

UD&MA :

Online Water Charges for Water Connection at ADDA.

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

User Manual

Water Connection (ADDA) 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 "Online Water Charges for Water Connection at ADDA.", 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

Online water charges refer to the fees or tariffs imposed by water suppliers for providing water services. These charges can vary depending on the location, water usage, and type of water connection. Online Water Charges for Water Connection at **Asansol Durgapur Development Authority** is required to provide better service to all the stakeholders within its jurisdiction. The applicant is required to register for the service to access a proper water connection. 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

| # | Documents Required | Detailed Description |
|----|-----------------------------|--|
| 1. | Authorised Plumber Name and | Document issued by a regulatory authority, typically a state or local |
| | License No. of your choice | government, that verifies an individual is qualified and authorized to |
| | | perform plumbing work in a specific jurisdiction |
| 2. | Approved Building Plan | Finalized and authorized diagrams or plans that depict the precise |
| | | layout and configuration of building |
| | | |

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

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| # | Documents Required | Detailed Description |
|----|--|---|
| 3. | Deed of Registration | A Deed of Registration is a legal document that serves as proof of ownership or transfer of ownership of a property, such as a house or land. |
| 4. | Identity Documents (PAN or VOTER CARD or AADHAR) | PAN or VOTER CARD or AADHAR |
| 5. | Possession Certificate or NOC issued from Competent Authority | A Possession Certificate is a document issued by a builder or developer to a homeowner, confirming that the property has been handed over to the buyer and they have taken possession of it |
| 6. | Sewerage Connection Approval | a written letter (approval from KMC) that the internal drainage system has been constructed as per the drawings submitted |
| 7. | Tax Receipt of Municipal Corporation | A tax receipt from a municipal corporation is an official document that serves as proof of payment of taxes to the local government |
| 8. | Updated Ground Rent Receipt [in case of ADDA Land] or Khajna Receipt | An updated Ground Rent Receipt is a document that confirms payment or adjustment of ground rent, a fee paid to a landlord or property owner for the use of land. |

Timeline (WBRTPS)

Timeline not yet issued

Instructions related to the application form

| SI. No. | Field Name | Instructions |
|----------|----------------------|---------------------------------------|
| Applican | ts Basic Information | |
| 1. | Salutation | Enter salutation of the applicant |
| 2. | First Name | Enter First Name of the applicant |
| 3. | Middle Name | Enter Middle Name of the applicant |
| 4. | Last Name | Enter Last Name of the applicant |
| 5. | Date of Birth | Enter Date of Birth of the applicant |
| 6. | Gender | Enter Gender of the applicant |
| 7. | Age | Enter Age of the applicant |
| 8. | Mobile Number | Enter Mobile Number of the applicant |
| 9. | Date of Application | Enter Date of Application |
| 10. | Email | Enter Email id of the applicant |
| 11. | Aadhar Card No. | Enter Aadhar Card No of the applicant |
| Address | of the Building | |

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| SI. No. | Field Name | Instructions |
|-----------|-------------------------------------|---|
| 1. | Country | Enter name of the Country |
| 2. | State | Enter name of the state |
| 3. | District | Enter name of the district |
| 4. | Sub-division | Enter name of the sub-division |
| 5. | Block/Municipality/Corporation | Choose whether it is Block or Municipality or Corporation |
| 6. | Block/Municipality/Corporation Name | Enter name of Enter name of the Country |
| 7. | Borough | Enter details of Borough |
| 8. | Ward | Enter ward number |
| 9. | Police Station | Enter name of the police station |
| 10. | Post Office | Enter name of the post office |
| 11. | Address | Enter address |
| Parent or | Husband Details | |
| 1. | First Name | Enter First Name |
| 2. | Salutation | Enter Salutation |
| 3. | Last Name | Enter Last Name |
| 4. | Sector | Enter Sector Name |
| 5. | Plot No. | Enter Plot No. |
| 6. | Plot Area | Enter total area |
| 7. | Category of plot | Select category whether domestic /commercial |
| 8. | Number of flats (for Group Housing) | Enter total number of flats |
| 9. | Requirement of Water per day | Enter total requirement of water per day in the area |
| 10. | Sewerage Connection Applied | Select if yes /No |

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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 <u>https://silpasathi.wb.gov.in</u>/ 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 '<u>Create New</u>' 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 <u>'ALL SERVICES'</u> to view the list of all services mapped with their corresponding departments.

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Once done, a list of services will appear. Applicants need to click on <u>the checkbox</u> adjacent to the service named '<u>Online</u> Water Charges for Water Connection at ADDA.

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After selecting the service 'Online Water Charges for Water Connection at ADDA., the applicant has to click on <u>'Create CAF'</u>. 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 or | n ' <i>Apply Online</i> ' to pr | oceed with the applic |
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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):

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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.

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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 'Browse'. Once the required file is selected, the applicant has to click on 'Upload' button to upload the files successfully.

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Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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 <u>Submit</u> button, as illustrated in the screenshots below.

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Online Water Charges for Water Connection at ADDA

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

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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 applicant can now see the status of his application in the dashboard.

| | Click to check latest status. | |
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Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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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 '<u>Click to Proceed'</u> option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard

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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

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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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.

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



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

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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 displaying the latest status.

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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<u>3. Track Status of Application</u>

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

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

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

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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4. Online Download of final approval certificate

The applicant has to 'Click to Proceed' to view further.

Applicant's Dashboard

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Note: Latest status can be seen any time through 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.

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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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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Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:

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Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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 part verification process

The applicant or any user has to log in to www.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



Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



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.

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Enter Registration number/ License number to view details.

Online Water Charges for Water Connection at ADDA

Water Connection (ADDA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



The third party can view the details as illustrated below:

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