West Bengal Pollution Control Board :

Registration under Plastic Waste Management Rules, 2011

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

User Manual

Registration under Plastic Waste Management Rules, 2011

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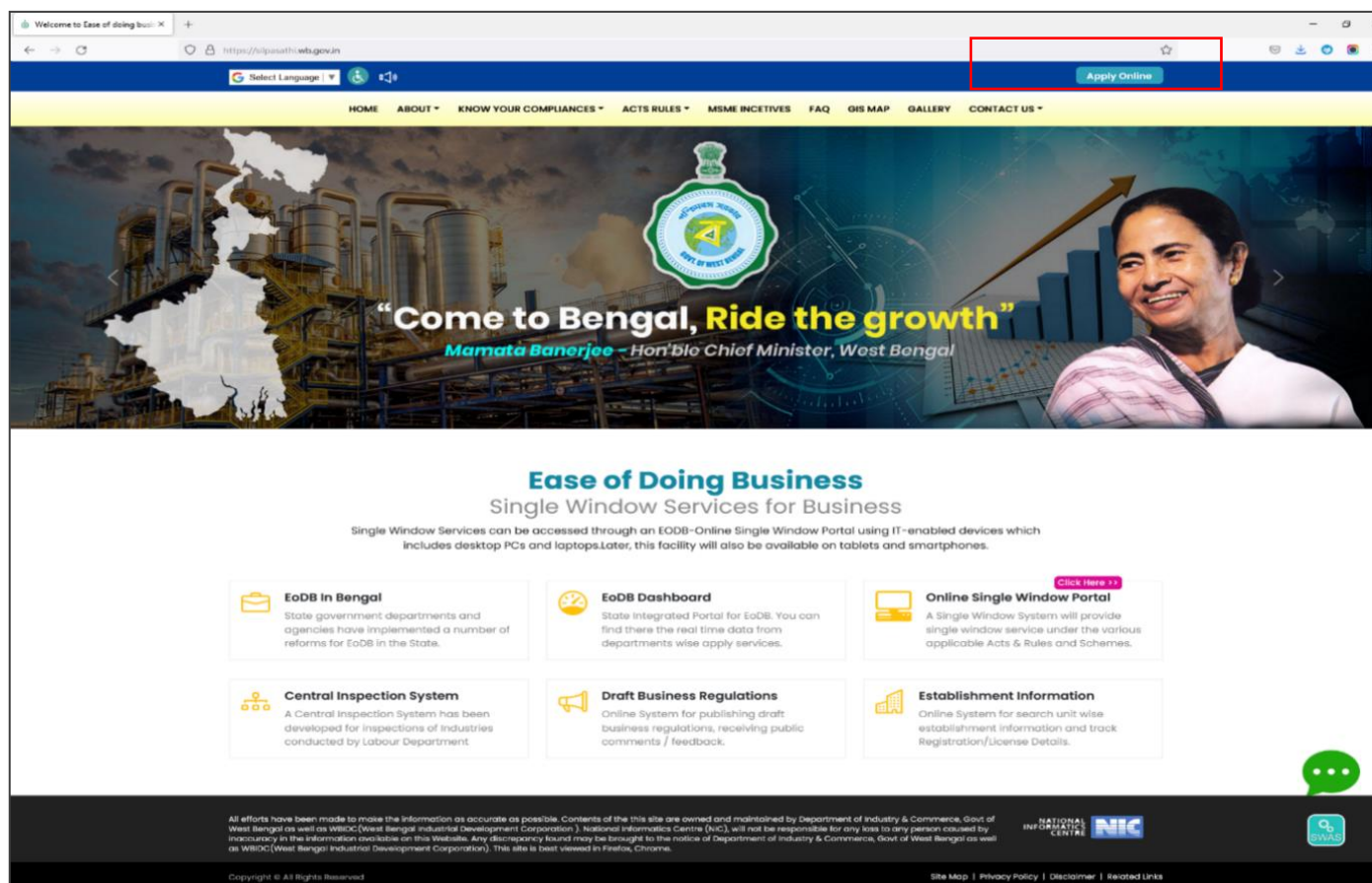## *Registration under Plastic Waste Management Rules, 2011*

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Introduction

This document is intended to serve as a User Manual for grant of the service **"Registration under Plastic Waste Management 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

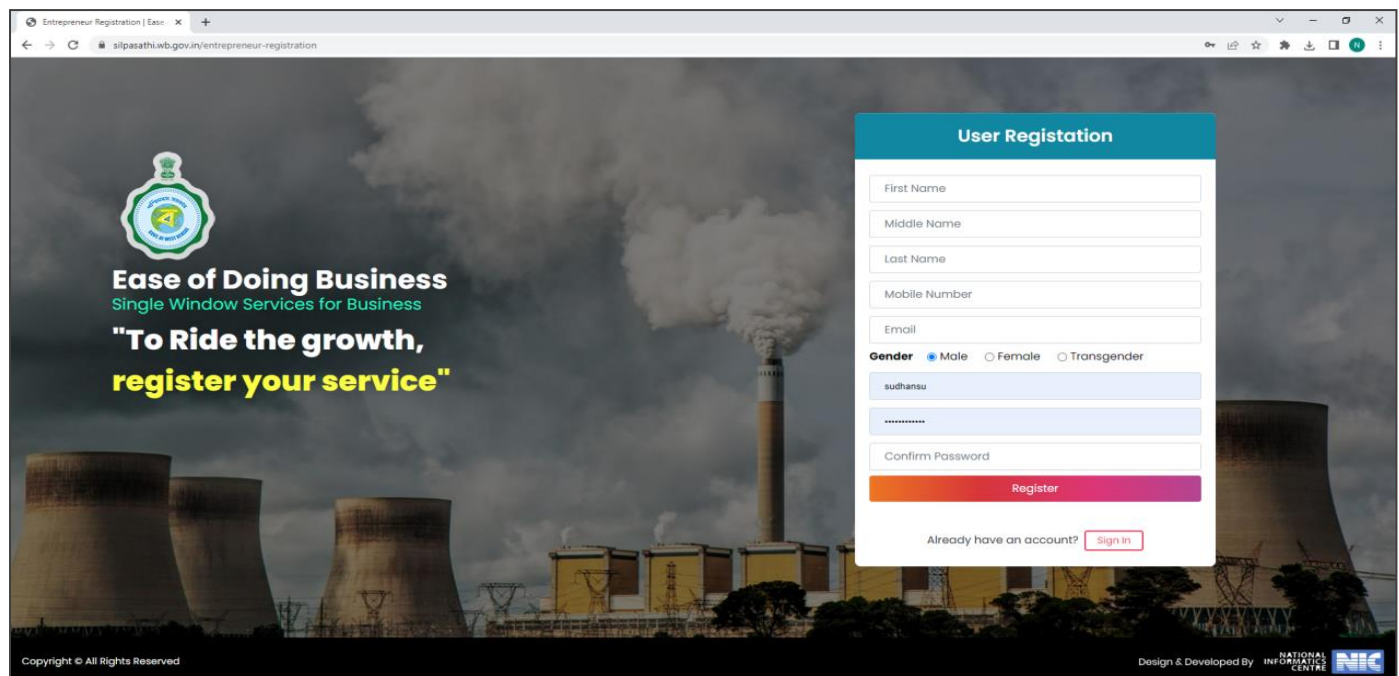**Registration under Plastic Waste Management Rules, 2011** is required to convert plastic waste into environmentally friendly products. Registration under the Plastic Waste Management Rules, 2011, is a service that facilitates the enrolment of businesses and organizations involved in the manufacture, sale, or use of plastic products with the relevant authorities. This registration is mandatory for compliance with the rules, which aim to manage plastic waste and minimize its adverse impact on the environment. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

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

#	Documents Required	Detailed Description
1.	Copy of CTE granted by WBPCB	Consent to Establish is a critical document required by the West Bengal government for starting a new business or project in the state

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#	Documents Required	Detailed Description
2.	Copy of CTO granted by WBPCB	The West Bengal Pollution Control Board (WBPCB) issues a "Consent to Operate" (CTO) to industrial units, enabling them to operate in the state.
3.	Clearance from local body / Trade License	Clearance from a local body, also known as a trade license, is a legal requirement for businesses and entrepreneurs in many jurisdictions. It ensures compliance with local laws and regulations, such as zoning laws, health and safety standards, and environmental regulations.

Timeline (WBRTPS)

Registration under Plastic Waste Management Rules, 2011 has an WBRTPS timeline of **30 days** till approval by the authorities.

Instructions related to the application form.

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

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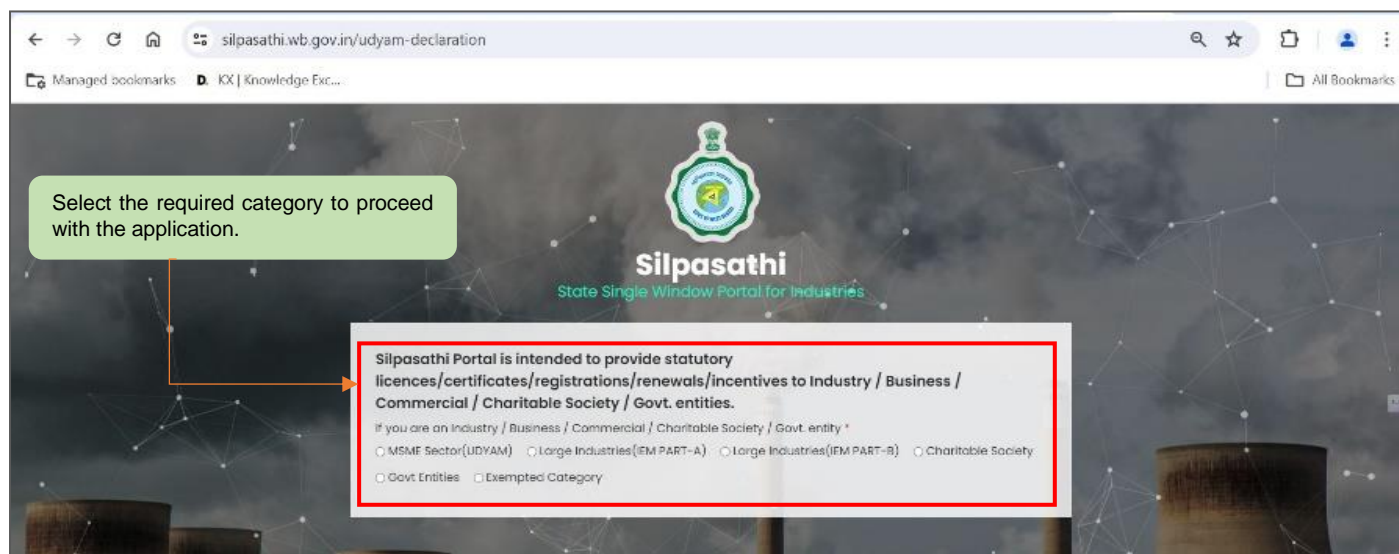
A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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.**

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

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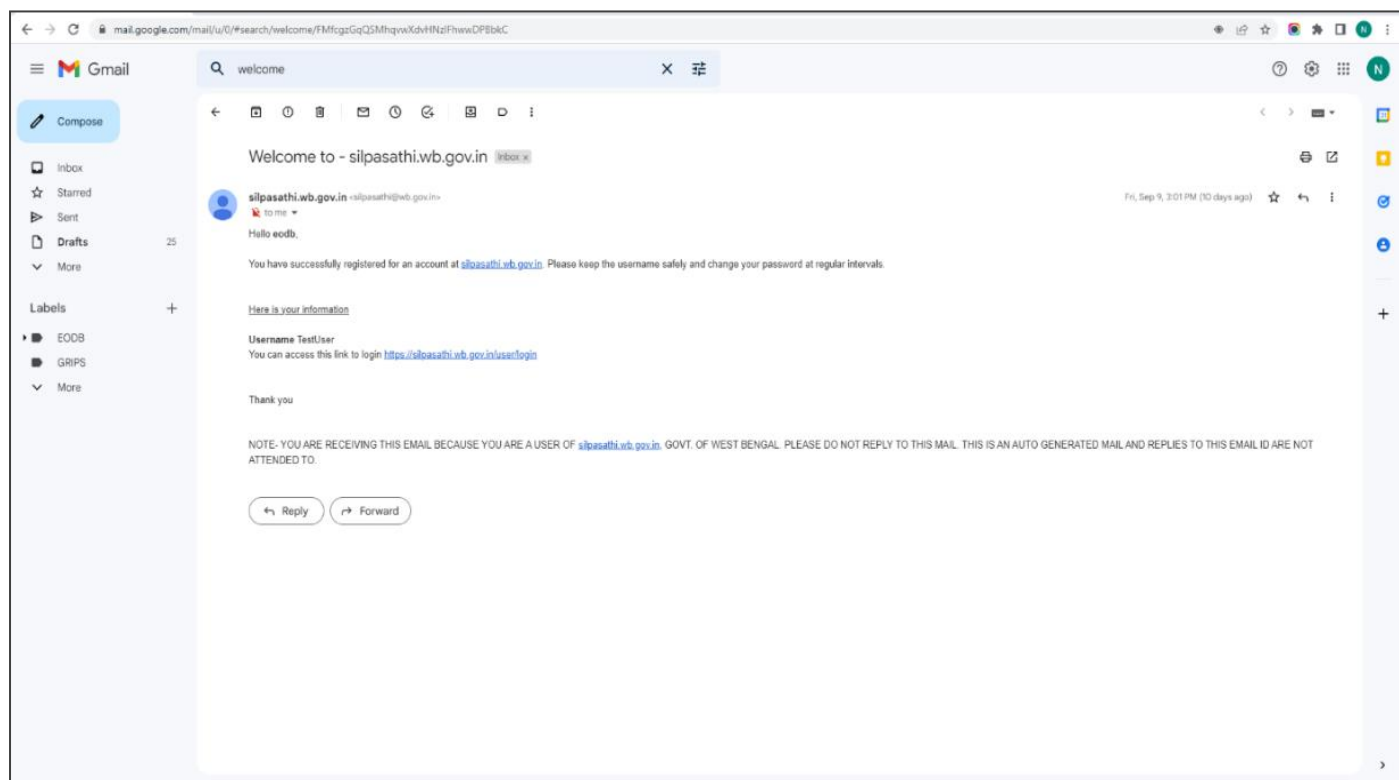
Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.
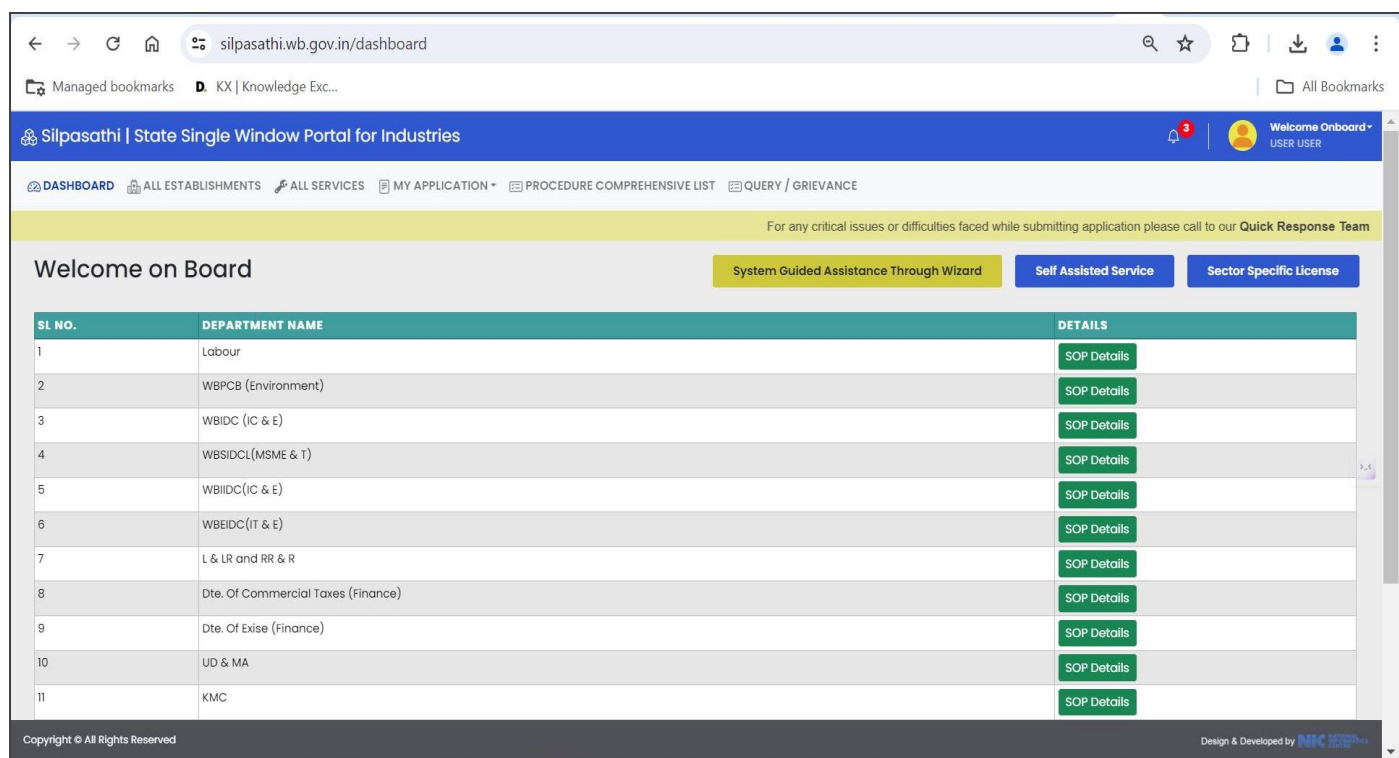
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.
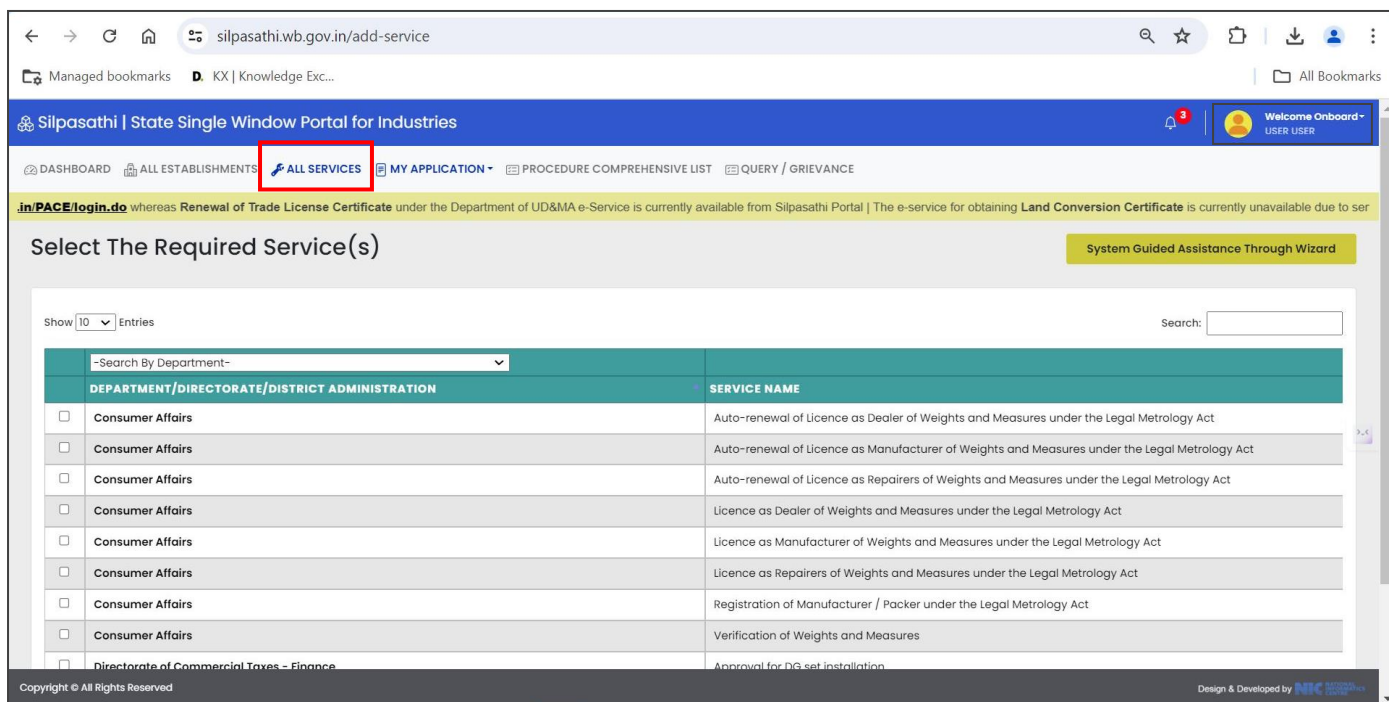
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named "**Registration under Plastic Waste Management Rules, 2011**"
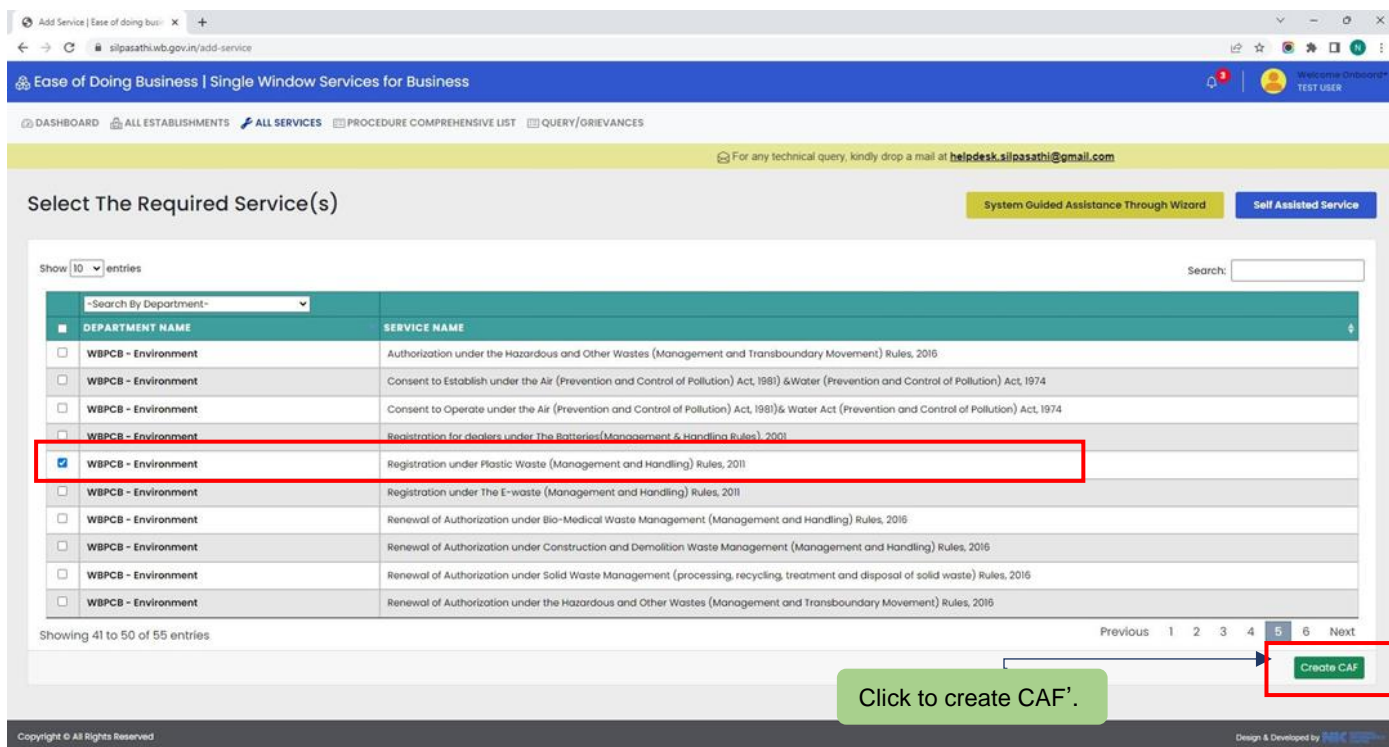
After selecting the service '**Registration under Plastic Waste Management Rules, 2011**', the applicant has to click on **'Create CAF'.** Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

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Applicant's Dashboard

CAF ID generated.

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

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

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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.

Declaration Statement

Click to continue with the application process.

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

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

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.

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2. Track Status of Application

The applicant shall click on **'Check Status'** to view the updated status of the application.

Applicant's Dashboard

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

Status Dashboard

Application status updated.

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

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

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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:

Enter necessary details.

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

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Note: The application is saved in draft mode in the Department portal

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

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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.

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The fees details and other necessary application details as displayed.

Payable amount and application ID displayed.

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

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The applicant can view the online receipt as generated. He can also print the same for reference.
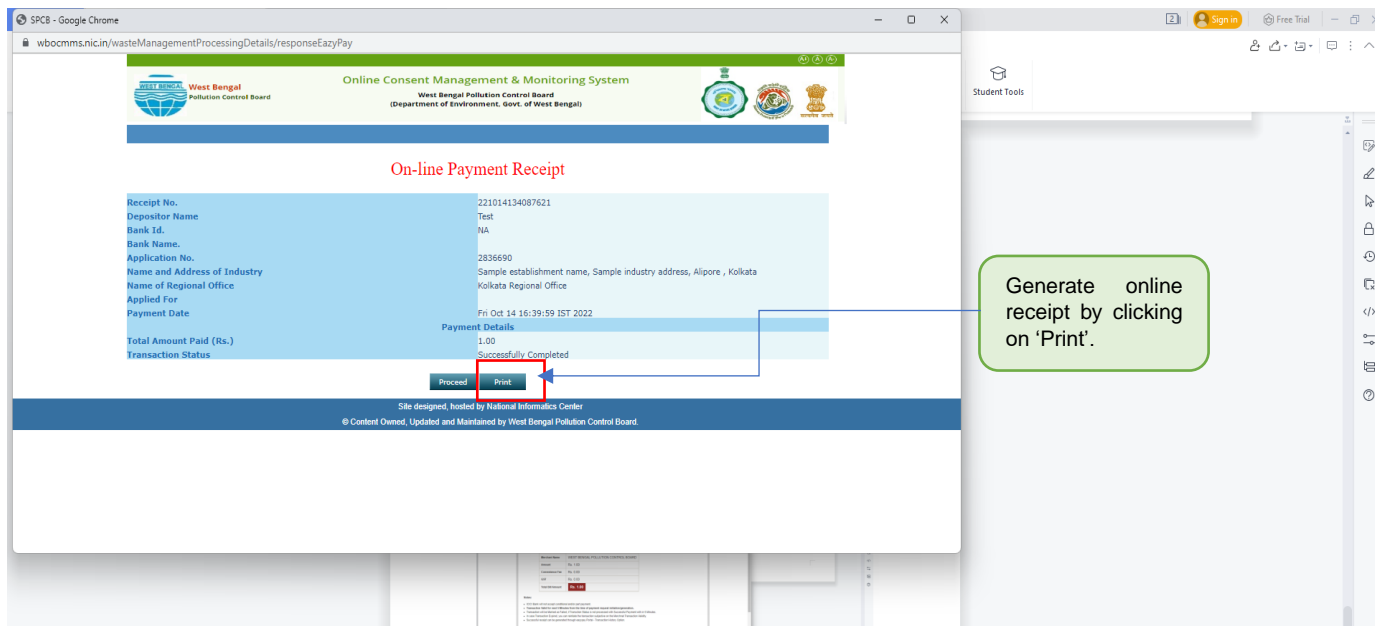
The applicant can now view his application status in the SilpaSathi page.

Status Dashboard
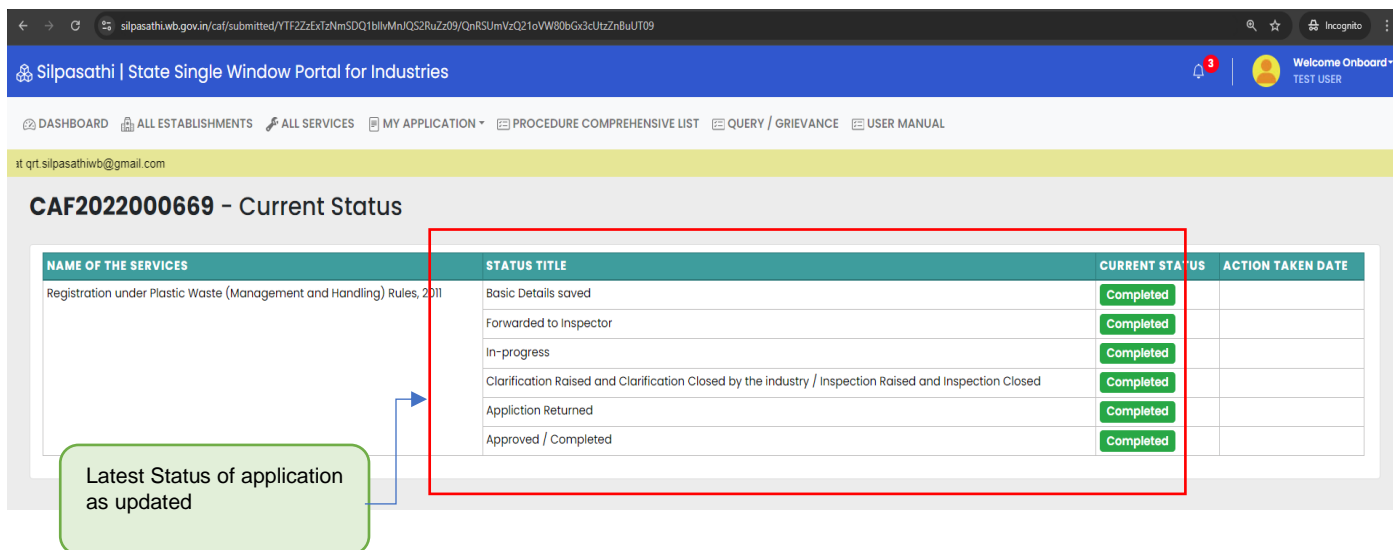
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4: Online Download of final approval certificate

The applicant can now click on **'Click to Proceed'** to process further.

Applicant's Dashboard

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

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

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The Final Certificate gets downloaded (Screenshot)
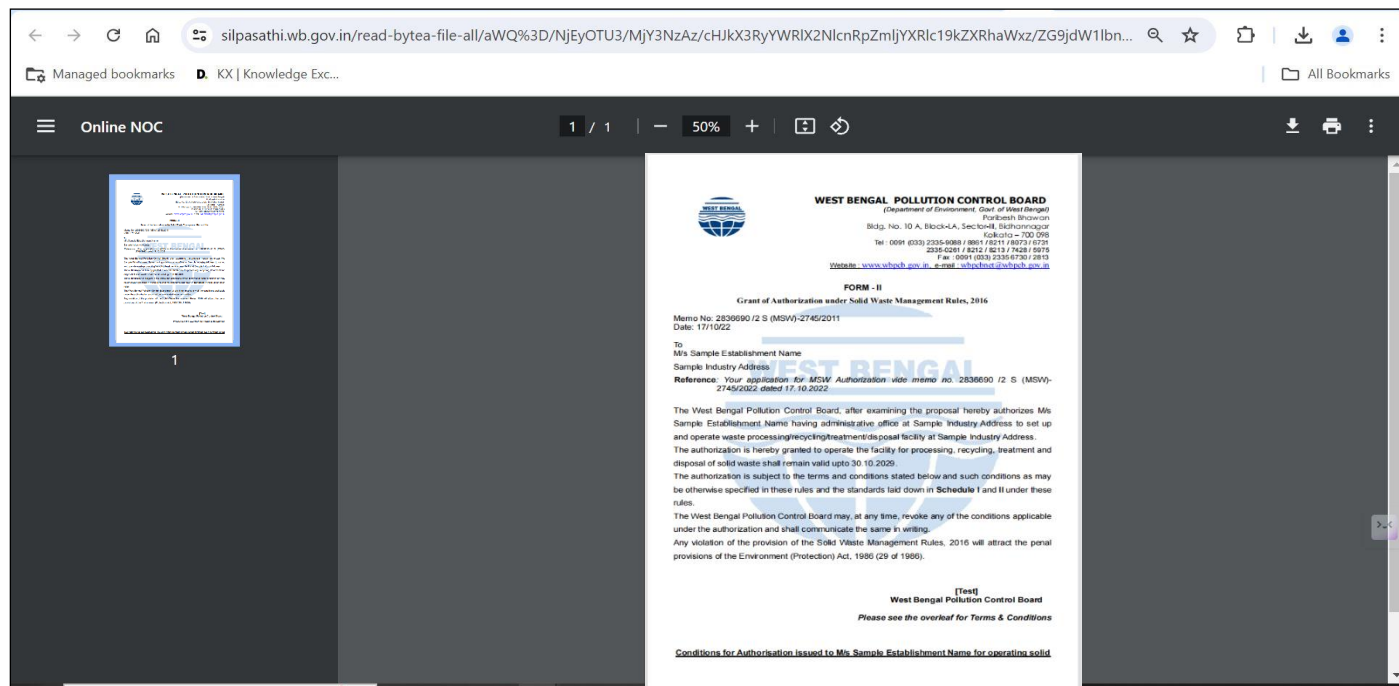
One Approval certificate document has been illustrated below:

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5: Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate.
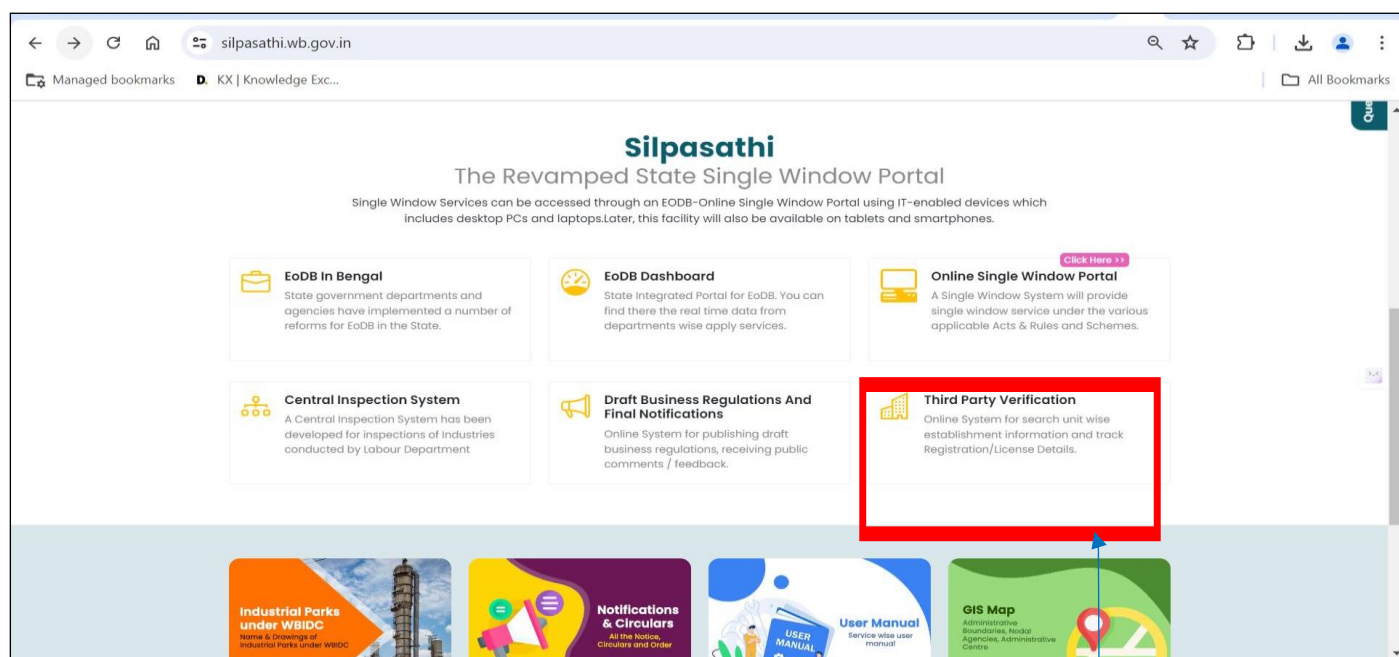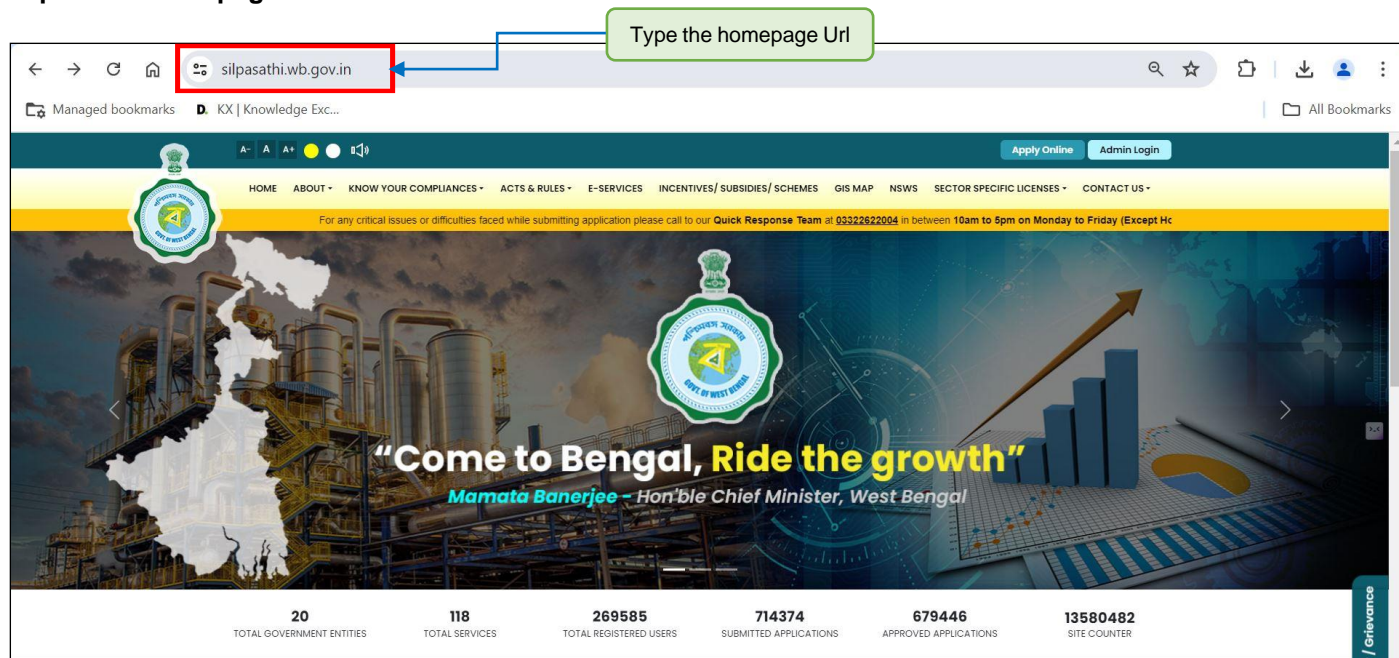
Third party verification process

The applicant or any user has to log in to **https://silpasathi.wb.gov.in**/.

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

(Screenshots below):

SilpaSathi Homepage

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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.

User can also directly use this url

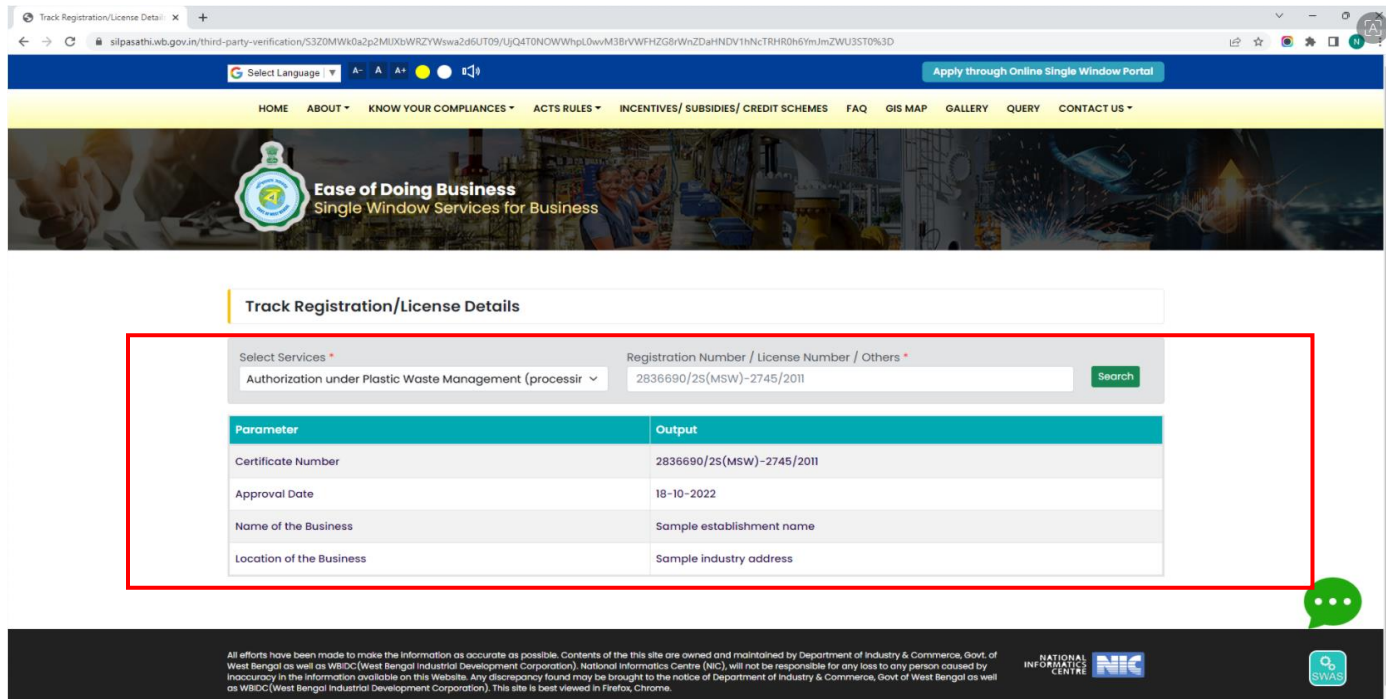Enter Registration number/ License number to view details.

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

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The third party can view the details as illustrated below:

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