



UD&MA : HDA Water Connection

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

User Manual



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. 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 (only two 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

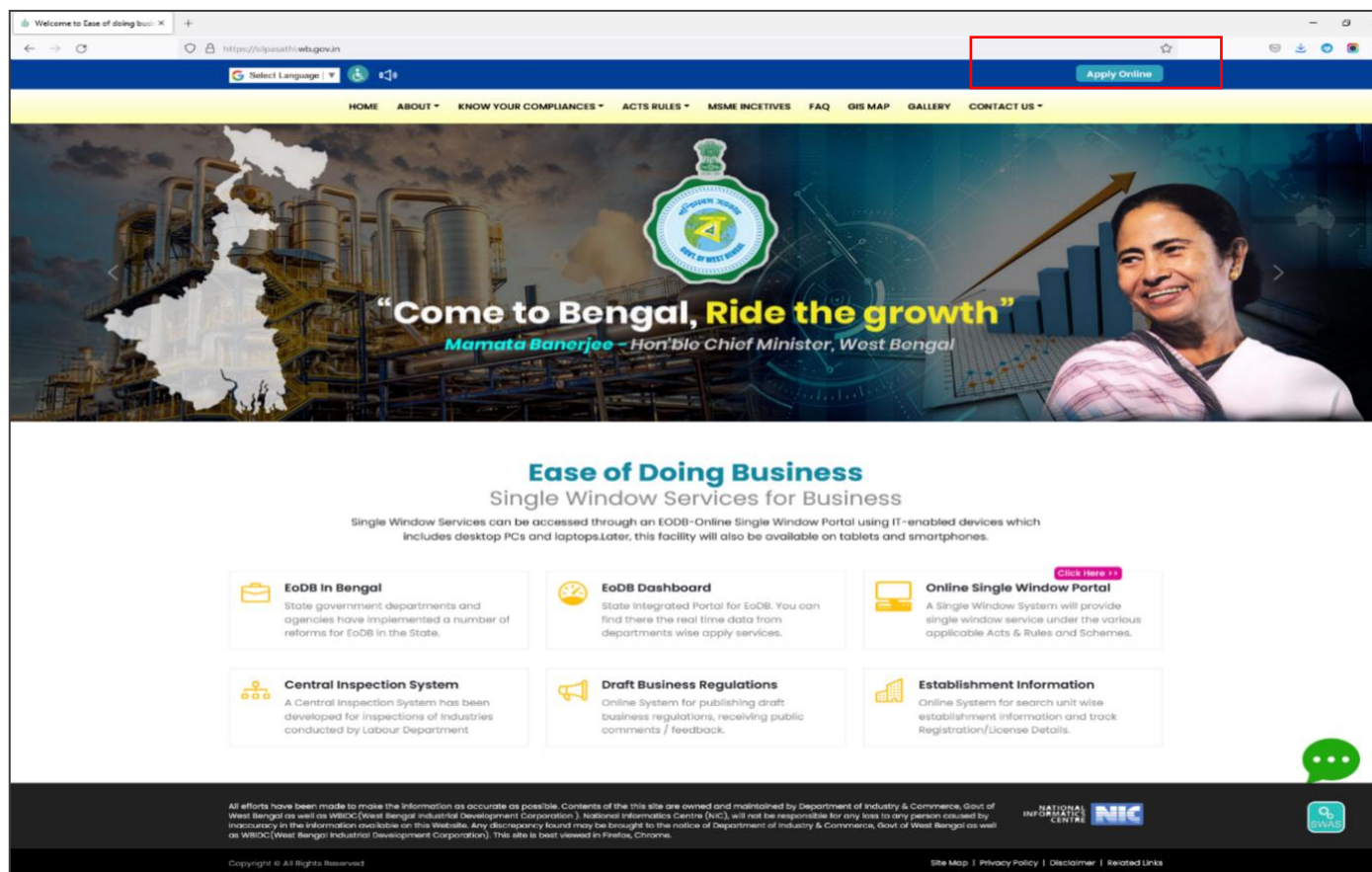
Sl. No.	Field Name	Instructions
Applicants Basic Information		
1.	Sub: Prayer for water supply to the premise	Write a subject requesting water supply in the mentioned premises
2.	At	Add place
3.	Sir, I/We request you to provide water supply connection to:	Write the letter in detailed format
4.	Plot No.	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
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
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

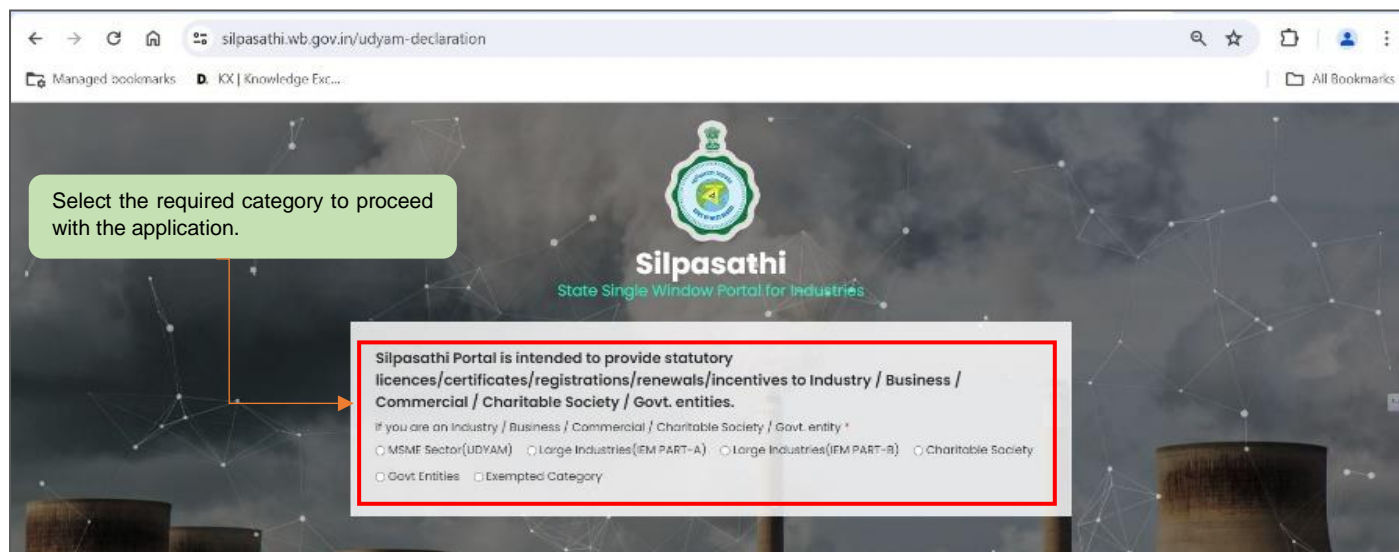
1. Online Application submission along with online submission of documents

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



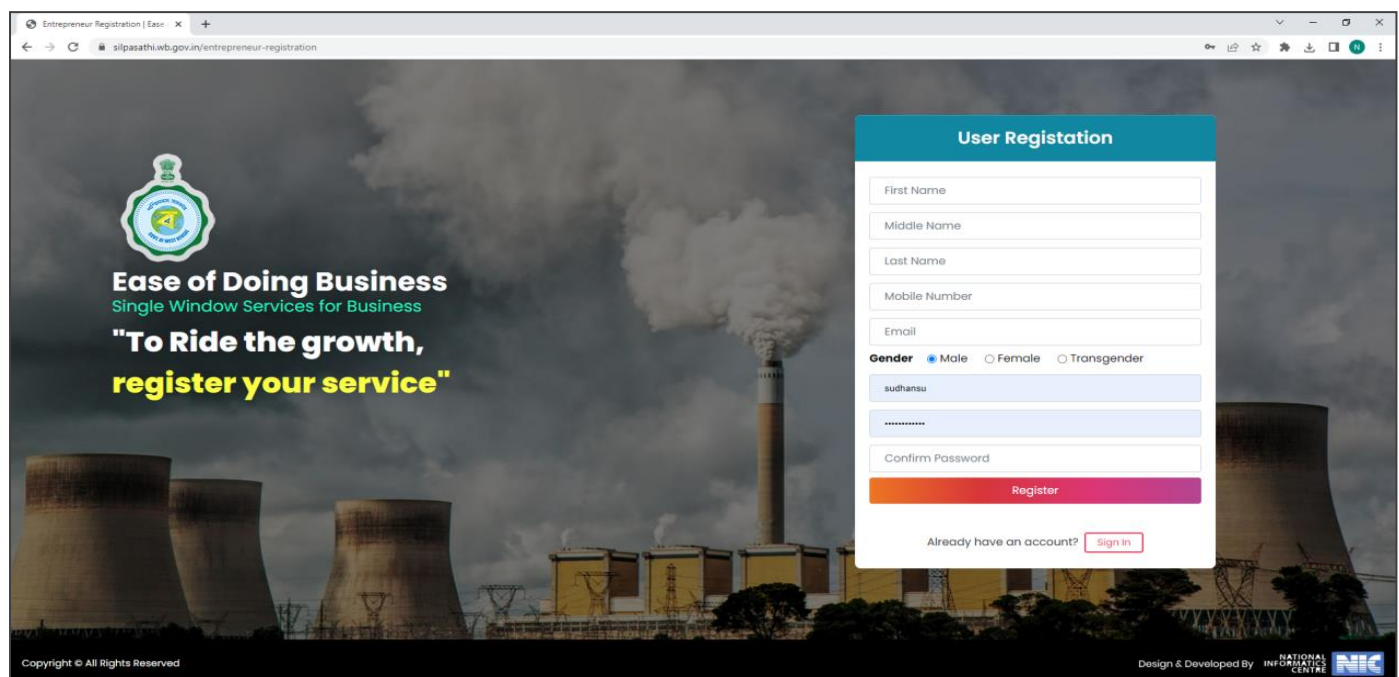
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

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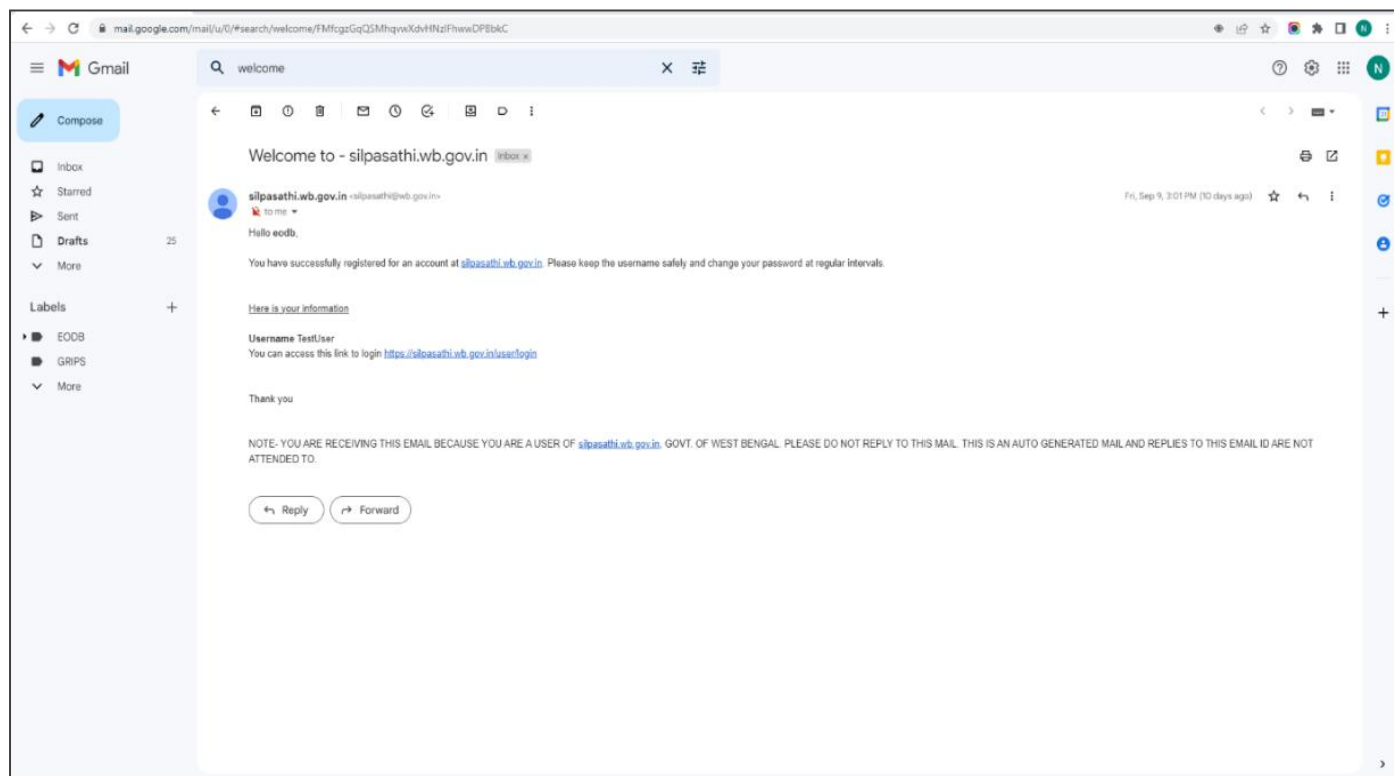
A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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**.



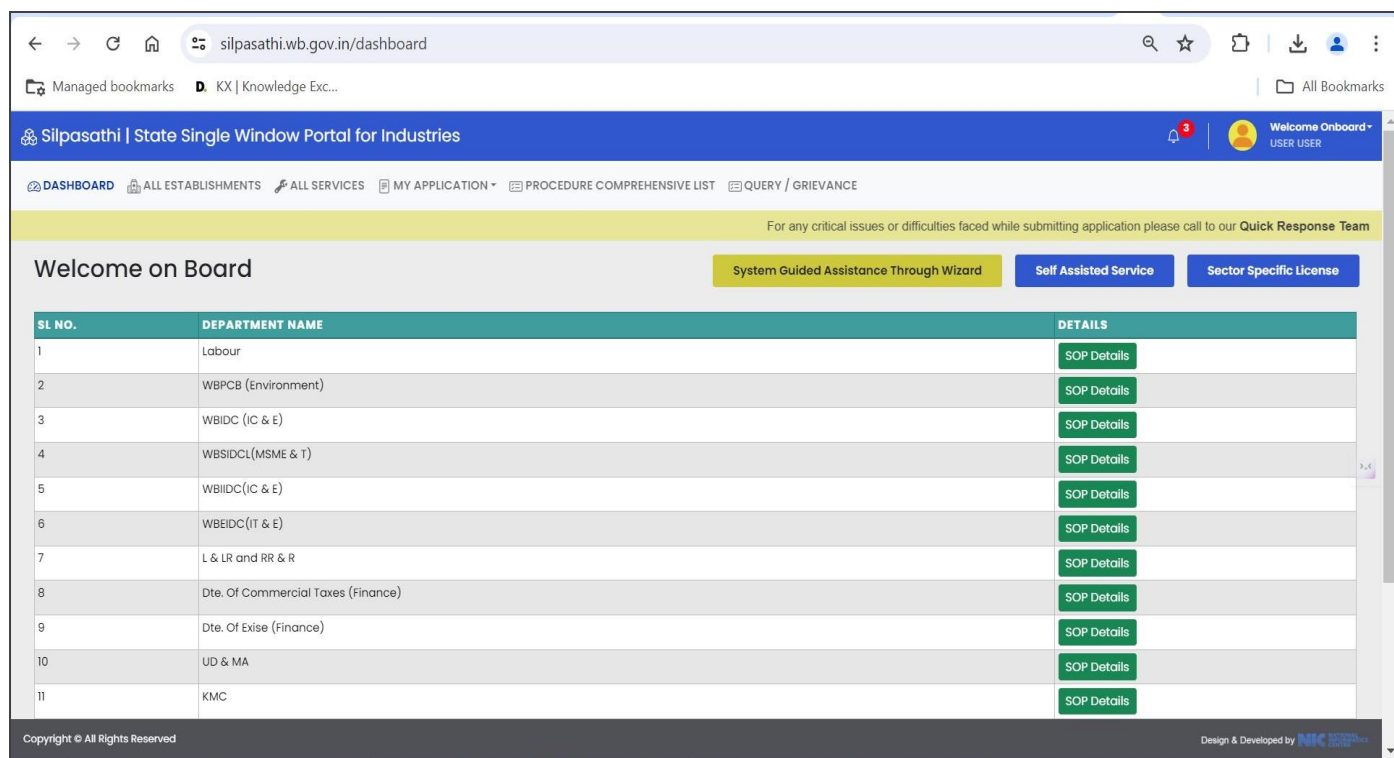
Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

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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' menu item is highlighted with a red box. Below the navigation bar, there is a yellow banner with a message about the renewal of Trade License Certificate. The main heading is 'Select The Required Service(s)'. A table lists various services under the 'Consumer Affairs' department. The table has two columns: 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The services listed include auto-renewal of license for dealers, manufacturers, and repairers of weights and measures, as well as registration and verification services.

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 with the 'HDA Water Connection' service selected. The checkbox next to the service name is checked and highlighted with a red box. Below the table, there is a green button labeled 'Create CAF'. A green callout box with an arrow points to the button, containing the text 'Click to create CAF'. The table lists various services under the 'Urban Development & Municipal Affairs - UD & MA' department. The services listed include auto-renewal of Trade License, Building Occupancy Certificate, Building Plan approval, Commencement of Work, e-Mutation under ULBs, HDA Water Charges, HDA Water Connection, Online Sanction of Water Connection by ADDA, Online Water Charges for Water Connection at SJ, and Plinth level Certificate.

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) Application Submitted → Document Checking → Field survey → All Formalities Done → Payment Done → Tender Upload → Workorder Upload → 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

Process Start 10%

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 : *

Connection to

Plot No * **J.L. No *** **AT *** **In ***

Plot No J.L. No AT In

from the nearest source at the earliest.
 Details are as under:
Name of the scheme/project : *

Name of the scheme/project

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

← → ↻ 202.61.117.237/eodbosw/caf/application126/Vkk5eEM5bU2bmFPVHnmN1M4My9NUT09/RGZ5bRiWm5CSk5vVTL52M2UWkyUT09

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3 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

<< Back

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.wb.gov.in/caf/upload-document/cw1vV38McVVUaGk2N291M0s5WVICZz09

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Silpasathi | State Single Window Portal for Industries

3 Welcome Onboard* USER USER

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	

<< Back

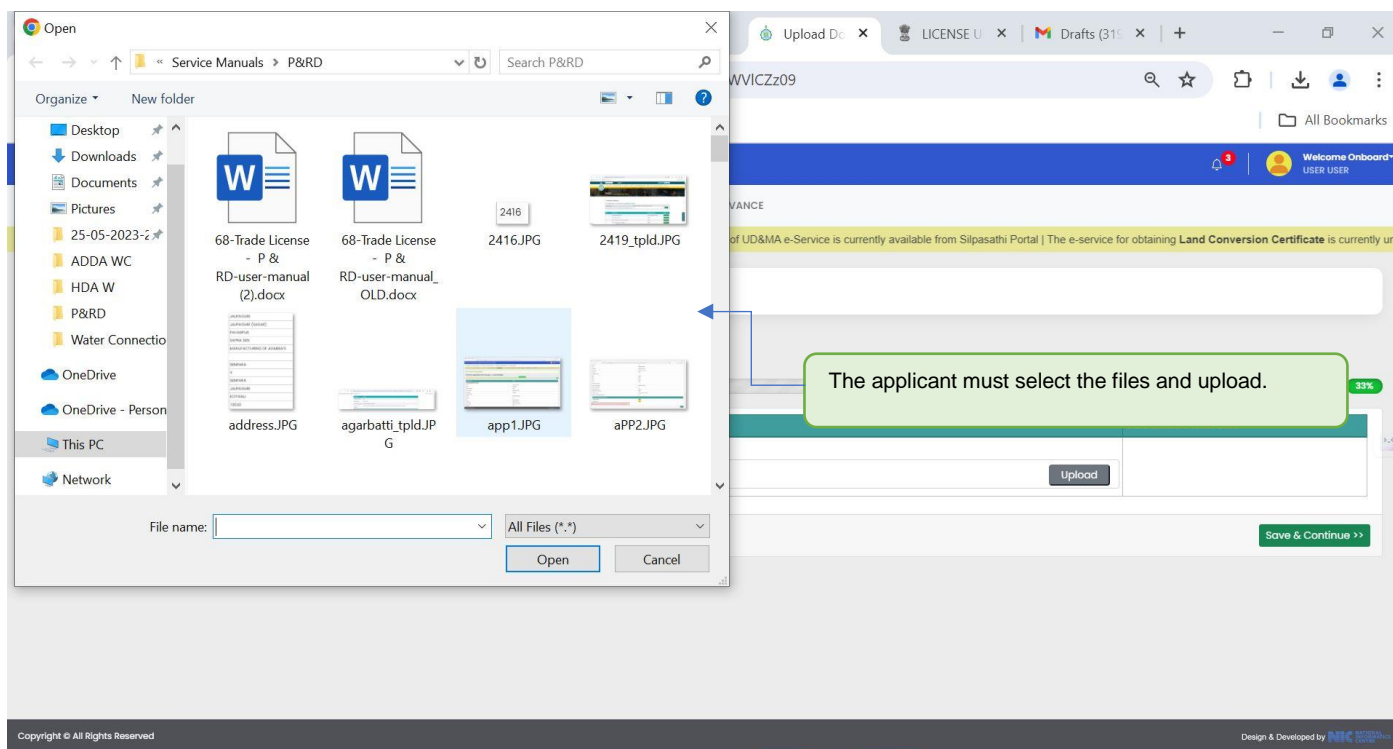
Save & Continue >>

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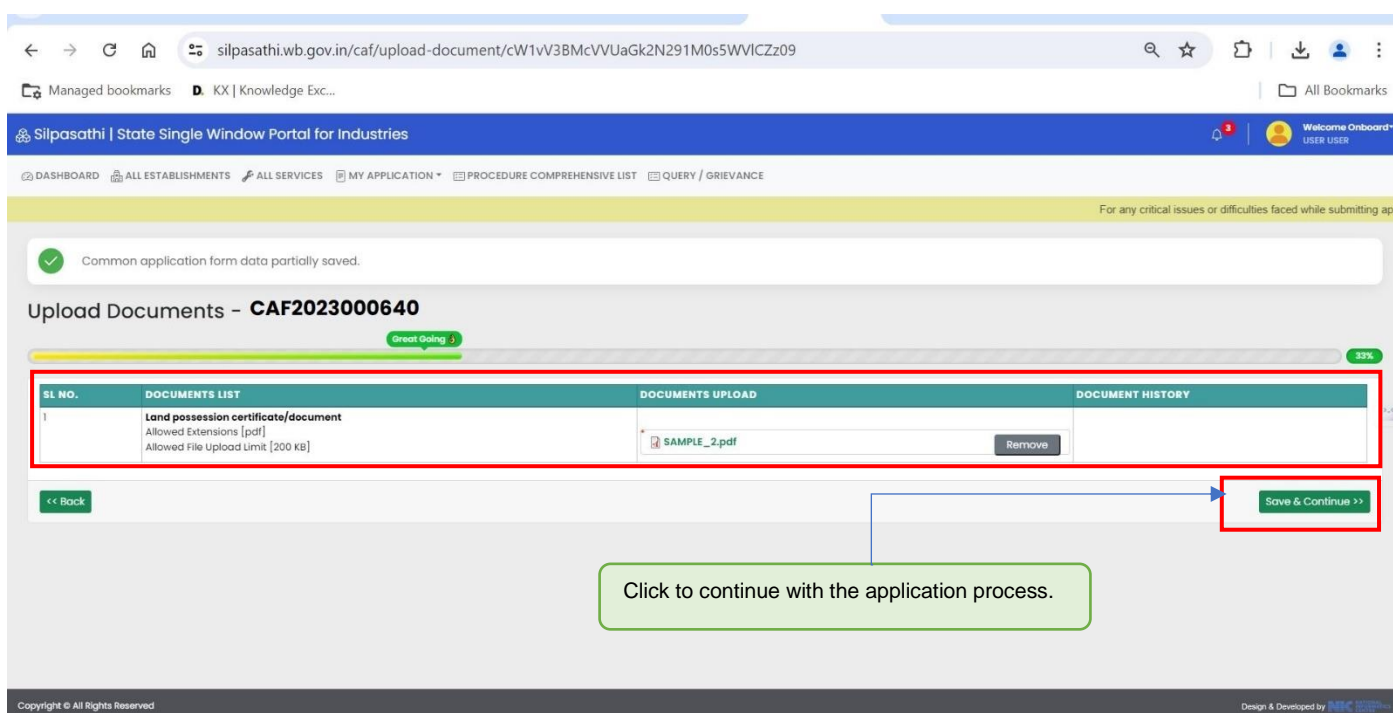
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The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on **‘Browse’**. Once the required file is selected, the applicant has to click on **‘Upload’** button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

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The applicant is required to upload **both the 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
Basic Details	
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

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The screenshot shows the 'Common Application Form Preview - CAF2023000640' page. Below the table from the previous screenshot, there is a section for 'UPLOADED SUPPORTING DOCUMENTS' with a table showing 'Land possession certificate/document' and a 'View' button. Below this is a declaration statement checkbox and a 'Submit' button.

UPLOADED SUPPORTING DOCUMENTS	
Land possession certificate/document	View

☒ 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.

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For any technical query, kindly drop a mail at 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

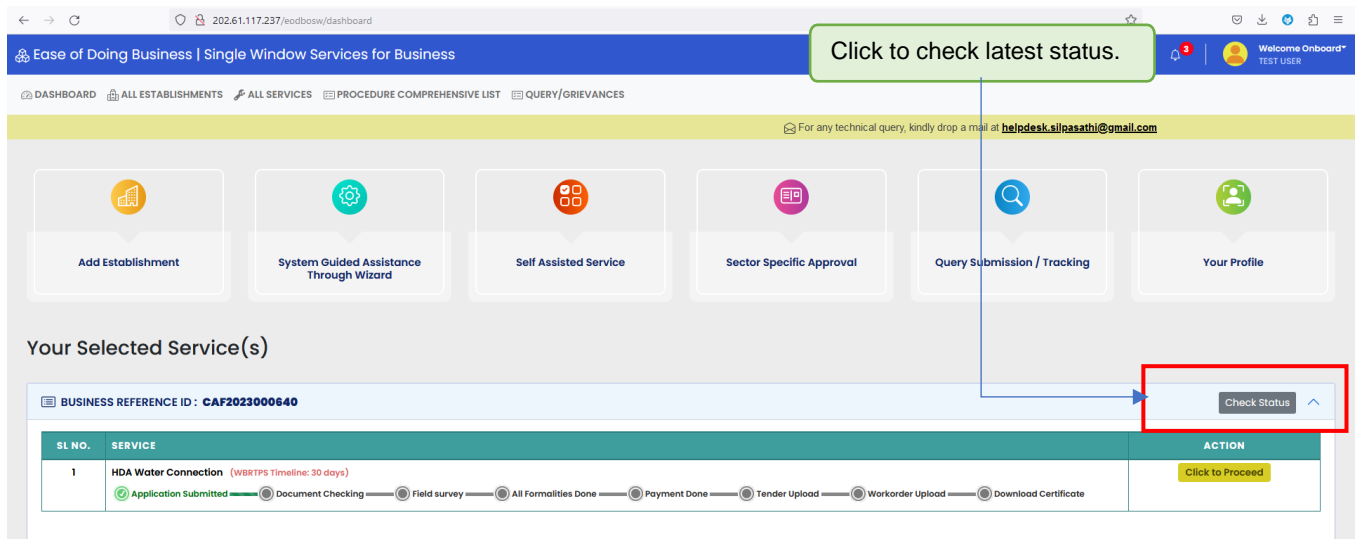
silpasathi.wb.gov.in <silpasathi@wb.gov.in>
to me

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 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

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

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



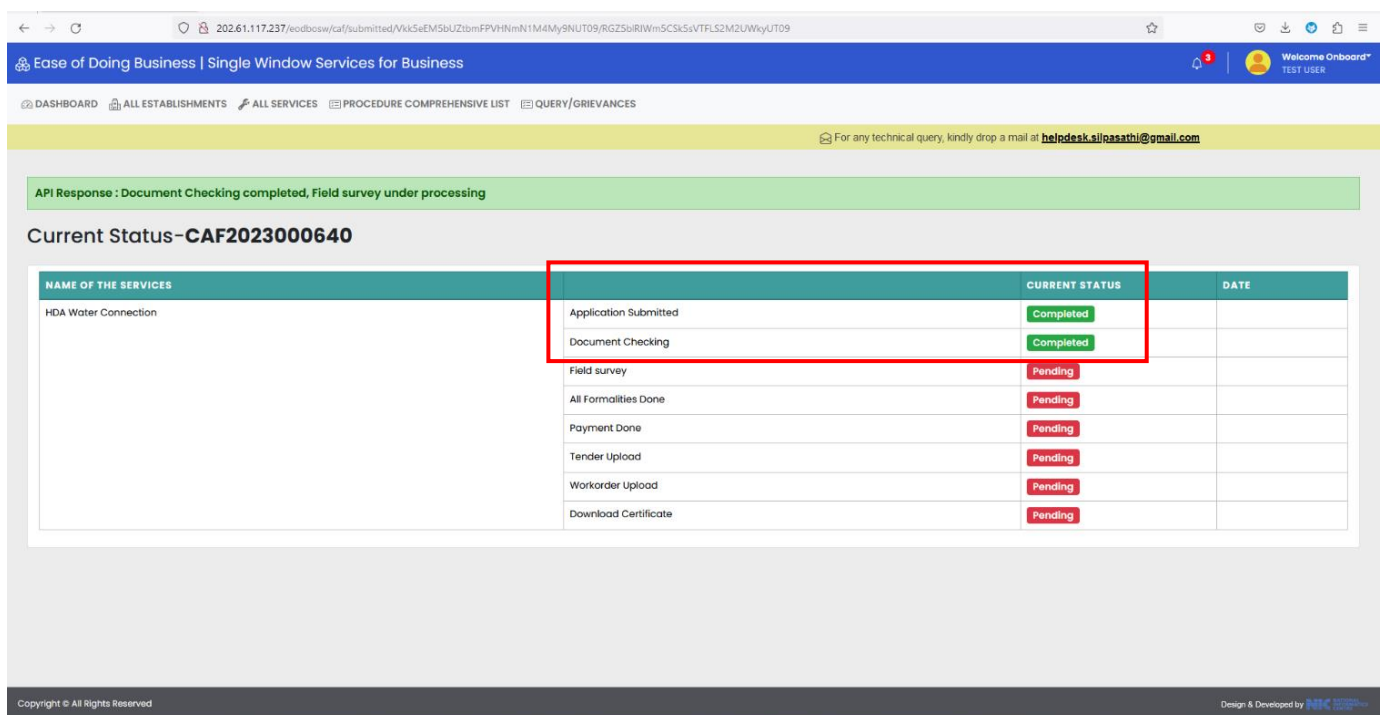
Click to check latest status.

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

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2023000640

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



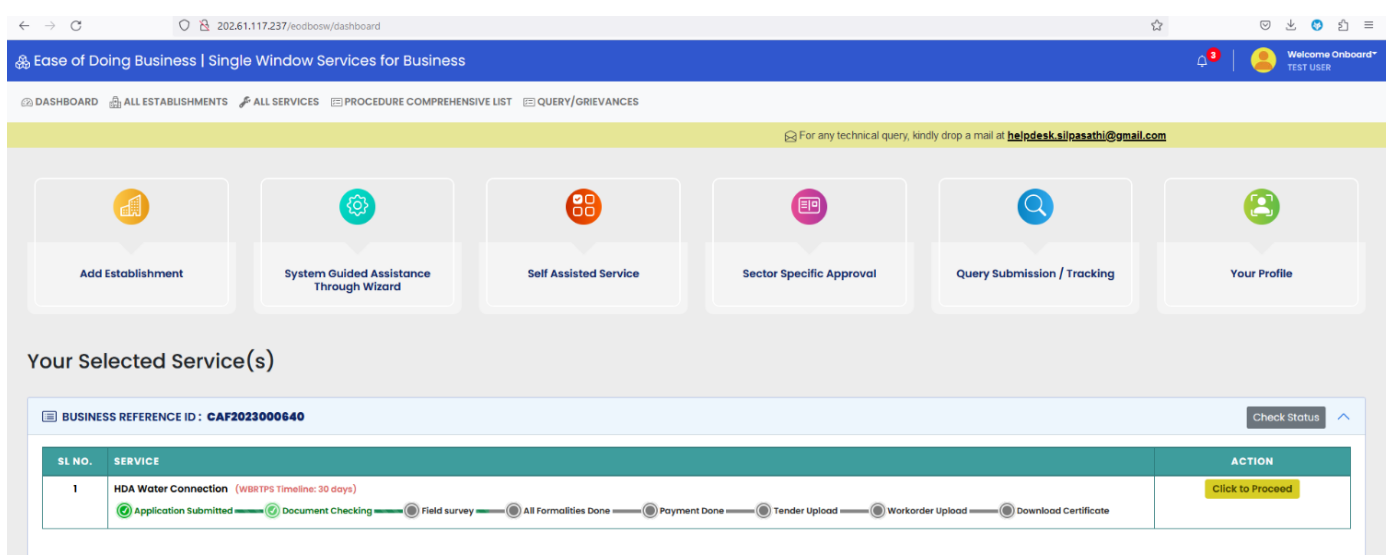
API Response : Document Checking completed, Field survey under processing

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 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> Application Submitted Document Checking Field survey All Formalities Done Payment Done Tender Upload Workorder Upload Download Certificate </div>	<div>Click to Proceed</div>

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

Common Application Form Preview: X

202.61.117.237/eodbosw/cat/submitted/VikSeEM5bUzbtmFPVhNmN1M4My9NUT09/RGZ5biRWm5C5k5vTFLS2M2UWeyUT09

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DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

PROCEDURE COMPREHENSIVE LIST

QUERY/GRIEVANCES

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

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

202.61.117.237/eodbosw/dashboard

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DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

PROCEDURE COMPREHENSIVE LIST

QUERY/GRIEVANCES

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

Add Establishment

System Guided Assistance Through Wizard

Self Assisted Service

Sector Specific Approval

Query Submission / Tracking

Your Profile

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2023000640

Check Status

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

BUSINESS REFERENCE ID : CAF2023000619

Apply Online

BUSINESS REFERENCE ID : CAF2023000559

Check Status

BUSINESS REFERENCE ID : CAF2023000558

Apply Online

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

API Response : All formalities done, please make payment

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	Pending	
Tender Upload	Pending	
Workorder Upload	Pending	
Download Certificate	Pending	

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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

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For any technical query, kindly drop a mail at 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** Check Status

SL NO.	SERVICE	ACTION
1	HDA Water Connection (WORKING Timeline: 30 days) Application Submitted — Document Checking — Field survey — All Formalities Done — Payment Done — Tender Upload — Workorder Upload — Download Certificate	Pay Now

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.

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

Payments Details- CAF2023000640

Details of the depositor

Name	User User
Email	sonolisaho87@gmail.com
Mobile	8274999999

Note: 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.

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
Total				140000

[<< 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: EODB3158492356239340

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.

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

api.payu.in/public/#/4c5ade6b893cff9bb0b885396533040a/upi

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Back

Proceed to pay

Payable Now ₹ 140000

Transaction Id: EOD83158492356239340

Offers

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

VIEW MORE OFFERS & REWARDS

UPI OPTIONS

Pay by UPI ID / UPI Number

Google Pay

PhonePe

*0499@ybl

ALIPRIYA SAHA VERIFIED

Keep PhonePe mobile app handy to complete payment

☐ Save my details for faster payments

PROCEED

PayU By proceeding, you agree to your data being processed per PayUs Privacy Policy | Edit your Preferences

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"**.

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DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helodesk.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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HDA Water Connection (UD&MA) provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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' portal. The user is logged in as 'TEST USER'. The dashboard includes a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A message at the top says 'For any technical query, kindly drop a mail at helodesk.silpasathi@gmail.com'. The main area has several service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Sector Specific Approval, Query Submission / Tracking, and Your Profile. Below these, under 'Your Selected Service(s)', a business reference ID 'CAF2023000640' is shown. A 'Check Status' button is highlighted in a red box. Below the button, a progress bar for 'HDA Water Connection (WBRTPS Timeline: 30 days)' is shown with 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 same business reference ID 'CAF2023000640'. It displays the 'Current Status' of the application. A message at the top says 'API Response : Tender Uploaded for water connection'. Below this, a table lists the services and their current status.

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 blue arrow points from the 'Tender Upload' row to a green box at the bottom that says '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

Applicant's Dashboard

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

Your Selected Service(s)

BUSINESS REFERENCE ID : **CAF2023000640** Check Status

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

Status Dashboard

Status Dashboard

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

API Response : Work order given for water connection

API Response : Work order given for water connection

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	Pending

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

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

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

PARAMETERS	INPUTS
Basic Details	
Sub:Prayer for water supply to the premises of	ABC
at	XYZ
Sir, I/We request you to provide water supply connection to :	AI
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 : Kilo liter 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

UPLOADED SUPPORTING DOCUMENTS

Land possession certificate/document [View](#)

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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

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

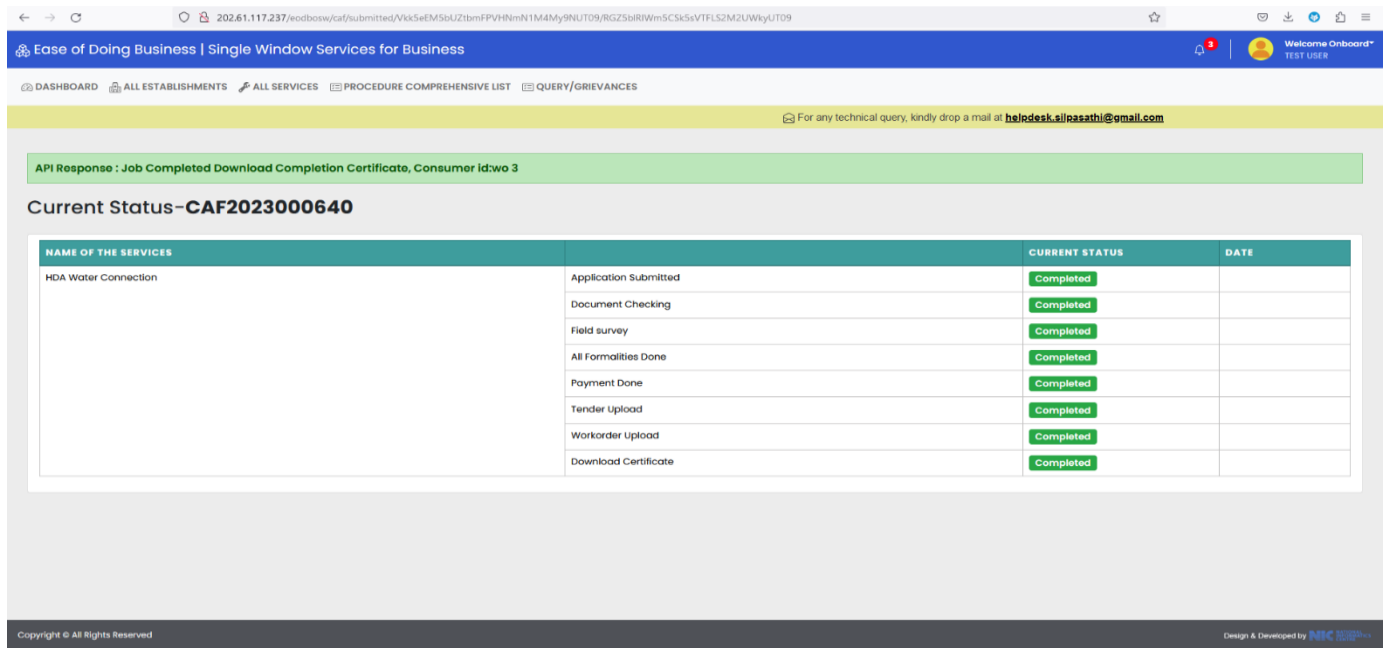
Click on 'Check Status'.

Check Status

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

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

Status Dashboard

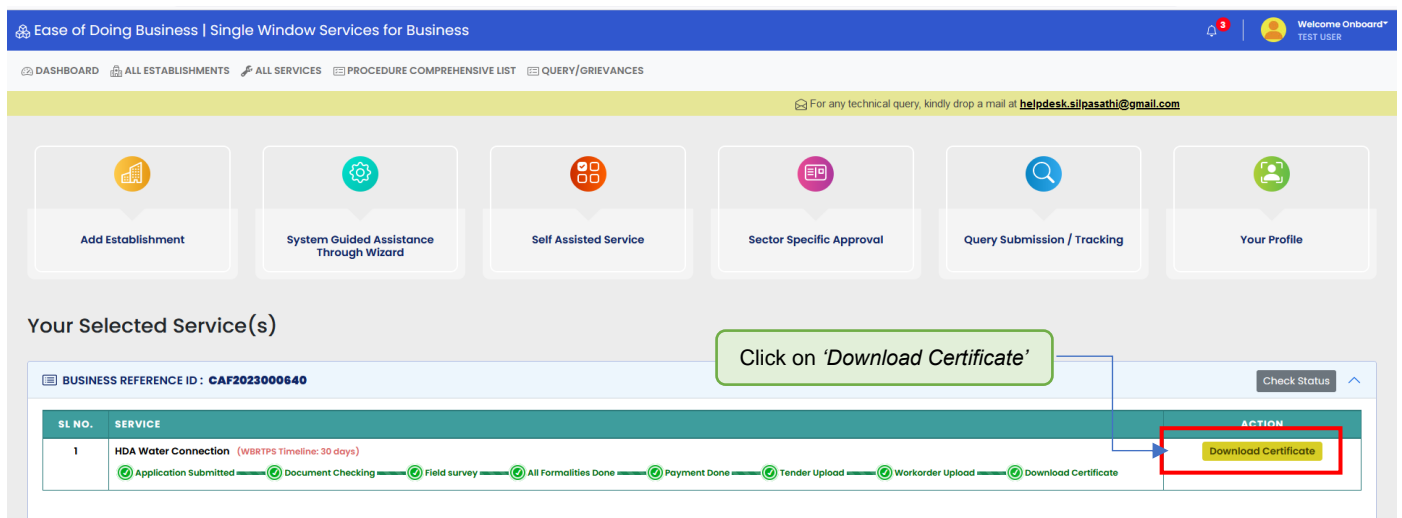


API Response : Job Completed Download Completion Certificate, Consumer id:wo 3

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

4. Online Download of final approval certificate



Click on 'Download Certificate'

BUSINESS REFERENCE ID : CAF2023000640

Check Status

SL NO.	SERVICE	ACTION
1	HDA Water Connection (WBRTPS Timeline: 30 days) Application Submitted — Document Checking — Field survey — All Formalities Done — Payment Done — Tender Upload — Workorder Upload — Download Certificate	Download Certificate

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
Final Certificate	
Download Certificate	Click To Download
Basic Details	
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 certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)

Online NOC

1 / 1 | 50% |

1

HDA
Haldia Development Authority
City Centre, P.O. Debbag, Haldia-721657, Dist: Purba Medinipur
Ph.: (03224) 259956.

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

Third part verification process

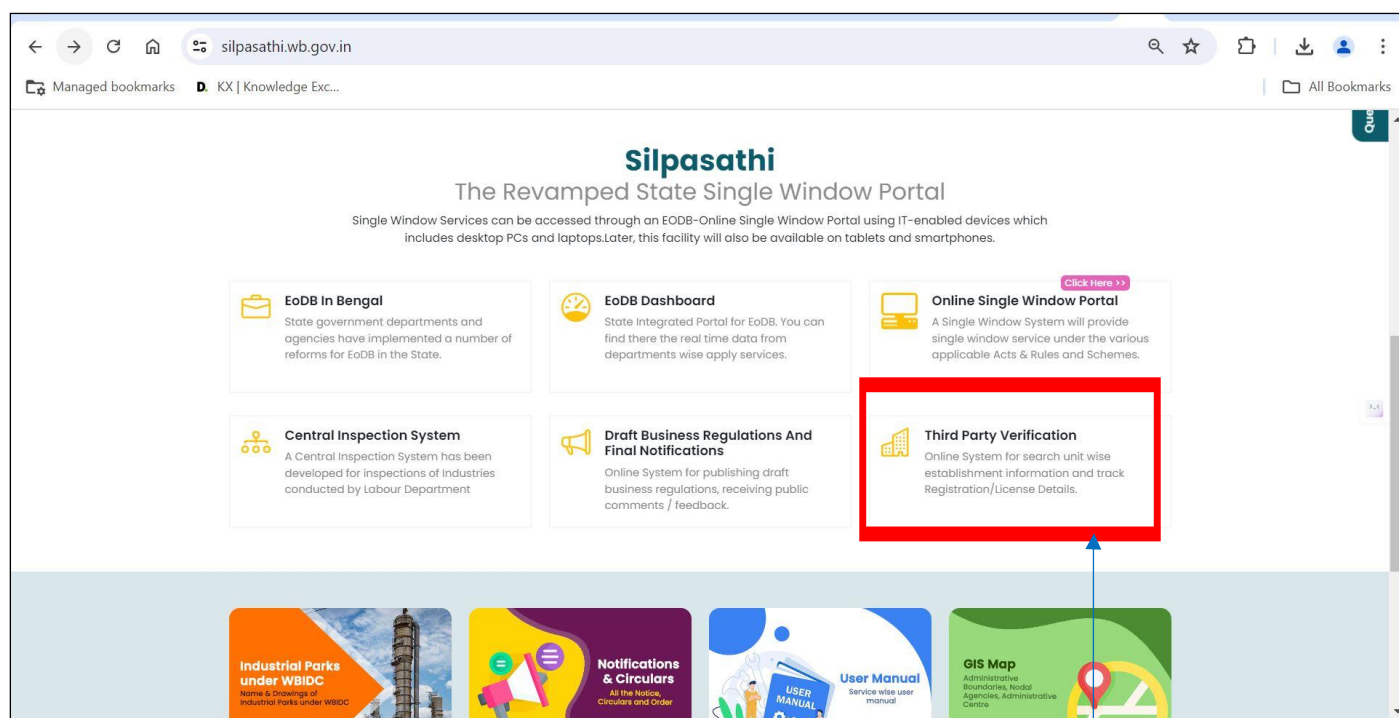
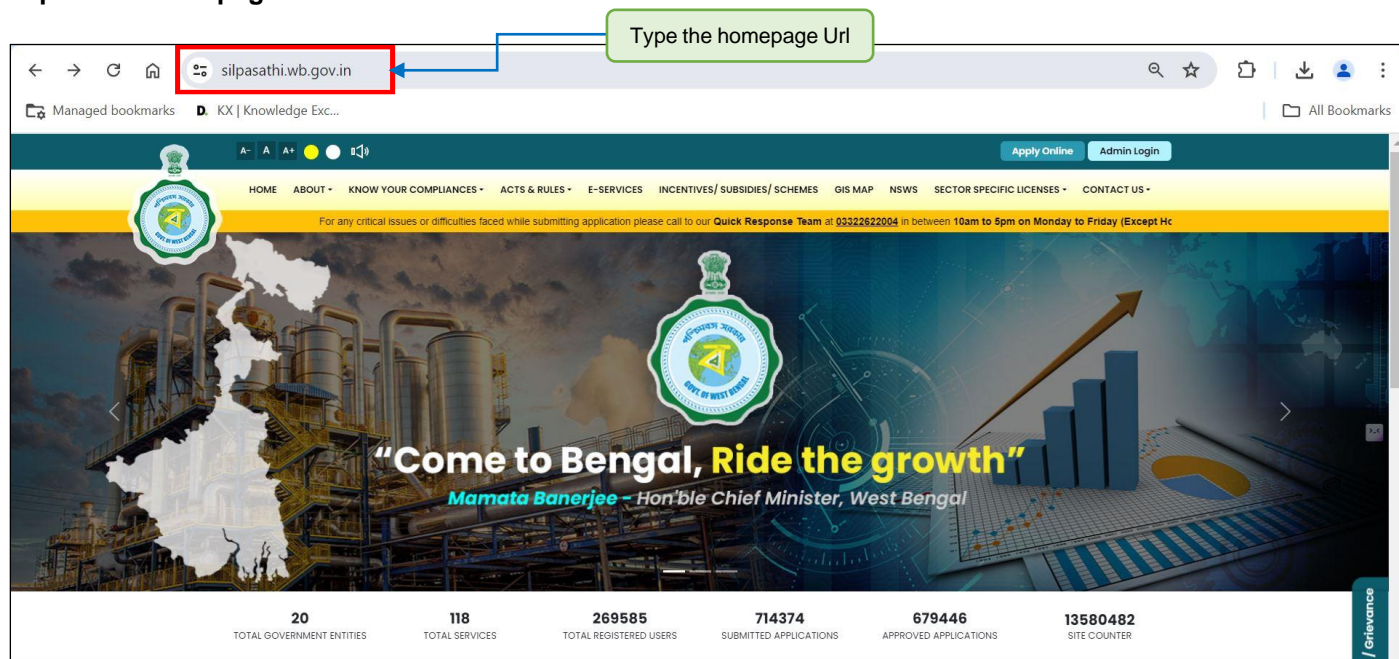
The applicant or any user has to log in to www.silpasathi.wb.gov.in.

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.

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

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

Query / Grievance

Enter Registration number/ License number to view details.

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

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

Query / Grievance

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

The third party can view the details as illustrated below:

Query / Grievance