



## Urban Development & Municipal Affairs - UD & MA :

**HDA**

**Water Connection**

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

*User Manual*

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HDA Water Connection (UD&MA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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HDA Water Connection (UD&MA) 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 “HDA Water Connection” by **Department of Urban Development & Municipal Affairs (UD&MA), 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

**HDA Water Connection by UD&MA Department** is required to ensure safe and reliable access to clean drinking water for buildings and organisations which fall under the jurisdiction for borough or block/municipality/Corporation (urban areas) **under Haldia district** (Haldia Development Authority). 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.	Land Possession Certificate	Any one document related to immovable property, such as ownership, boundaries, etc. (Sale deed/ Gift deed/ Lease agreement / Rental agreement/ Mortgage deed/ Encumbrance certificate/ Property tax receipts/ Khata certificate/ Record of Rights

## Timeline (WBRTPS)

**HDA Water Connection (UD&MA) has an WBRTPS timeline of 30 days till approval by the authorities.**

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## Instructions related to the application form

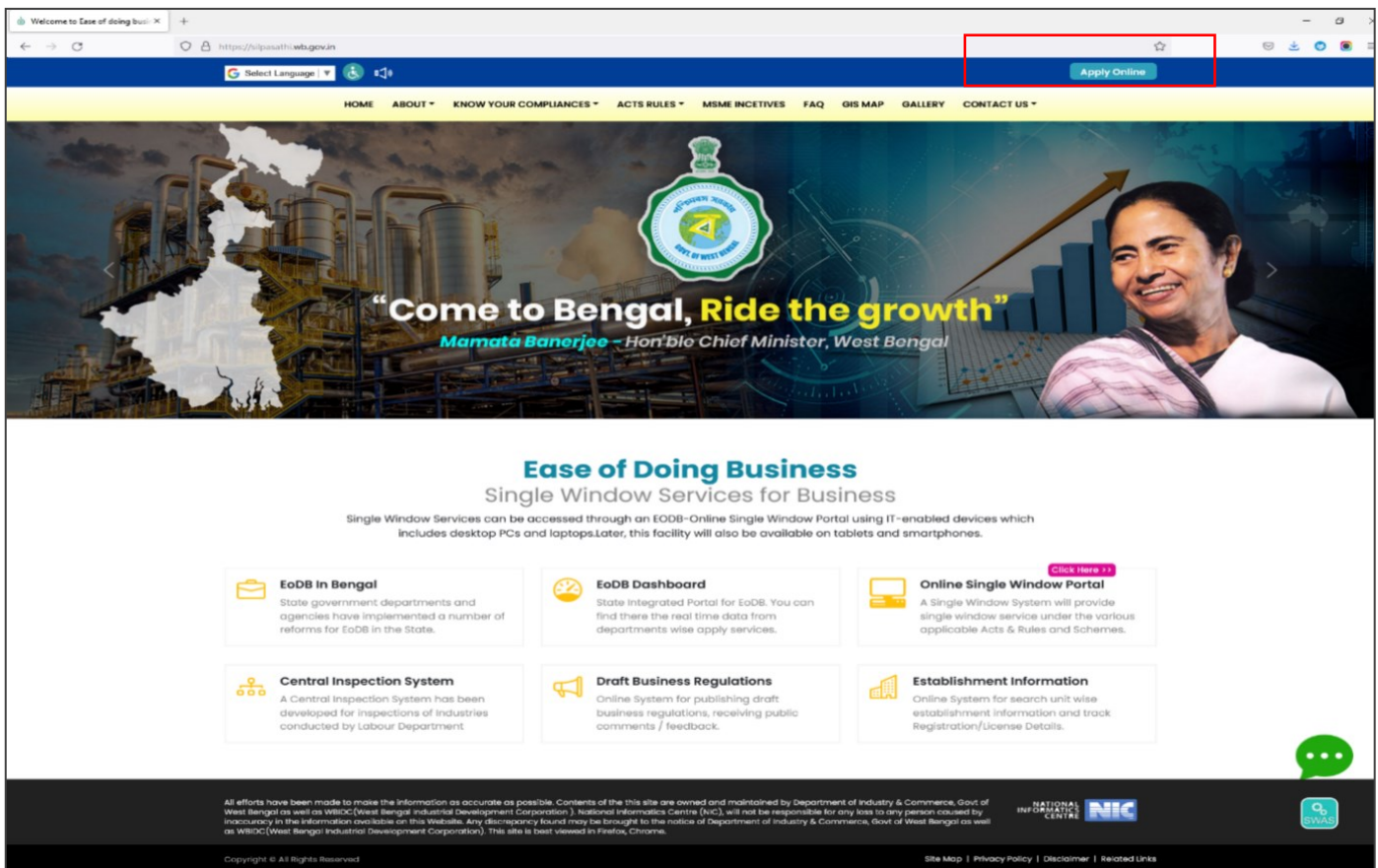
Sl. No.	Field Name	Instructions
<b>Applicants Basic Information</b>		
1.	Sub: Prayer for water supply to the premise	Write a subject requesting water supply in the mentioned premises
2.	At	Add place
3.	Sir,  I/We request you to provide water supply connection to:	Write the letter in detailed format
4.	Plot No.	Enter Plot No
5.	JL No.	Enter JL No.
6.	AT.	Enter details
7.	Name of scheme/project	Enter Name of scheme/project
8.	Type of Ownership	Select Type of Ownership (Proprietor/Partner/Secretary)
9.	Name of Proprietor/Partners	Enter Name of Proprietor/Partners
10.	Type of Product	Select Type of Product
11.	Location of the scheme/project	Enter Location of the scheme/project
12.	Mouza	Enter Mouza
13.	Category	Select category whether industrial/commercial/domestic/municipal
14.	Quantity of water demand: kilolitre per day	Enter Quantity of water demand in the area
15.	I/we shall deposit the necessary charges for laying of pipelines, material cost, connection charges, security deposit, administrative charges	Enter number of days
16.	Yours sincerely	Enter name
17.	Mailing Address	Enter Mailing Address
18.	Phone Number	Enter Phone Number
19.	Email ID	Enter Email ID

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## Application Process through SilpaSathi

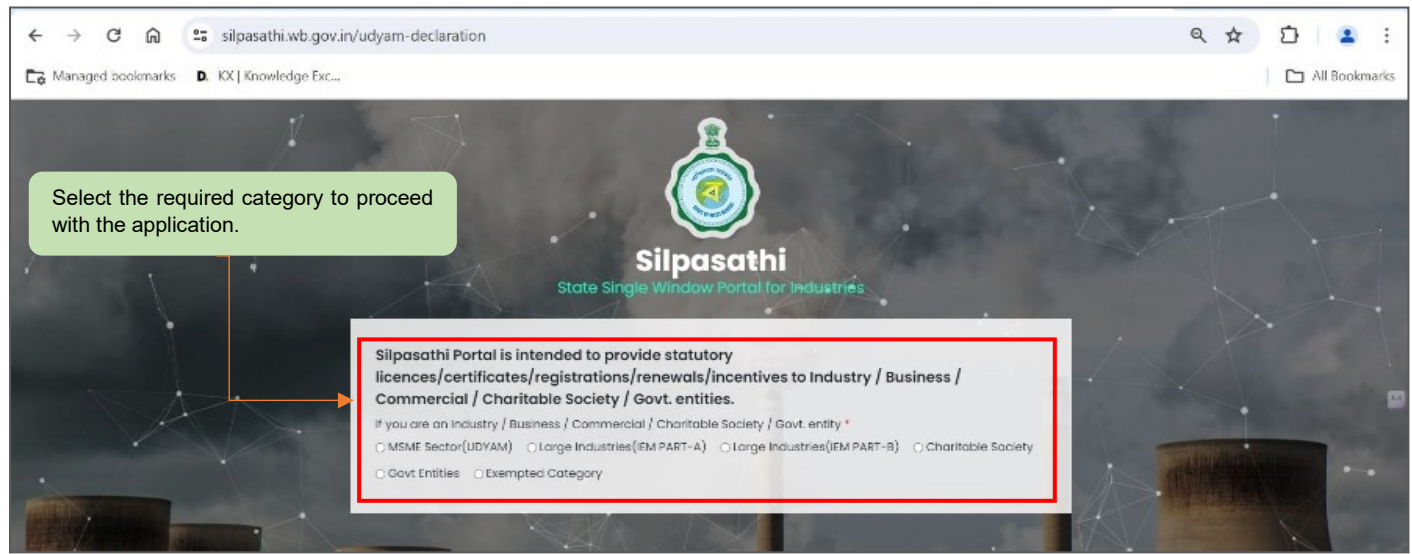
### 1. Online Application submission along with online submission of documents

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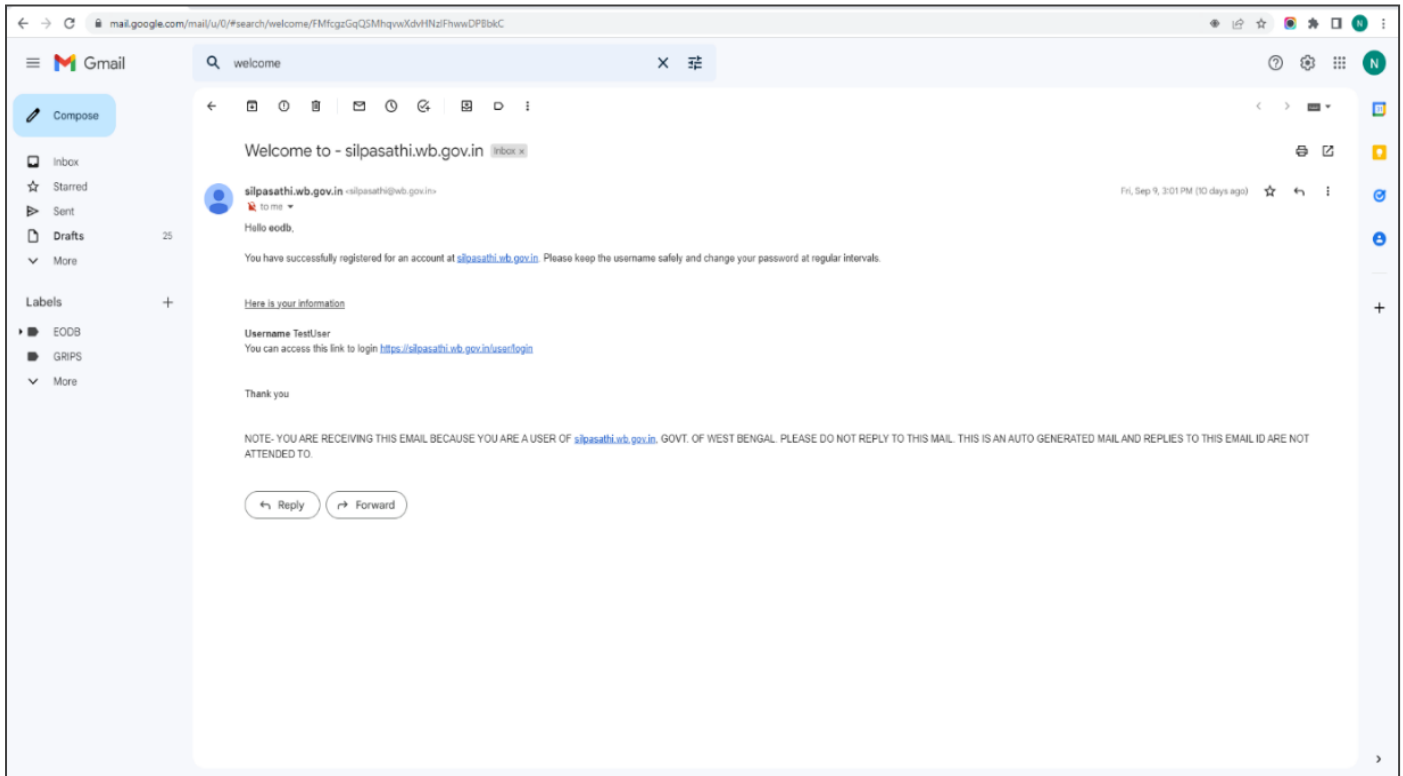
A sign-up window appears on the screen. The user has to select ‘[Create New](#)’ if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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:

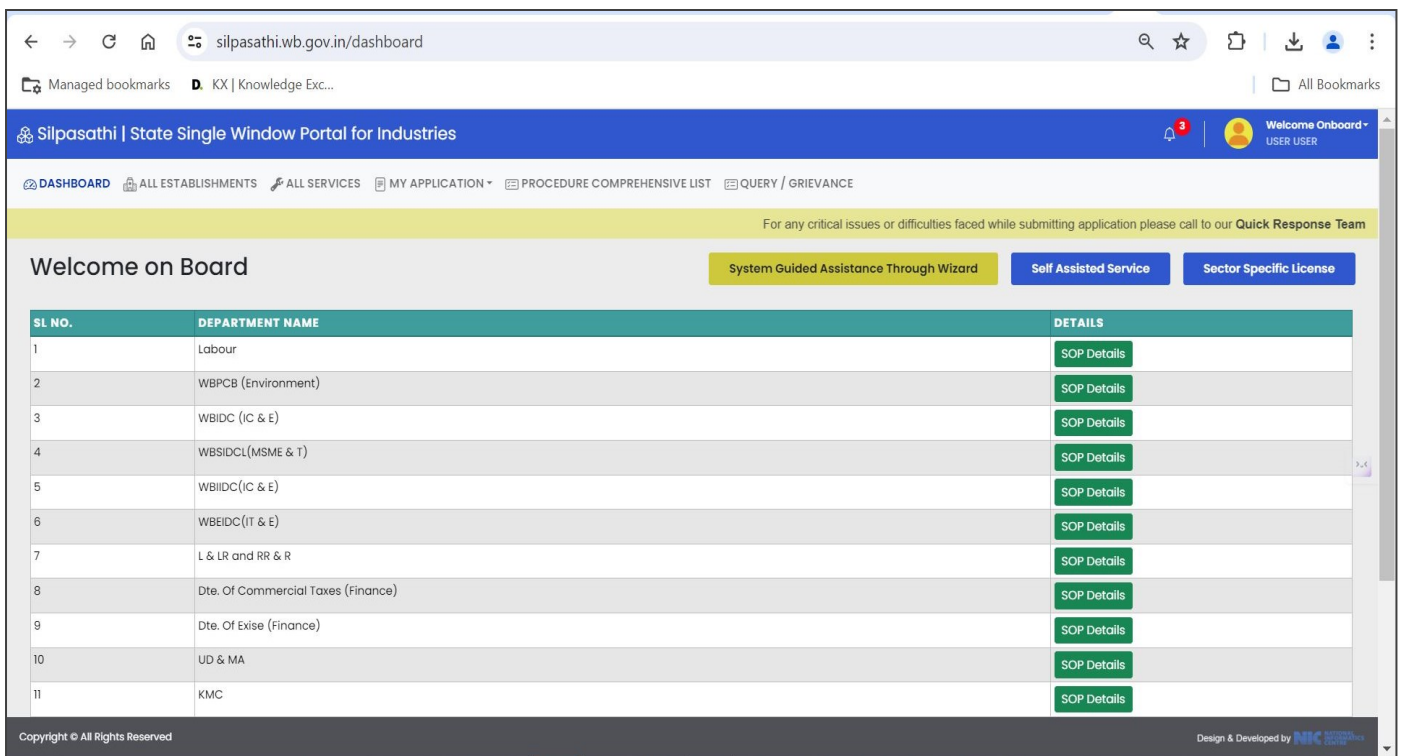


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## Online Application submission

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



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

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The screenshot shows the SilpaSathi portal interface. The 'ALL SERVICES' tab is selected in the navigation bar. Below the navigation bar, there is a message about the availability of certain services. The main section is titled 'Select The Required Service(s)' and contains a table of services. The table has two columns: 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The 'Consumer Affairs' department is selected, and the table lists various services related to weights and measures. The 'HDA Water Connection' service is highlighted with a red box.

DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION	SERVICE NAME
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Auto-renewal of Licence as Repairers of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Licence as Repairers of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Registration of Manufacturer / Packer under the Legal Metrology Act
<input type="checkbox"/> Consumer Affairs	Verification of Weights and Measures
<input type="checkbox"/> Directorate of Commercial Taxes – Finance	Approval for DG set installation

Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named '**HDA Water Connection– UD&MA.**

The screenshot shows the SilpaSathi portal interface. The 'HDA Water Connection' service is selected, and the checkbox next to it is checked. The 'Create CAF' button is highlighted with a red box, and a green callout box points to it with the text 'Click to create CAF'.

DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION	SERVICE NAME
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Auto-renewal of Trade License
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Building Occupancy Certificate
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Building Plan approval
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Commencement of Work
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	e-Mutation under ULBs
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	HDA Water Charges
<input checked="" type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	HDA Water Connection
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Online Sanction of Water Connection by ADDA
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Online Water Charges for Water Connection at SJ
<input type="checkbox"/> Urban Development & Municipal Affairs - UD & MA	Plinth level Certificate

After selecting the service **HDA Water Connection – UD&MA**, 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.

**Service Added Successfully**

**Your Selected Service(s)**

**BUSINESS REFERENCE ID : CAF2023000640**

**Apply Online**

SL NO.	SERVICE	ACTION
1	HDA Water Connection (WBRTPS Timeline: 30 days)	<input type="radio"/> Application Submitted <input type="radio"/> Document Checking <input type="radio"/> Field survey <input type="radio"/> All Formalities Done <input type="radio"/> Payment Done <input type="radio"/> Tender Upload <input type="radio"/> Workorder Upload <input type="radio"/> Download Certificate

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

**Common Application Form - CAF2023000640**

**To**  
The Chief Executive Officer  
Haldia Development Authority  
Haldia Unnayan Bhawan, City Center,  
P.O. Debhog, Haldia, Dist: Purba Medinipur  
West Bengal : 721 657

**Sub : Prayer for water supply to the premises of : \***

**at : \***

**Sir,**  
I/We request you to provide water supply connection to : \*

**Plot No \***

**J.L. No \***

**AT \***

**In \***

**Name of the scheme/project : \***

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**Ease of Doing Business | Single Window Services for Business**

Welcome Onboard\*  
TEST USER

Type of Ownership : \*

☒ Partnership ☐ Proprietorship

Name of Proprietor / Partners : \*

Sample Partner name

Type of product : \*

Sample Product

Location of the scheme/project : \*

Sample Location

Mouza : \*

Kolkata

Category (I.e. whether industrial/commercial/domestic/municipal) : \*

Industrial

Quantity of water demand : Kiloliter per day : \*

123

I/we shall deposit the necessary charges for laying of pipeline, material cost, connection charges, security deposit, administrative charges as demanded by you within \*

123

Days No.Days after receipt from your end.I/we shall abide by the terms and conditions of H.D.A. which may be imposed time to time in respect of water tariff, connection charges etc. I/we earnestly request you to do the needful at the earliest.

Thanking you,  
Yours sincerely \*

Sample name

Mailing Address : \*

Sample mailing address

Phone Number : \*

9876543210

Email Id : \*

test7@gmail.com

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Save & Continue >>

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Upon completion of the application process along with document submission, the applicant clicks on the **‘Submit’** button for final submission of the application.

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

**Silpasathi | State Single Window Portal for Industries**

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES MY APPLICATION PROCEDURE COMPREHENSIVE LIST QUERY / GRIEVANCE

For any critical issues or difficulties faced while

Common application form data partially saved.

Upload Documents – **CAF2023000640**

Direct Going

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	Land possession certificate/document Allowed Extensions [pdf] Allowed File Upload Limit [200 Kb]	Choose File No file chosen Upload	

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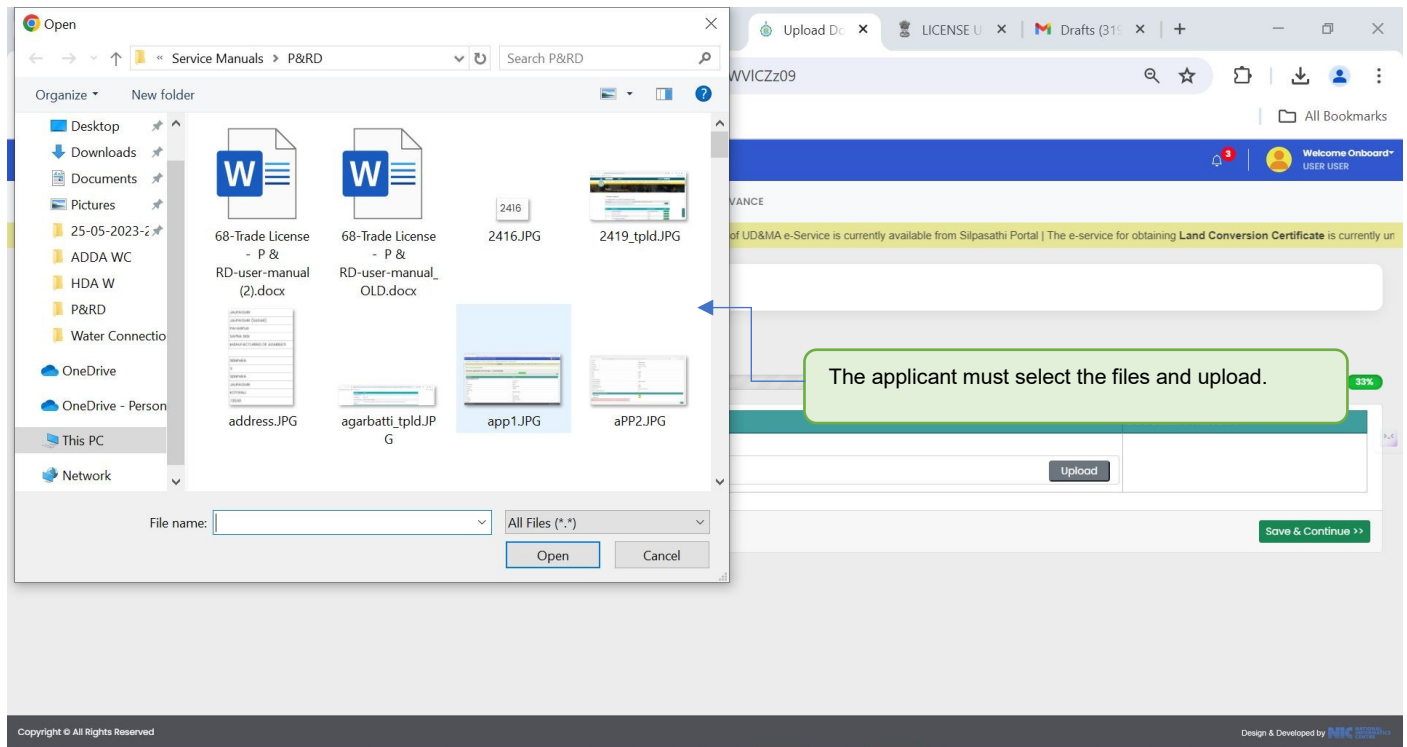
Save & Continue >>

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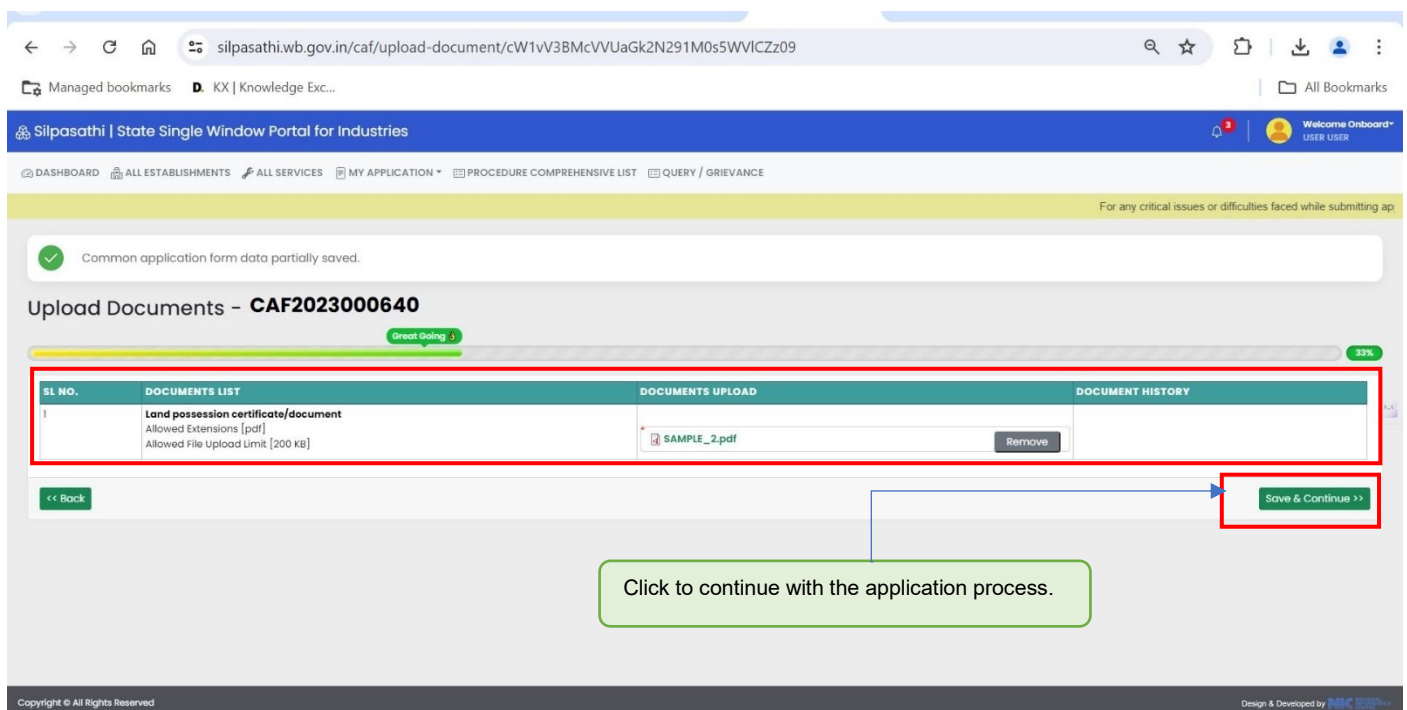
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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on **‘Browse’**. Once the required file is selected, the applicant has to click on **‘Upload’** button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

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



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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.

## Application Form

The screenshot shows the 'Common Application Form Preview - CAF2023000640' page. A green banner at the top states 'Documents upload successful.' and 'Almost Completed 97%'. Below this is a table with two columns: 'PARAMETERS' and 'INPUTS'.

PARAMETERS	INPUTS
<b>Basic Details</b>	
Sub:Prayer for water supply to the premises of	Sample subject
at	xyz
Sir, I/We request you to provide water supply connection to :	Sample connection
Plot No	123
J.L. No	123
AT	123
In	123
Name of the scheme/project	Sample scene/project
Type of Ownership	Partnership
Name of Proprietor / Partners	Sample Partner name
Type of product	Sample Product
Location of the scheme/project	Sample Location

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The screenshot shows the 'Common Application Form Preview - CAF2023000640' page. The table from the previous screenshot is repeated. Below the table, there is a section for 'UPLOADED SUPPORTING DOCUMENTS' with a 'View' button. At the bottom, there is a declaration statement checkbox and a 'Submit' button.

☒ 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 on submit for submission of application.

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

Ease of Doing Business | Single Window Services for Business

For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)

API Response : Successfully applied, document checking under processing

Current Status-CAF2023000640

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection	Application Submitted	Completed
	Document Checking	Pending
	Field survey	Pending
	All Formalities Done	Pending
	Payment Done	Pending
	Tender Upload	Pending
	Workorder Upload	Pending
	Download Certificate	Pending

Application status updated.

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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

← VM-WBGOVT

Application submitted. Status can also be checked online at any time through the Applicant Dashboard by logging into the Silpasathi Portal. Please keep this CAF number saved for future reference.  
CAF No.: CAF2024XXXXXX  
Dt.: 22-07-2024 14:03:05  
- Silpa Sathi SWP, Govt. of WB

2:03 pm

Application status notified through SMS.

Application status notified through email.

Common Application Submitted - silpasathi.wb.gov.in

silpasathi.wb.gov.in <silpasathi@wb.gov.in>  
to me

Application submitted. Please check your status at regular intervals for taking necessary action as guided by the system. Keep this number for future reference. CAF No.: CAF2022000481 Dt: 22-09-2022 11:07:11 Silpa Sathi SWP, Govt. of WB

NOTE- YOU ARE RECEIVING THIS EMAIL BECAUSE YOU ARE A USER OF [silpasathi.wb.gov.in](mailto: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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The applicant can now see the status of his application in the dashboard.

Click to check latest status.

For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)

**Your Selected Service(s)**

BUSINESS REFERENCE ID : CAF2023000640

SL NO.	SERVICE	ACTION
1	HDA Water Connection (WBRTPS Timeline: 30 days) <div> <span>Application Submitted</span> <span>Document Checking</span> <span>Field survey</span> <span>All Formalities Done</span> <span>Payment Done</span> <span>Tender Upload</span> <span>Workorder Upload</span> <span>Download Certificate</span> </div>	<div>Click to Proceed</div>

## Status Dashboard

API Response : Document Checking completed, Field survey under processing

**Current Status-CAF2023000640**

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection		
Application Submitted	Completed	
Document Checking	Completed	
Field survey	Pending	
All Formalities Done	Pending	
Payment Done	Pending	
Tender Upload	Pending	
Workorder Upload	Pending	
Download Certificate	Pending	

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For any technical query, kindly drop a mail at [helpline@silpasathi@gmail.com](mailto:helpline@silpasathi@gmail.com)

**Your Selected Service(s)**

BUSINESS REFERENCE ID : CAF2023000640 Check Status

SL NO.	SERVICE	ACTION
1	<b>HDA Water Connection</b> (WBRTPS Timeline: 30 days) Application Submitted → Document Checking → Field survey → All Formalities Done → Payment Done → Tender Upload → Workorder Upload → Download Certificate	<span>Click to Proceed</span>

## Status Dashboard

**API Response :** Field survey completed, estimating project cost under processing

**Current Status-CAF2023000640**

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection	Application Submitted	Completed
	Document Checking	Completed
	Field survey	Completed
	All Formalities Done	Pending
	Payment Done	Pending
	Tender Upload	Pending
	Workorder Upload	Pending
	Download Certificate	Pending

## Applicant Dashboard

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For any technical query, kindly drop a mail at [helpline@silpasathi@gmail.com](mailto:helpline@silpasathi@gmail.com)

**Your Selected Service(s)**

BUSINESS REFERENCE ID : CAF2023000640 Check Status

SL NO.	SERVICE	ACTION
1	<b>HDA Water Connection</b> (WBRTPS Timeline: 30 days) Application Submitted → Document Checking → Field survey → All Formalities Done → Payment Done → Tender Upload → Workorder Upload → Download Certificate	<span>Click to Proceed</span>

BUSINESS REFERENCE ID : CAF2023000619 Apply Online

BUSINESS REFERENCE ID : CAF2023000559 Check Status

BUSINESS REFERENCE ID : CAF2023000558 Apply Online

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## Applicant Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' portal. The user is logged in as 'TEST USER'. The dashboard displays the current status of the application: **CAF2023000640**.

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection		
Application Submitted	Completed	
Document Checking	Completed	
Field survey	Completed	
All Formalities Done	Completed	
Payment Done	Pending	
Tender Upload	Pending	
Workorder Upload	Pending	
Download Certificate	Pending	

## 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 screenshot shows the 'Ease of Doing Business | Single Window Services for Business' portal. The user is logged in as 'TEST USER'. The dashboard displays the 'Your Selected Service(s)' section with the business reference ID: **CAF2023000640**.

The service details are as follows:

SL NO.	SERVICE	ACTION
1	HDA Water Connection (WATER Timeline: 30 days)	Pay Now

The application status is updated, and the 'Pay Now' button is highlighted. The status bar shows the following steps: Application Submitted (Completed), Document Checking (Completed), Field survey (Completed), All Formalities Done (Completed), Payment Done (Pending), Tender Upload (Pending), Workorder Upload (Pending), and Download Certificate (Pending).

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.

For proceeding with payment

Application status updated.

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**Payments Details- CAF2023000640**

**Details of the depositor**

Name	User User	<b>Note:</b> By pressing "Confirm Payment" button you are redirected to Grips portal, please do not press back button or refresh. You will automatically redirect to dashboard after successful payment. Please don't be confused if not redirected automatically, your payment status will be updated shortly.
Email	sonalisaha87@gmail.com	
Mobile	8274999999	

**Service wise fees details**

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	HDA Water Connection	HDA Water Connection for Infrastructure	SS23032306887	140000
<b>Total</b>				<b>140000</b>

[<< Back](#) [Proceed to Pay](#)

Click here to proceed with the payment in PayU portal.

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

**Payable amount displayed.**

**Choose a payment option**

Payable Now ₹140000

Transaction ID: E0D83158492356239340

**Offers**

Get upto Rs 14 cashback reward via... ₹10 - ₹14 Cashback | T&C

**VIEW MORE OFFERS & REWARDS**

**SELECT A PAYMENT OPTION**

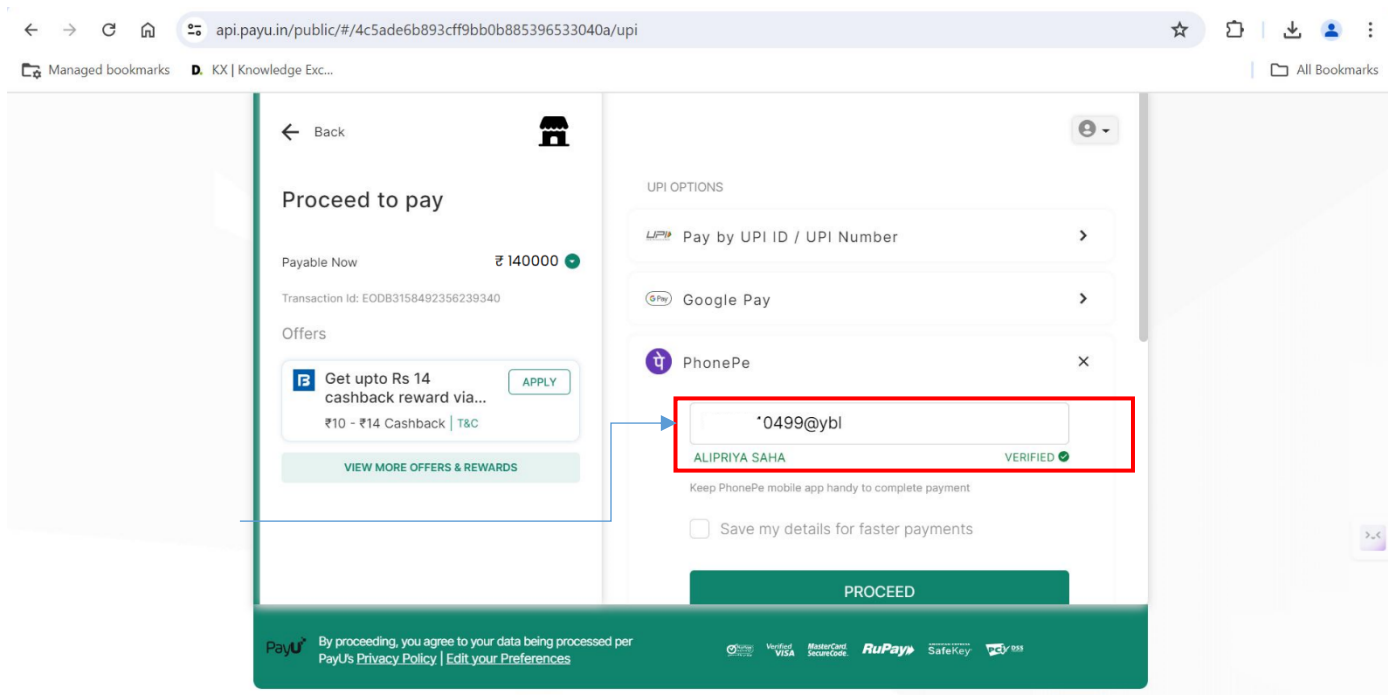
**PAYMENT OPTIONS**

- Net Banking
- Cards (Credit/Debit)
- UPI
- WhatsApp

**Choose payment method.**

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

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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 **“Payment Done”**.

202.61.117.237/edobasw/caf/submitted/b2/sk1A1WEKvQ09hZTpNbkIMVpUQT09/RIGZ5bRWM5CSk5vVFLS2M2UWkyUT09

Ease of Doing Business | Single Window Services for Business

WELCOME ONBOARD TEST USER

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at [helpline@silpasathi@gmail.com](mailto:helpline@silpasathi@gmail.com)

API Response :  
API Response : Payment Successful, tender procedure under process

**Current Status-CAF2023000640**

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection		
Application Submitted	Completed	
Document Checking	Completed	
Field survey	Completed	
All Formalities Done	Completed	
Payment Done	Completed	
Tender Upload	Pending	
Workorder Upload	Pending	
Download Certificate	Pending	

Status updated.

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## 3. Track Status of Application

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

### Applicant's Dashboard

Click on ‘**Check Status**’ to check the latest status of the application.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green callout box points to the 'Check Status' button in the 'Your Selected Service(s)' section. The button is highlighted with a red rectangle. Below the button, a progress bar for 'HDA Water Connection' is visible, showing steps: Application Submitted, Document Checking, Field survey, All Formalities Done, Payment Done, Tender Upload, Workorder Upload, and Download Certificate. The first five steps are marked as completed with green checkmarks.

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

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

The screenshot shows the 'Status Dashboard' for the application 'HDA Water Connection'. A green banner at the top indicates 'API Response: Tender Uploaded for water connection'. Below this, the 'Current Status-CAF2023000640' is displayed. A table lists the status of various services:

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection		
Application Submitted	Completed	
Document Checking	Completed	
Field survey	Completed	
All Formalities Done	Completed	
Payment Done	Completed	
Tender Upload	Completed	
Workorder Upload	Pending	
Download Certificate	Pending	

A red box highlights the 'Completed' status for the first six services. A green callout box points to the 'Tender Upload' row, stating 'Latest status updated as Tender Upload'.

**Note: Applicant can click on ‘Check Status’ at periodic intervals and can view the latest status of the application**

HDA Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Applicant's Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The top navigation bar includes links for DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A message at the top right says 'For any technical query, kindly drop a mail at [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com)'. The main area features six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific Approval, Query Submission / Tracking, and Your Profile. Below these, the 'Your Selected Service(s)' section displays a business reference ID: CAF2023000640. A 'Check Status' button is highlighted with a red box. The service details table shows the progress of the 'HDA Water Connection' service, which is currently at the 'Download Certificate' step.

SL NO.	SERVICE	ACTION
1	<b>HDA Water Connection</b> (WBRTPS Timeline: 30 days) Application Submitted → Document Checking → Field survey → All Formalities Done → Payment Done → Tender Upload → Workorder Upload → Download Certificate	<a href="#">Click to Proceed</a>

### Status Dashboard

The screenshot shows the 'Status Dashboard' for the business reference ID CAF2023000640. It displays two API responses: 'API Response : Work order given for water connection'. The 'Current Status' section shows a table with the progress of the 'HDA Water Connection' service.

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection	Application Submitted	Completed
	Document Checking	Completed
	Field survey	Completed
	All Formalities Done	Completed
	Payment Done	Completed
	Tender Upload	Completed
	Workorder Upload	Completed
	Download Certificate	Pending



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The applicant can **‘Click to Proceed’** to view the submitted application at any stage in the application process.

**Silpasathi | State Single Window Portal for Industries**

For any critical issues or difficulties faced with

**Application Form View Details – CAF2024552841** [Print](#)

**Current Status:** Application Submitted | **Action to be taken by:** Department  
Application submitted successfully

PARAMETERS	INPUTS
<b>Basic Details</b>	
Sub:Prayer for water supply to the premises of	ABC
at	XYZ
Sir,	AI
I/We request you to provide water supply connection to :	
Plot No	12
J.L. No	12
AT	AB
In	XY
Name of the scheme/project	ABCD
Type of Ownership	Proprietorship
Name of Proprietor / Partners	SAN
Type of product	SAP
Location of the scheme/project	SGH
Mouza	12
Category	Industrial
Quantity of water demand : Kiloliter per day :	12
I/we shall deposit the necessary charges for laying of pipeline, material cost , connection charges, security deposit, administrative charges as demanded by you within	12
Days No.Days after receipt from your end.I/we shall abide by the terms and conditions of H.D.A. which may be imposed time to time in respect of water tariff, connection charges etc. I/we earnestly request you to do the needful at the earliest.	ABC
Thanking you,	
Yours sincerely	
Mailing Address	abc@gmail.com
Phone Number	8274567892
Email Id	xyz@gmail.com
<b>UPLOADED SUPPORTING DOCUMENTS</b>	
Land possession certificate/document	<a href="#">View</a>

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## Applicant's Dashboard

**Ease of Doing Business | Single Window Services for Business**

For any technical query, kindly drop a mail at [helpline@silpasathi@gmail.com](mailto:helpline@silpasathi@gmail.com)

**Add Establishment** **System Guided Assistance Through Wizard** **Self Assisted Service** **Sector Specific Approval** **Query Submission / Tracking** **Your Profile**

**Your Selected Service(s)**

**BUSINESS REFERENCE ID : CAF2023000640**

**Click on 'Check Status'.**

**Check Status**

SL NO.	SERVICE	ACTION
1	<b>HDA Water Connection</b> (WBRTPS Timeline: 30 days) Application Submitted — Document Checking — Field survey — All Formalities Done — Payment Done — Tender Upload — Workorder Upload — Download Certificate	<a href="#">Click to Proceed</a>

HDA Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

### Status Dashboard

API Response : Job Completed Download Completion Certificate, Consumer id:wo 3

**Current Status-CAF2023000640**

NAME OF THE SERVICES	CURRENT STATUS	DATE
HDA Water Connection	Application Submitted	Completed
	Document Checking	Completed
	Field survey	Completed
	All Formalities Done	Completed
	Payment Done	Completed
	Tender Upload	Completed
	Workorder Upload	Completed
	Download Certificate	Completed

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## 4. Online Download of final approval certificate

The applicant has to **click on 'Download Certificate'** to view further.

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 [helodesk.silpasathi@gmail.com](mailto:helodesk.silpasathi@gmail.com)

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Sector Specific Approval Query Submission / Tracking Your Profile

**Your Selected Service(s)**

BUSINESS REFERENCE ID : **CAF2023000640**

Click on 'Download Certificate'

SL NO.	SERVICE	ACTION
1	HDA Water Connection (WBRTPS Timeline: 30 days)	Download Certificate

Check Status

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

HDA Water Connection (UD&MA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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

Application Form View Details – CAF2023000640

PARAMETERS	INPUTS
<b>Final Certificate</b>	
Download Certificate	<a href="#">Click To Download</a>
<b>Basic Details</b>	
Sub:Prayer for water supply to the premises of	Sample subject
at	xyz
Sir, I/We request you to provide water supply connection to :	Sample connection
Plot No	123
J.L. No	123
AT	123
In	123
Name of the scheme/project	Sample sceme/project
Type of Ownership	Partnership
Name of Proprietor / Partners	Sample Partner name
Type of product	Sample Product
Location of the scheme/project	Sample Location

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

**The Final Certificate gets downloaded (Screenshot)**

Online NOC

1 / 1 | 50% +

1

**Haldia Development Authority**  
City Centre, P.O. Debbag, Haldia-721657, Dist: Purba Medinipur  
Ph.: (03224) 250926,

Certificate No. HDA/2023-2024/ Dated :

Certificate to applicant after completion of water supply connection.

To, \_\_\_\_\_

This is to inform you that your new water connection ID No. \_\_\_\_\_ has been completed at your premises on \_\_\_\_\_

Chief Executive Officer  
Haldia Development Authority

HDA Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:

**HDA**

Haldia Development Authority  
City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur  
Ph.: (03224) 255926,

---

Certificate No. HDA/2023-2024/                      Dated :

Certificate to applicant after completion of water supply connection.

To,

.....

.....

.....

This is to inform you that your new water connection ID No. .... has been completed at your premises on.....

Chief Executive Officer  
Haldia Development Authority

### 5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

#### Third party verification process

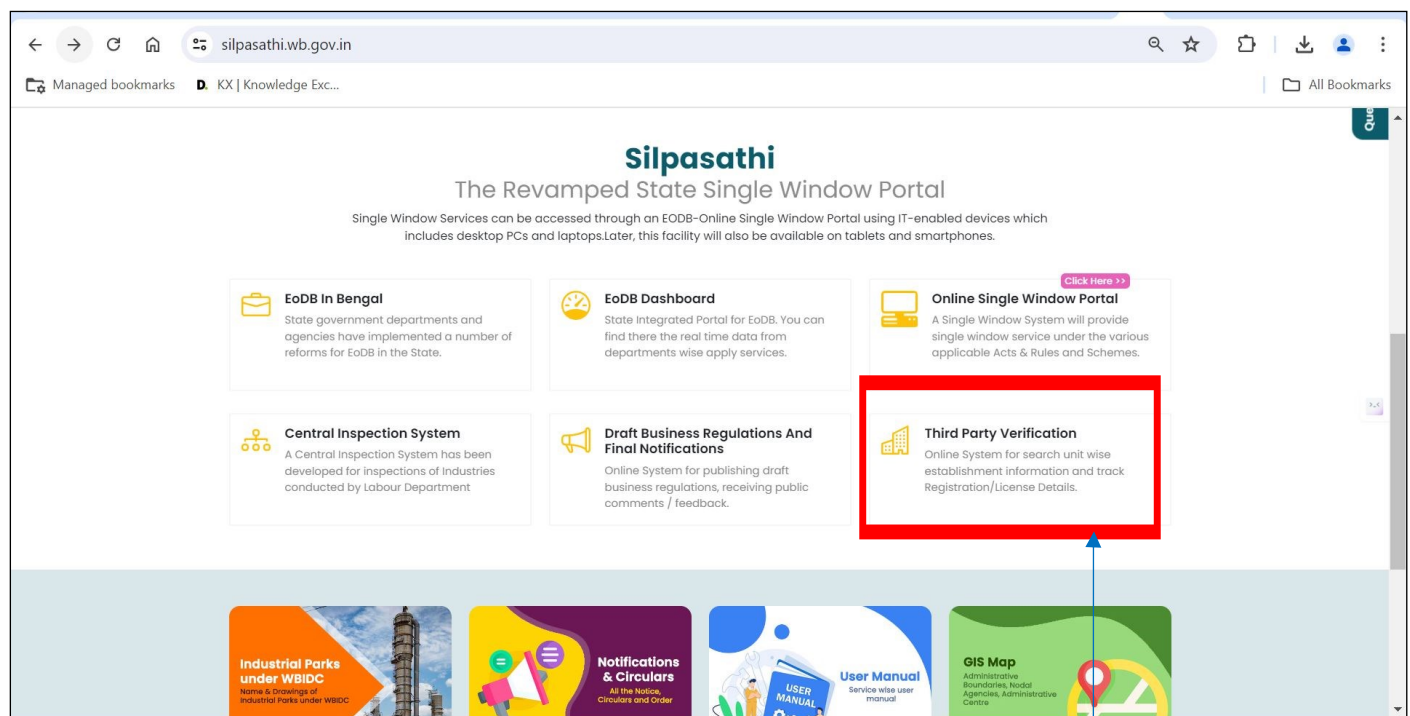
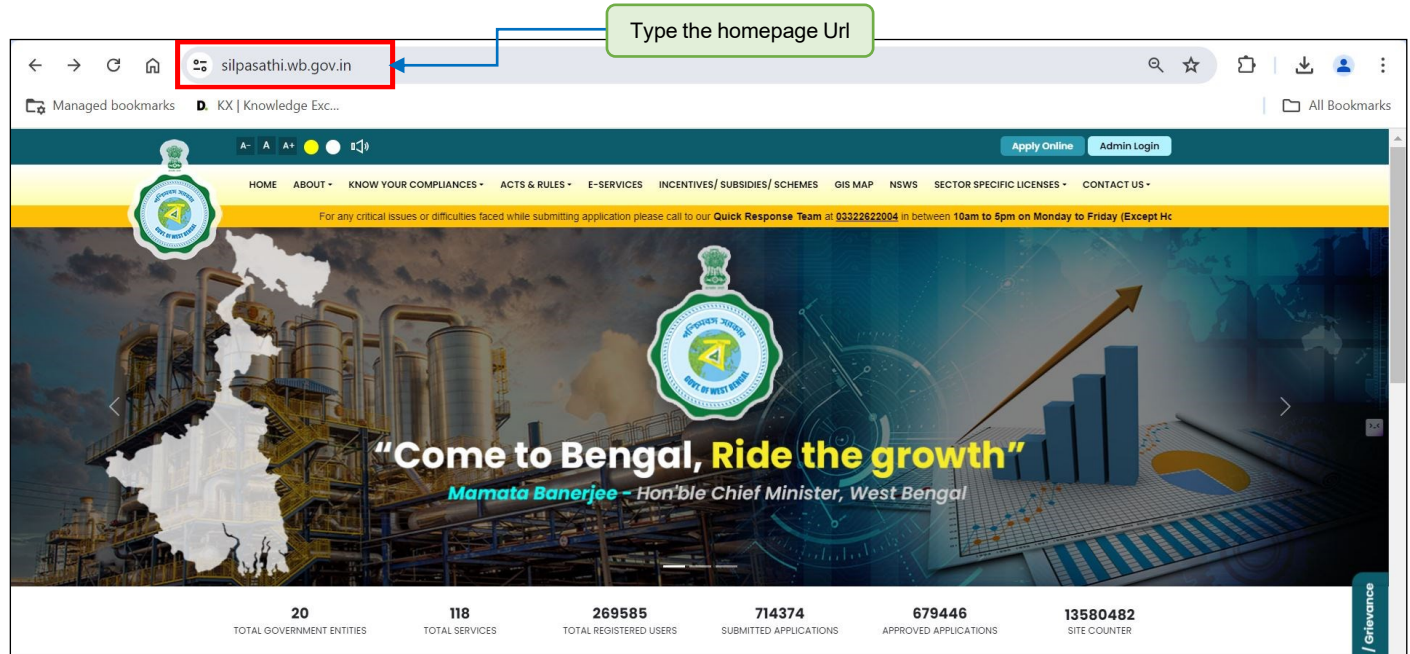
The applicant or any user has to log in to <https://silpasathi.wb.gov.in/>.

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

HDA Water Connection (UD&MA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

(Screenshots below):

## 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.



HDA Water Connection (UD&MA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

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)	<a href="#">Click Here &gt;&gt;</a>
2	Building Plan Approval	UD&MA	<a href="#">Click Here &gt;&gt;</a>
3	Issuance of approval post plinth inspection	UD&MA	<a href="#">Click Here &gt;&gt;</a>
4	Issuance of Occupancy Certificate	UD&MA	<a href="#">Click Here &gt;&gt;</a>

Query / Grievance

Enter Registration number/ License number to view details.

Third Party Verification

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

Select Services \*  
HDA Water Connection - (Urban Development & Municip...

Registration Number / License Number / Others \*  
SW/1024/1234

Search

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

Query / Grievance

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



HDA Water Connection (UD&MA) provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

The third party can view the details as illustrated below:

The screenshot shows a web browser window with the URL `silpasathi.wb.gov.in/third-party-verification`. The page title is "The Revamped State Single Window Portal". The main heading is "Third Party Verification". Below this, it says "Track Registration/License details through Silpasathi Portal". There are two input fields: "Select Services" with a dropdown menu showing "HDA Water Connection - ( Urban Development & Municipi...", and "Registration Number / License Number / Others" with a text input field containing "SWA-OBPAS/1101/2022/1375/WNS". A green "Search" button is next to the input field. Below the search bar, there is a table with the following data:

Parameter	Output
AIN Number	SWS-OBPAS/1101/2022/1375/WNS
Date	21-09-2022
Name of Applicant	Sample Name
Building Particulars	Premises No: 123 Holding No 123 Mouza: Sample mouza Ward Location 0 Sample landmark, Asansol

On the right side of the page, there is a vertical button labeled "Query / Grievance".