

Water Resources
Investigation and
Development
Department (WRI & DD):

Permission for Extraction of Groundwater

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

User Manual

Permission for Extraction of Groundwater

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

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Introduction

This document is intended to serve as a User Manual for grant of the service "Permission for Extraction of Groundwater" by Water Resources Investigation and Development Department (WRI & DD), 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

Permission for Extraction of Groundwater service is required for obtaining permission from legal authorities regarding extraction of groundwater. Groundwater extraction is primarily done to fulfil various human needs, including drinking water supply, irrigation for agriculture, and industrial use. Groundwater is often used as a reliable source of freshwater, particularly in areas where surface water resources are limited or unreliable. 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.	Any Other Documents	Any document necessary for running an establishment

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#	Documents Required	Detailed Description
2.	Approved or Sanctioned Building	An approved building plan is a final plan that has been approved by
	Plan	the relevant authorities and is required before a building can be
		registered
3.	Approved site plan	Legal documents that are essential for a company's legal
		compliance and are typically created when a company is founded.
4.	Completion certificate for existing	Certificate issued by a principal employer to a contractor in India
	Infrastructural Projects only	Softmoute issued by a principal employer to a contractor in maia
5.	Detailed Project Report (DPR)	A document that provides details about a task or job and outlines
		how to complete it
6.	Identity Proof	An approved site plan is a detailed drawing that has been approved
		by the relevant authorities for construction or use of a property
7.	Impact assessment report to	an impact assessment report is required to extract groundwater in
	extract ground water in excess of	excess of 100 cubic meters per day (m3/day) in over-exploited,
	100m3 per day in Over-exploited	critical, or semi-critical areas
	or	
	Critical or Semi-Critical Blocks	
8.	Mouza Map demarcating the total	A Mouza Map is a detailed graphical representation of a particular
	area and pinpoint location of the	mouza, which is a geographic area or a cadastral unit.
_	proposed well	
9.	Mutation of Land (Porcha) and or	A land mutation is the process of changing a name in the record of
	certificate of conversion of classification of Land	rights (ROR) of a property, also known as a porcha.
10.	NOC (Consent to establish or	NOC (No Objection Certificate) from the West Bengal Pollution
	Consent to Operate, whichever is	Control Board (WBPCB) is a consent to establish or operate,
	applicable) from WBPCB for all	whichever is applicable, a project that may have a potential impact
	projects	on the environment.
11.	NOC for Non-availability or	A certificate of non-availability of water supply from a local
	Insufficient supply of fresh water	government water supply agency is a document required to obtain a
	from local govt. agency	No Objection Certificate (NOC) from the Central Ground Water
12.	municipality Proof of Ownership or Power of	Authority (CGWA) In India, proof of land ownership is typically established through a
	Attorney of Land	registered sale deed
13.	Proposal of Rainwater Harvesting	Rainwater harvesting is a sustainable and eco-friendly solution to
	plan or reuses plan within the	collect and utilize rainwater within the premises.
	premises	

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#	Documents Required	Detailed Description
14.	Provisional registration certificate	The District Industry Centre (DIC) or MSME-DI can grant a
	from DIC(District Industry Centre)	Provisional Registration Certificate (PRC) to an enterprise. The
	/MSME Udyog Aadhaar	PRC is valid for five years from the date of issue
15.	Report of Ground water Quality of	
	that location from SWID or Central	
	Govt. Laboratory or NABL	
	Accredited Laboratories	
16.	Signature of the applicant	Signature of the applicant
17.	Trade License or Valid Certificate	A trade license or valid Certificate of Enlistment (CE) is a document
	of Enlistment	that permits a business to operate within a specific region

Timeline (WBRTPS)

Permission for Extraction of Groundwater has an WBRTPS timeline of 75 days till approval by the authorities.

Instructions related to the application form

SI. No.	Field Name	Instructions		
Applicar	Applicant's Basic Information			
1.	Salutation	Enter Mr. / Ms. / Mrs.		
2.	First Name	Enter First Name		
3.	Middle Name	Enter Middle Name		
4.	Last Name	Enter Last Name		
5.	Date of Incorporation	Enter date of incorporation		
6.	Gender	Select M/F		
7.	Date of Application	Auto populated		
8.	Mobile Number	Enter mobile number		
9.	Aadhar Card No.	Enter Aadhar card details		
10.	Telephone No.	Enter telephone number		
Address	of the Industry or Infrastructure or Commercial U	nit		
1.	Country	Select from drop down		
Firm Address State				

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SI. No.	Field Name	Instructions	
2.	State	Select from drop down	
3.	District	Select from drop down	
4.	Sub-division	Select from drop down	
5.	Rural/Urban	Select from drop down	
6.	Block/ Municipality/ Corporation	Select from drop down	
7.	Ward No.	Enter manually	
8.	Address	Enter full address	
9.	Pincode	Enter pincode	
Salient fe	eatures of the Establishment		
1.	Type of Establishment	Select type of establishment from drop-down	
General D	etails		
1.	Application Designation	Select Mr/ Ms/ Mrs	
2.	Name of industry or Infrastructure or Commercial Unit	Enter manually	
3.	Nature of Industry	Small/ micro/ medium/ large	
Location	of the Wall		
1.	Country	Select from drop down	
2.	State	Select from drop down	
3.	District	Select from drop down	
4.	Sub-division	Select from drop down	
5.	Rural/Urban	Select from drop down	
6.	Block/ Municipality/ Corporation	Select from drop down	
7.	Ward No.	Enter manually	
8.	Address	Enter full address	
9.	Pincode	Enter pincode	
Details of	Details of Existing Permit or Registration issued		
1.	Permit No. or Registration No.	Enter Permit No. or Registration No.	
2.	Date of Issue of permit or Registration	Select Date of Issue of permit or Registration	
3.	Whether TW exists	Select Yes / No	
4.	Volume of Water	Enter Volume of Water permitted approximately	
5.	Maximum hours	Enter maximum running hours per day	
6.	Latitude and Longitude	Enter Latitude and Longitude details	
Details of	Earlier Application of Groundwater clearance fro	m SWID (Approved by HLA SLA OR CLA)	

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SI. No.	Field Name	Instructions
1.	Application No.	Enter Application No.
2.	Date of Application	Select Date of Application
3.	Status of Application	Permit Received (Y/N)
Details of Proposed Rainwater Harvesting		
1.	Status of Rainwater Harvesting	Yes / No
2.	Details of Proposed Rainwater Harvesting	Enter manually

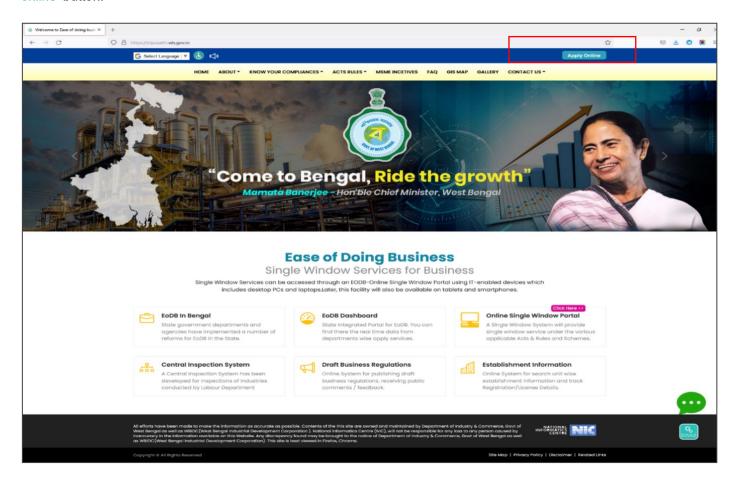
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

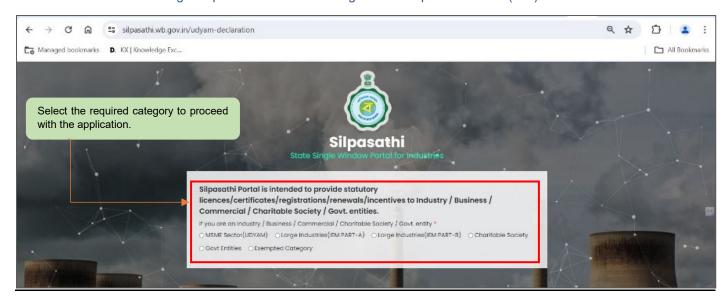
In order to complete the user registration, the applicant has log on to https://silpasathi.wb.gov.in/ and click on 'Apply online' button.



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

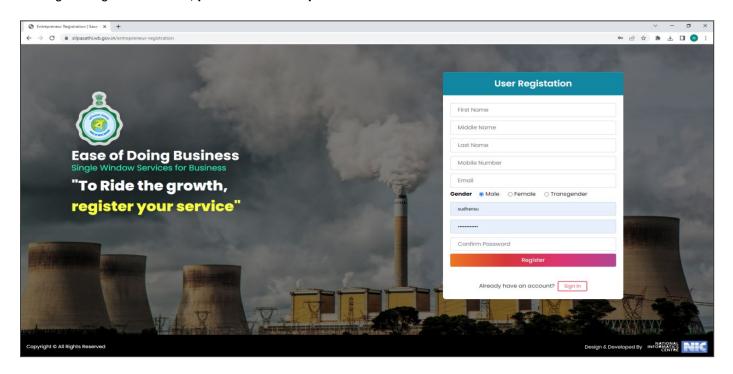
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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

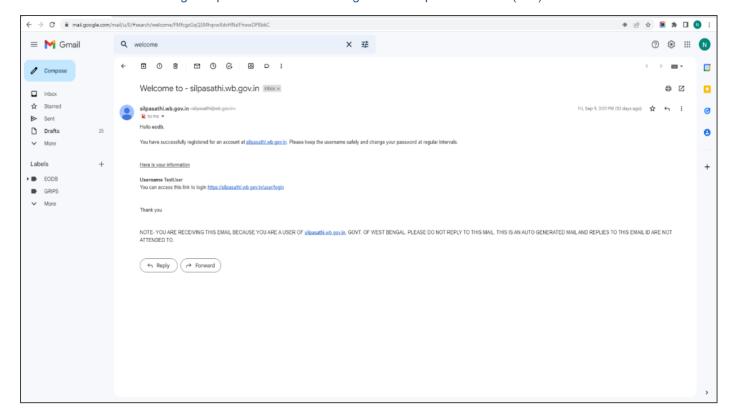
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**,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



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

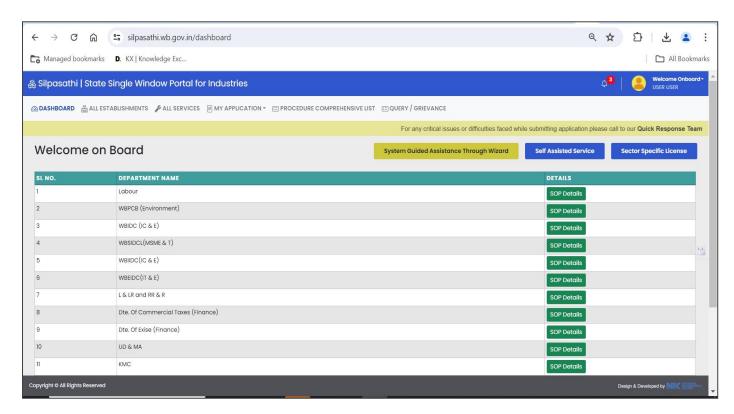
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Online Application submission

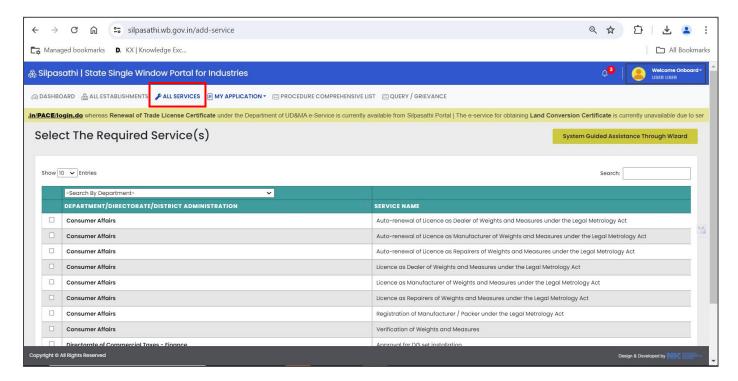
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



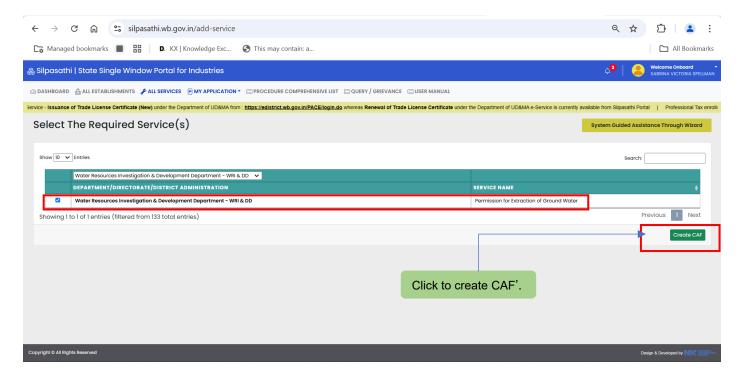
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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named 'Permission for Extraction of Groundwater'.



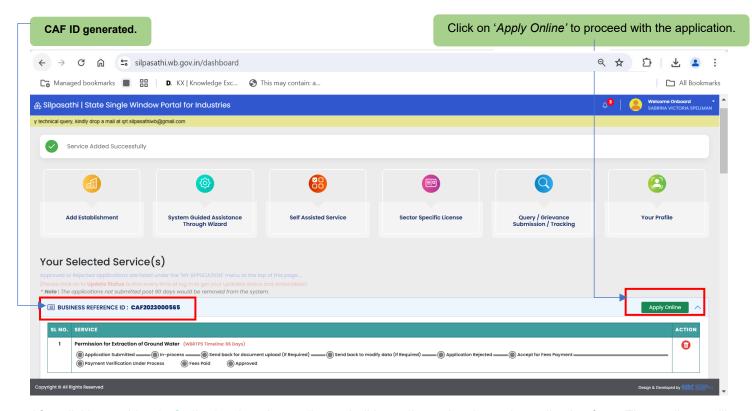
After selecting the service 'Permission for Extraction of Groundwater', the applicant has to click on 'Create CAF'.

Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

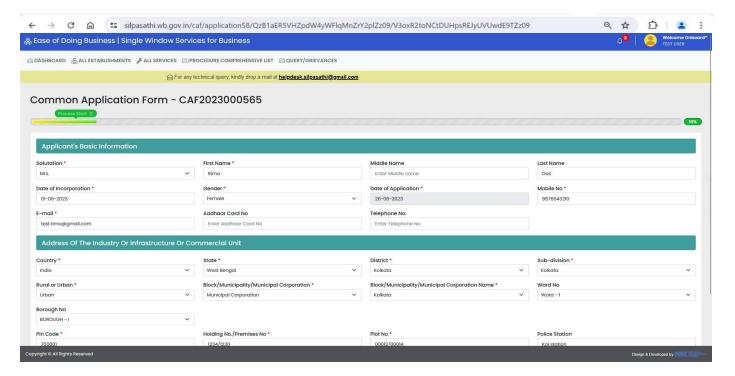
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Applicant's Dashboard

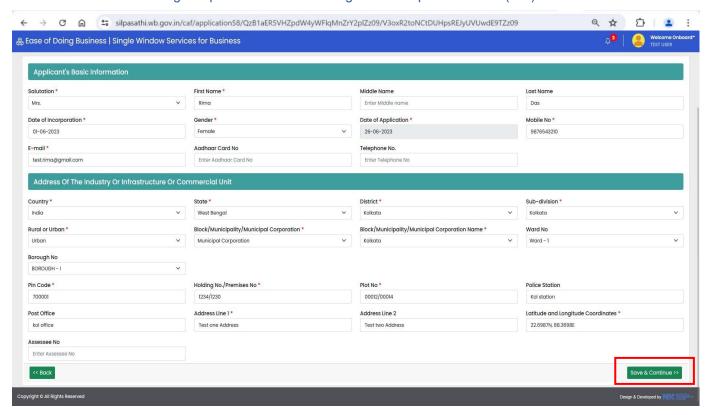


After clicking on '<u>Apply Online'</u> option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

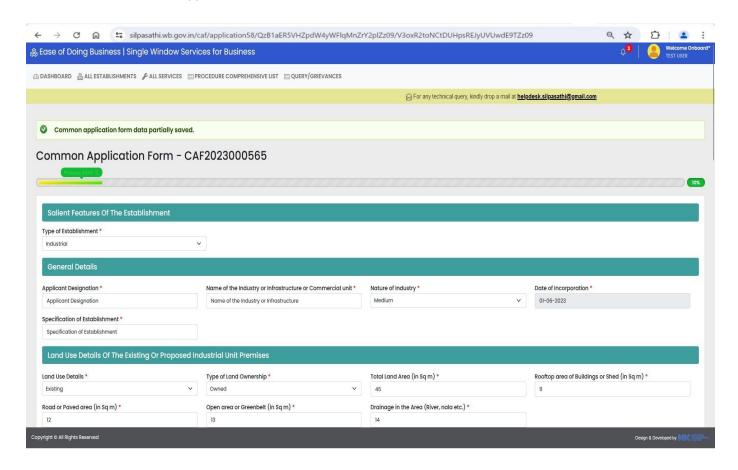


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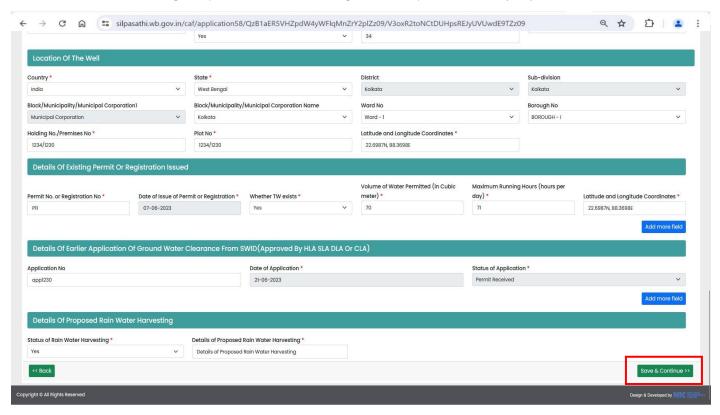


Upon completion of the application process along with document submission, the applicant clicks on the <u>'Submit'</u> button for final submission of the application.

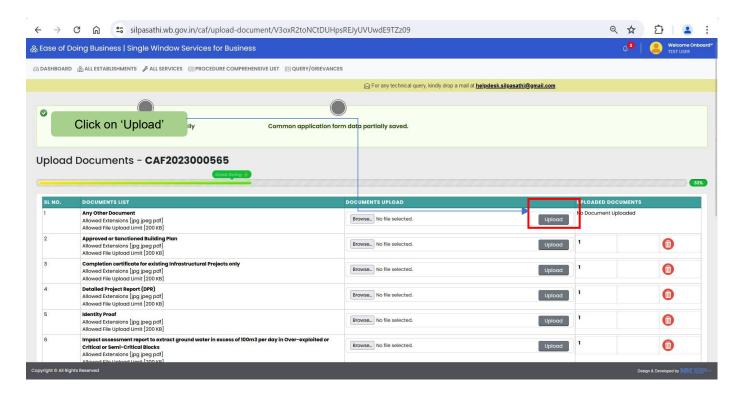


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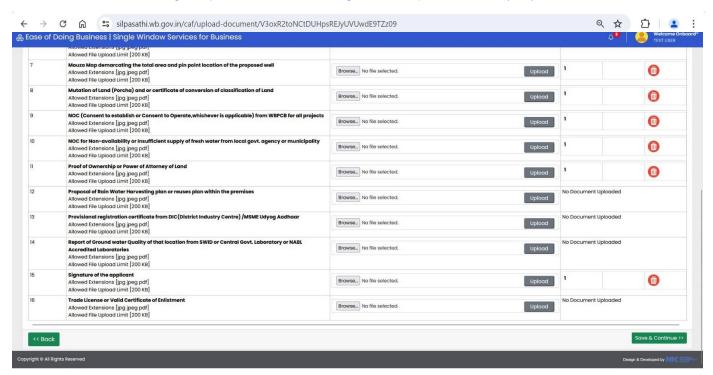


The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.

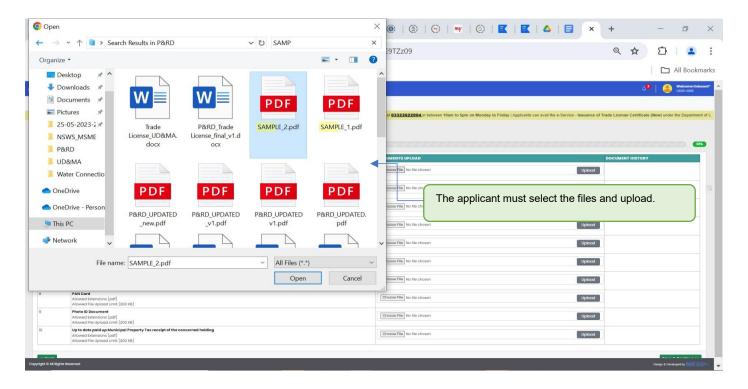


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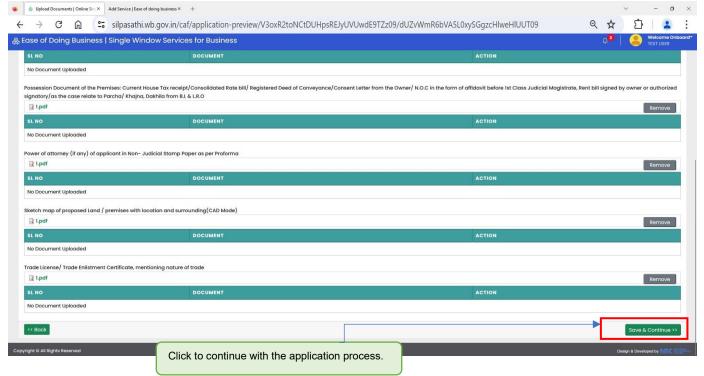
The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on 'Choose File'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.



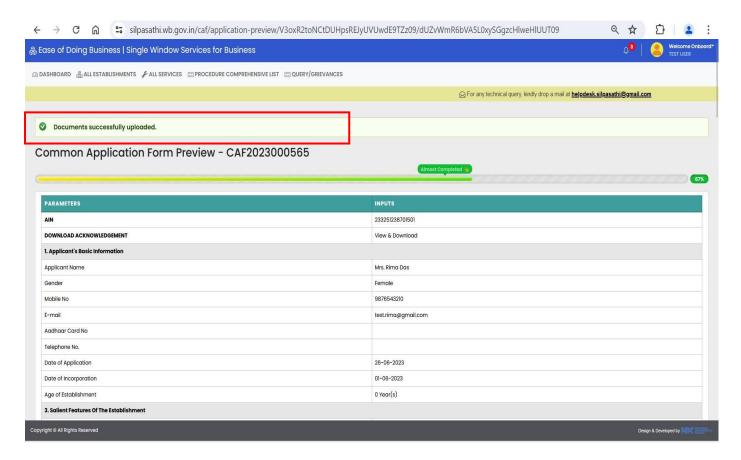
The applicant is required to upload <u>required documents</u> in <u>pdf format</u> as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '<u>Save and Continue</u>' to proceed with the application.

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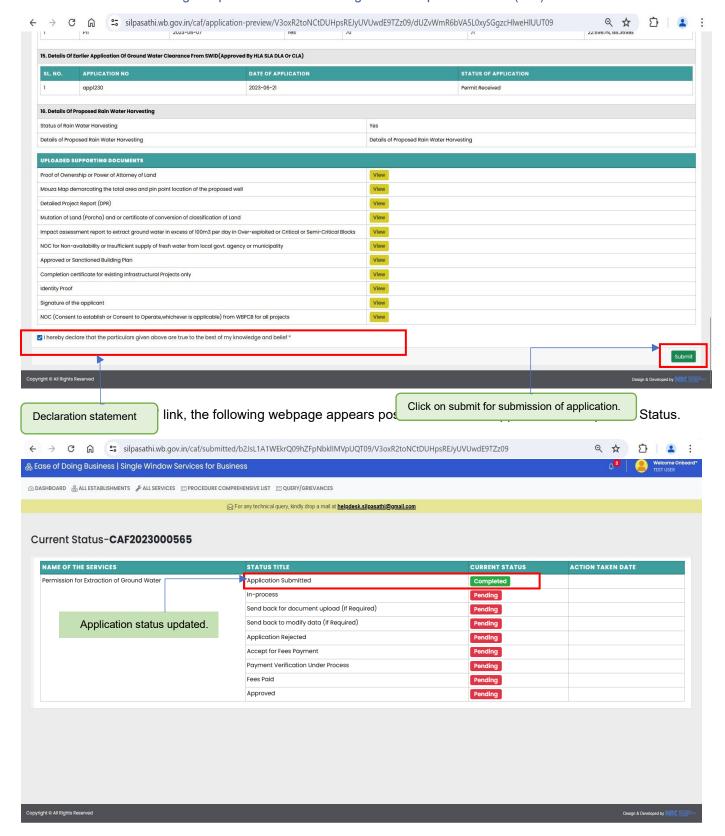


The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to 'Submit' button, as illustrated in the screenshots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



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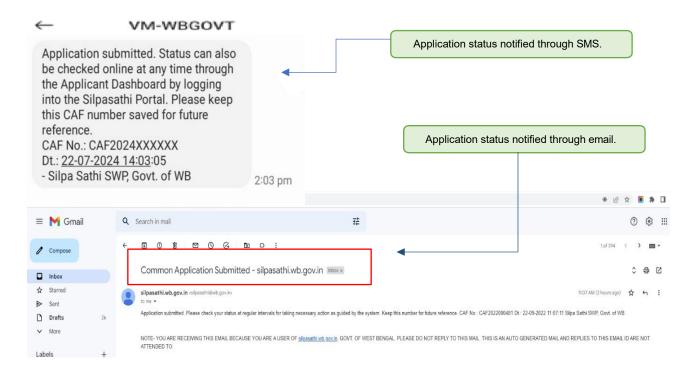
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



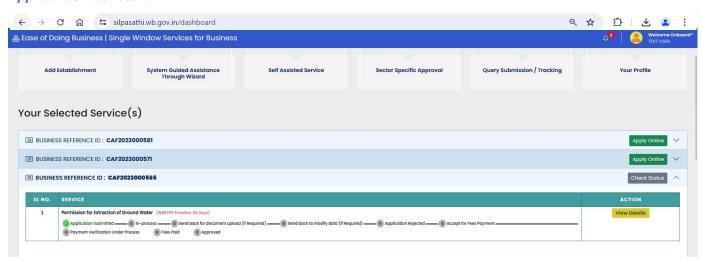
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The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.

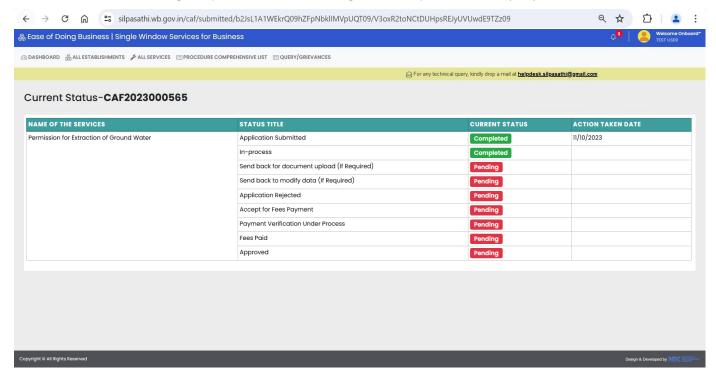


Applicant's Dashboard



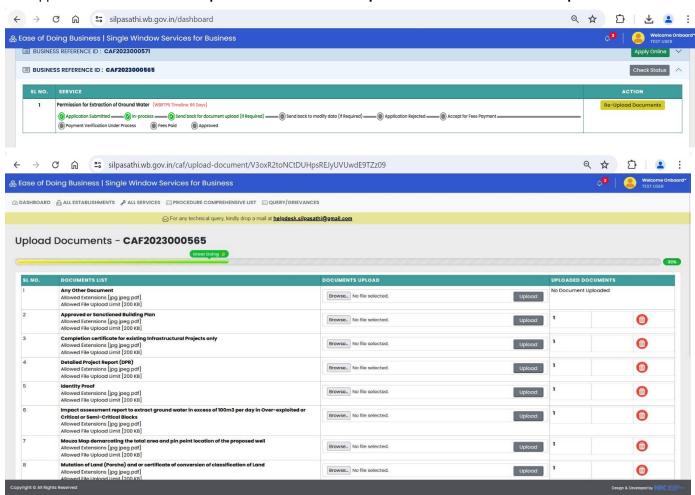
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Based on the application details, Department can process the application or send back for certain correction and re-entry. Please refer to the screenshots below:

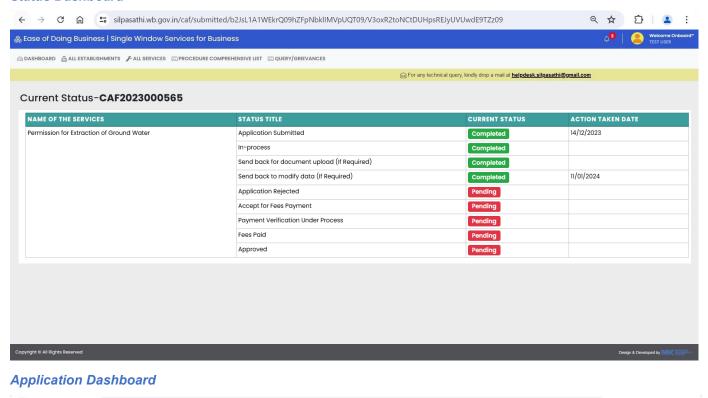
The applicant has to click on 'Re-upload documents' to re-upload correct documents as required.

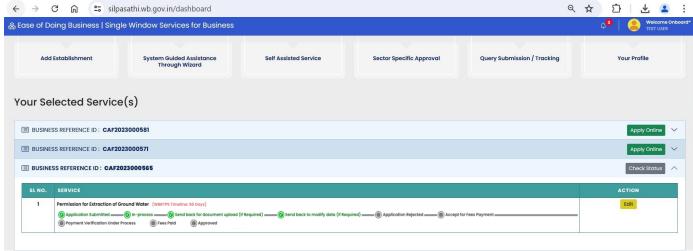


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Status Dashboard

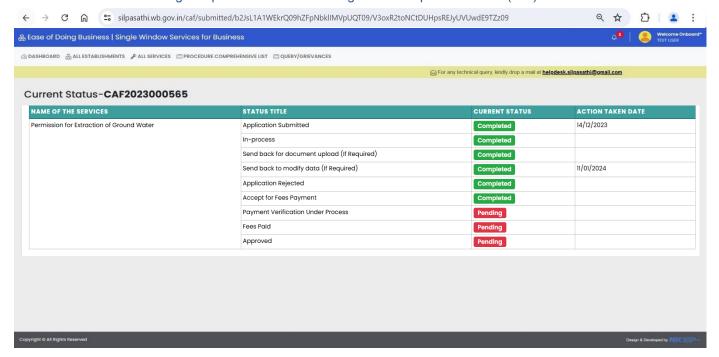




If no further corrections are required, the applications status is changed to "Accept the application for payment".

Permission for Extraction of Groundwater

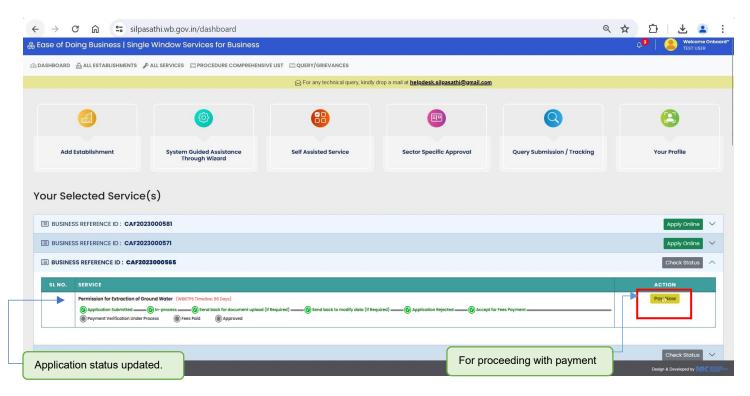
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2. Online Payment of fees

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

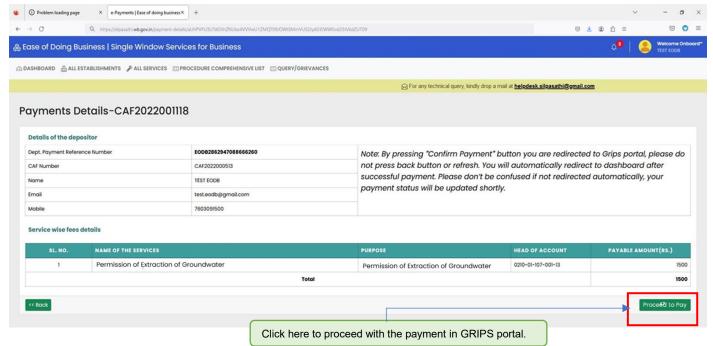
Applicant's Dashboard



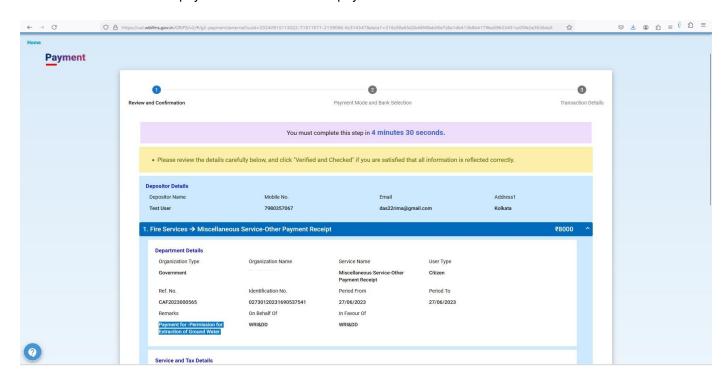
The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

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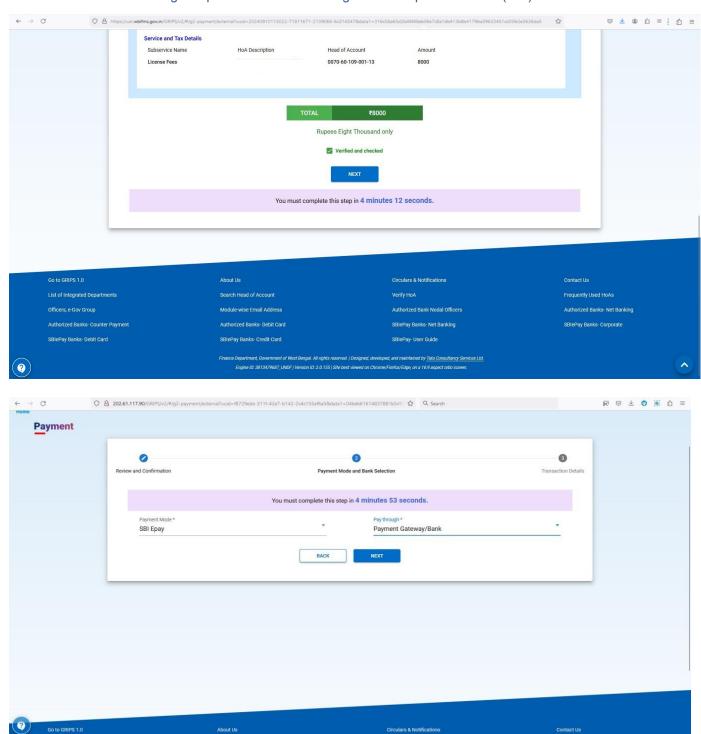


The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.



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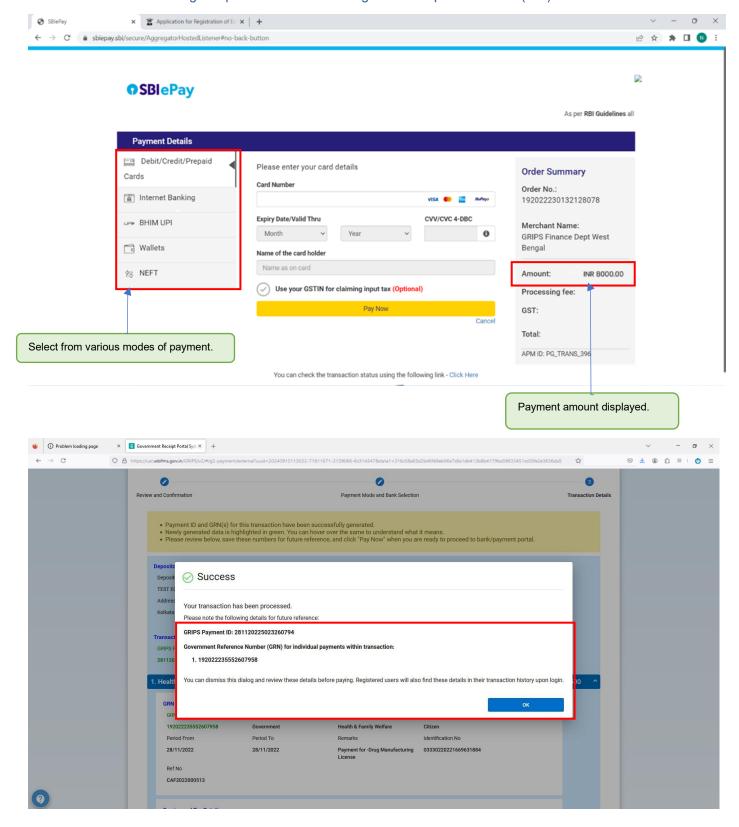
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The applicant can choose from the various modes of payment and pay the fees as required

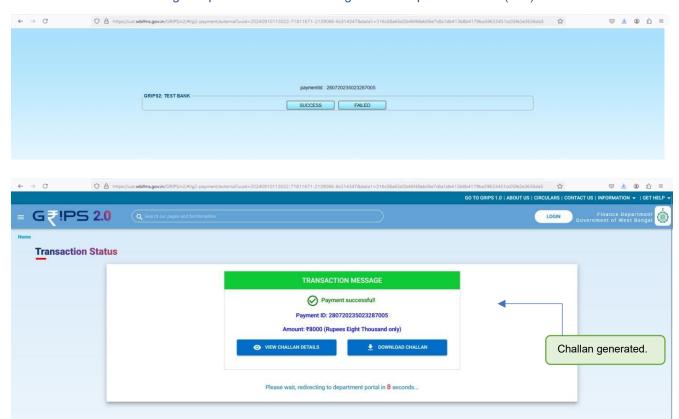
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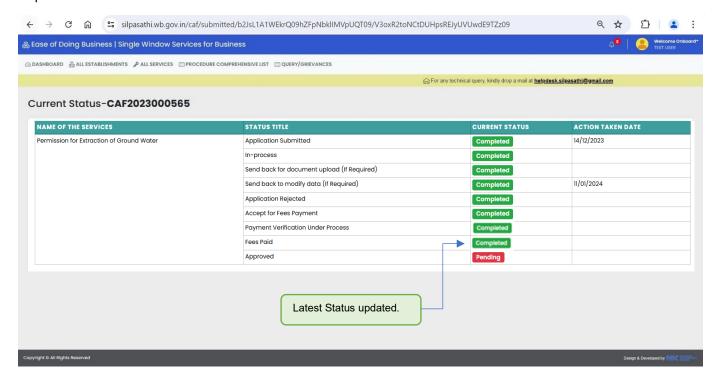


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After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



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3. Track Status of Application

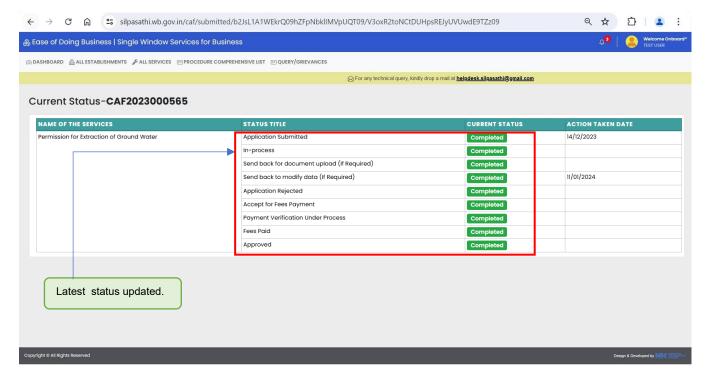
The applicant has to click on 'Check Status' to view the latest status of the application.

Applicant's Dashboard



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

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



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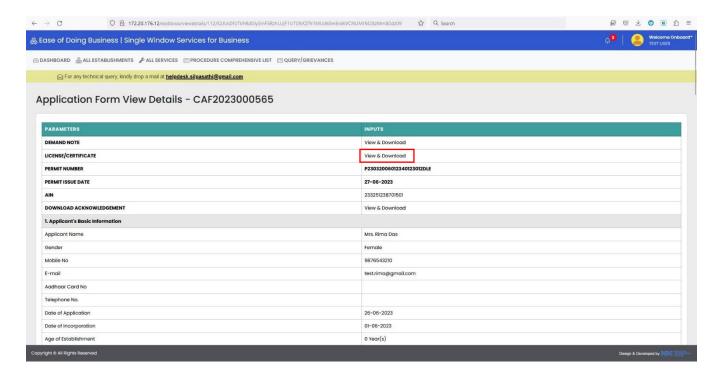
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4. Online Download of final approval certificate

The applicant has to 'Download Certificate' to view further.

Applicant's Dashboard





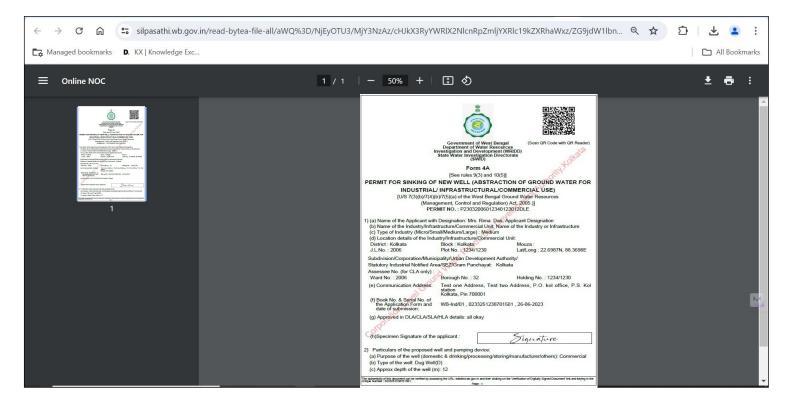
Note: Latest status can be seen any time through Applicant's Dashboard

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

The Final Certificate gets downloaded (Screenshot)



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One Approval certificate document has been illustrated below:





Government of West Bengal Department of West Bengar Department of Water Resources Investigation and Development (WRIDD) State Water Investigation Directorate (SWID)

(Scan QR Code with QR Reader)

Form 4A

[See rules 9(3) and 10(5)]

PERMIT FOR SINKING OF NEW WELL (ABSTRACTION OF GROUND WATER FOR INDUSTRIAL/ INFRASTRUCTURAL/COMMERCIAL USE)

[U/S 7(3)(b)/7(4)(b)/7(5)(a) of the West Bengal Ground Water Resources (Management, Control and Regulation) Act, 2005.)] PERMIT NO.: P23032006012340123012DLE

- 1) (a) Name of the Applicant with Designation: Mrs. Rima Das, Applicant Designation
 - (b) Name of the Industry/Infrastructure/Commercial Unit: Name of the Industry or Infrastructure
 - (c) Type of Industry (Micro/Small/Medium/Large): Medium
 - (d) Location details of the Industry/Infrastructure/Commercial Unit:

District: Kolkata Block : Kolkata

J.L.No.: 2006 Plot No.: 1234/1230 Lat/Long: 22.6987N, 88.3698E

Subdivision/Corporation/Municipality/Urban Development Authority/ Statutory Industrial Notified Area/SEZ/Gram Panchayat: Kolkata

Assessee No. (for CLA only):

Ward No.: 2006 Holding No.: 1234/1230 Borough No.: 32

Test one Address, Test two Address, P.O. kol office, P.S. Kol (e) Communication Address:

Kolkata, Pin 700001

(f) Book No. & Serial No. of the Application Form and date of submission:

WB-Ind/01, 0233251238701501, 26-06-2023

(g) Approved in DLA/CLA/SLA/HLA details: all okay

Signature

- 2) Particulars of the proposed well and pumping device:
 - (a) Purpose of the well (domestic & drinking/processing/storing/manufacturer/others): Commercial
 - (b) Type of the well: Dug Well(D)
 - (c) Approx depth of the well (m): 12

(h)Specimen Signature of the applicant:

The authenticity of this document can be verified by accessing the URL: edistrict wb.gov.in and then clicking on the Verification of Digitally Signed Document link and keying in the Unique Number: 0233251238701901.

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5. Third Party verification details

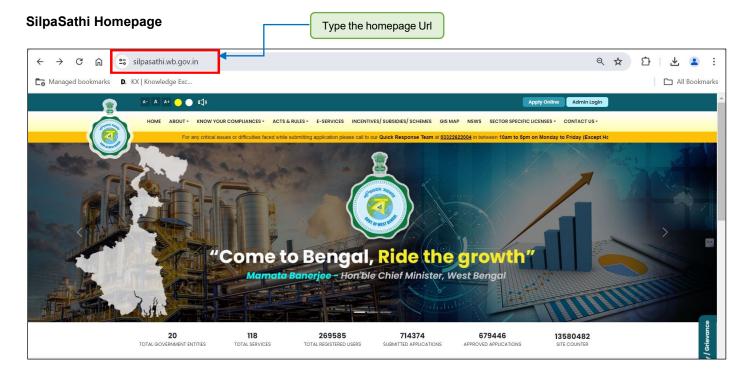
Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate.

Third party verification process

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

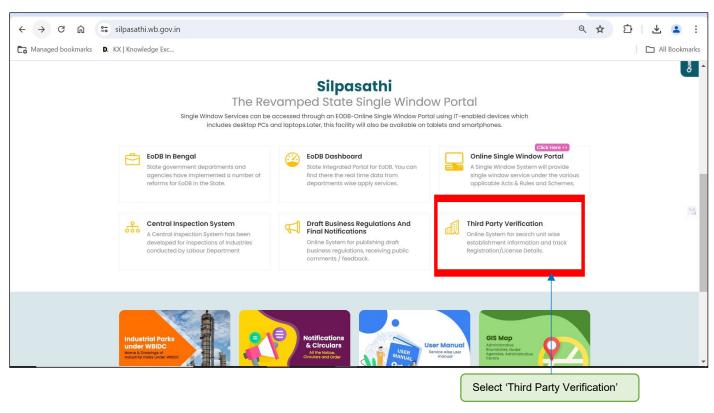
A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

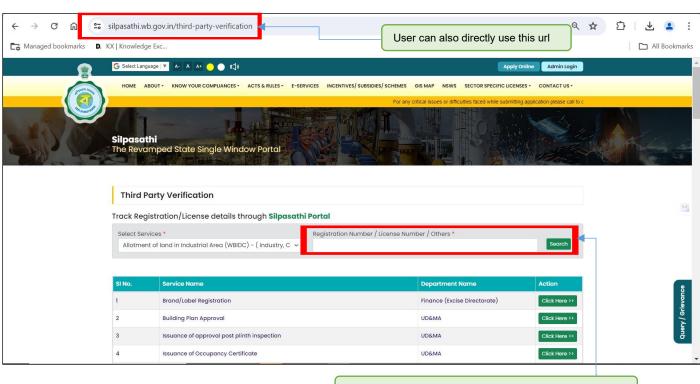


Permission for Extraction of Groundwater

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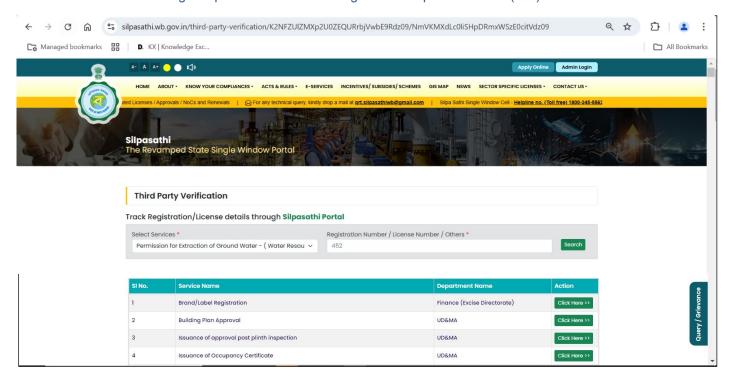
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



Enter Registration number/ License number to view details.

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The third party can view the details as illustrated below:

