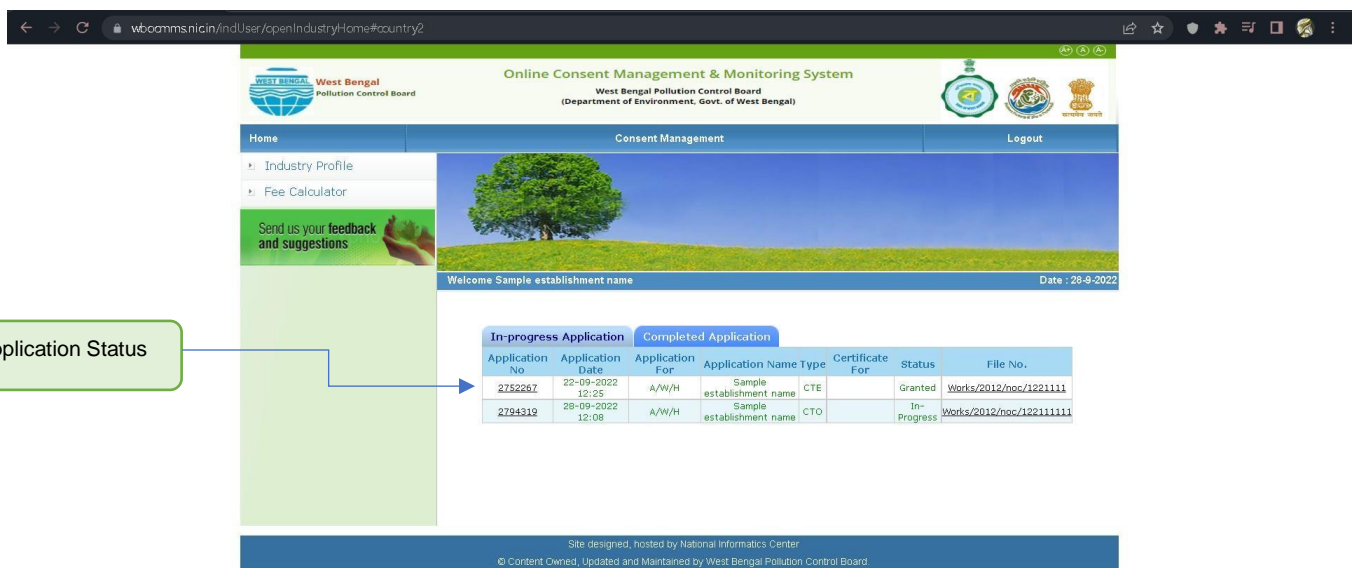
Registration under The E-waste (Management and Handling) Rules, 2011

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.



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



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

Status Dashboard

Common Application Form Preview

silpasathi.wb.gov.in/cat/submitted/WHZmMUptS14akdqR0hWmVPOUtnZz09/TmJLMFd1bEtyTjV4VEc1RDVHUG55UT09

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

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

Current Status-CAF2022000853

NAME OF THE SERVICES	CURRENT STATUS	DATE
Registration under The E-waste (Management and Handling) Rules, 2011		
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	
Application Rejected	Completed	
Approved / Completed	Completed	

Latest Status of application as updated

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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

Establishment | Ease of doing bu...

silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

BUSINESS REFERENCE ID: CAF2022000853

Check Status

SL NO.	SERVICE	ACTION
1	Registration under The E-waste (Management and Handling) Rules, 2011 (WBRTPS Timeline: 120 days)	Click to Proceed

Basic Details Saved. Application Submitted / Forwarded to Inspector Inprogress Clarification Raised and Clarification Closed by the industry / Inspection Raised and Inspection Closed

Application Returned Application Rejected Approved / Completed

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.

User Manual

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

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

The screenshot shows the 'Common Application Form - CAF2022000853' on the SilpaSathi portal. The 'APPLICATION SUBMITTED STATUS' section shows 'Application Status' as 'Approved/Completed'. Below this, there are two links: 'Final Certificate' and 'Application PDF'. Both links have a red icon with a document and a download arrow. A green callout box points to the 'Final Certificate' link with the text 'Click on the icon and Download certificate.' Another green callout box points to the 'Application PDF' link with the text 'Click on the icon and print application.'

The Final Certificate gets downloaded (Screenshot)

The screenshot shows the 'Online NOC' certificate downloaded from the West Bengal Pollution Control Board. The certificate is titled 'WEST BENGAL POLLUTION CONTROL BOARD' and is dated 13/10/22. It is a 'FORM 12' and is a 'Grant of Authorization under the provision of the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016'. The certificate is issued to 'M/s. Sample establishment name located at Sample establishment name is hereby granted an authorization based on the enclosed signed inspection report for generation, collection, reception, storage, transport, reuse, recycling, recovery, pre-processing, co-processing, incineration, treatment, disposal, or any other use of hazardous or other wastes or both on the (Sample establishment name)'. The certificate is valid for a period up to 10/10/2023 with effect from the date of issue. The certificate is signed by 'Robin Raj' (Test Officer) of the West Bengal Pollution Control Board. The certificate is titled 'Online NOC' and is dated 13/10/22. The certificate is a 'FORM 12' and is a 'Grant of Authorization under the provision of the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016'. The certificate is issued to 'M/s. Sample establishment name located at Sample establishment name is hereby granted an authorization based on the enclosed signed inspection report for generation, collection, reception, storage, transport, reuse, recycling, recovery, pre-processing, co-processing, incineration, treatment, disposal, or any other use of hazardous or other wastes or both on the (Sample establishment name)'. The certificate is valid for a period up to 10/10/2023 with effect from the date of issue. The certificate is signed by 'Robin Raj' (Test Officer) of the West Bengal Pollution Control Board.

Sl. no.	Category of Hazardous Waste as per the Schedule I, II and III of these rules	Authorized mode of disposal or recycling or utilization or co-processing etc.	Quantity (MT/year)
1	ABC	CHS/WIT	10 MT/year


Sl. no.	Category of Hazardous Waste as per the Schedule I, II and III of these rules	Authorized mode of disposal or recycling or utilization or co-processing etc.	Quantity (MT/year)
1	5.1	Uval ON	15 MT/year

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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-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 Management Rules, 2016
Ref.: Application for E-Waste authorization dated 29/03/2018

Authorization for Operating a facility for dismantling of 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.

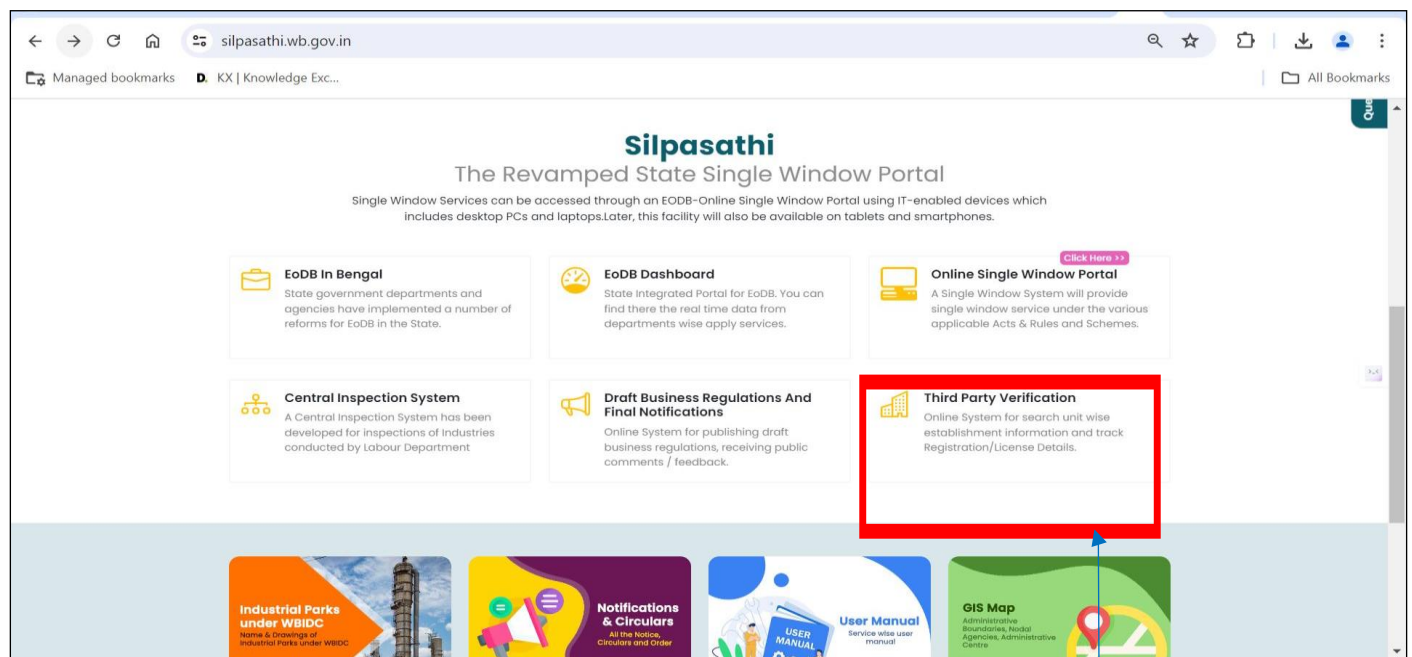
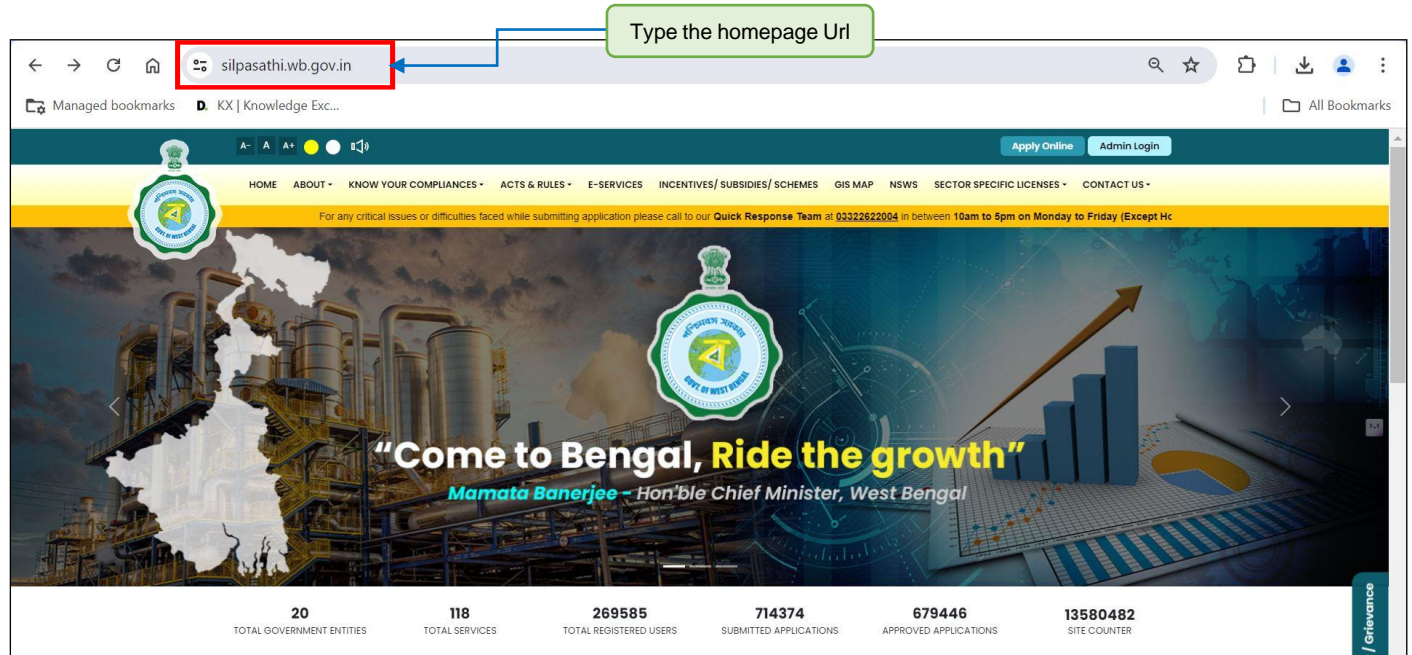
(Screenshots below):

User Manual

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SilpaSathi Homepage



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

Select 'Third Party Verification'

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silpasathi.wb.gov.in/third-party-verification

User can also directly use this url

Third Party Verification

Track Registration/License details through Silpasathi Portal

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

Registration Number / License Number / Others *

Search

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

Query / Grievance

Enter Registration number/ License number to view details.

Track Registration/License Details

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

Registration Number / License Number / Others *
2S(HW)/(EW)-2898833/2018

Search

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

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SWAS

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The third party can view the details as illustrated below:

Track Registration/License Details

Select Services *

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

Registration Number / License Number / Others *

2S(HW)/(EW)-2898833/2018

Search

Parameter	Output
Certificate Number	2S(HW)/(EW)-2898833/2018
Approval Date	01-01-1970
Name of the Business	New Establishment one
Location of the Business	Sample industry address

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SWAS