



## Department of Urban Development & Municipal Affairs:

### *Certificate of non-availability of Water*

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

*User Manual*

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### ***Certificate of non-availability of Water***

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

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### Certificate of non-availability of Water

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## Introduction

This document is intended to serve as a User Manual for grant of the service “**Certificate of non-availability of Water**” by **Department of Urban Development & Municipal Affairs**, 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

**A Certificate of Non-Availability of Water Service certificate** is issued by **UD&MA** to confirm that a property does not have access to a reliable water supply. This certificate is often required for building permits, construction projects, or when applying for alternative water sources. It typically includes details such as the property address, water supply system information, and a statement confirming the non-availability of a reliable water supply. 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 Plan	An approved building plan is a final plan that has been approved by 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 Infrastructural Projects only	Certificate issued by a principal employer to a contractor in India
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 extract ground water in excess of 100m <sup>3</sup> per day in Over-exploited or  Critical or Semi-Critical Blocks	an impact assessment report is required to extract groundwater in excess of 100 cubic meters per day (m <sup>3</sup> /day) in over-exploited, critical, or semi-critical areas
8.	Mouza Map demarcating the total area and pinpoint location of the proposed well	A Mouza Map is a detailed graphical representation of a particular mouza, which is a geographic area or a cadastral unit.
9.	Mutation of Land (Porcha) and or certificate of conversion of classification of Land	A land mutation is the process of changing a name in the record of rights (ROR) of a property, also known as a porcha.
10.	NOC (Consent to establish or Consent to Operate, whichever is applicable) from WBPCB for all projects	NOC (No Objection Certificate) from the West Bengal Pollution Control Board (WBPCB) is a consent to establish or operate, whichever is applicable, a project that may have a potential impact on the environment.
11.	NOC for Non-availability or Insufficient supply of fresh water from local govt. agency municipality	A certificate of non-availability of water supply from a local government water supply agency is a document required to obtain a No Objection Certificate (NOC) from the Central Ground Water Authority (CGWA)
12.	Proof of Ownership or Power of Attorney of Land	In India, proof of land ownership is typically established through a registered sale deed
13.	Proposal of Rainwater Harvesting plan or reuses plan within the premises	Rainwater harvesting is a sustainable and eco-friendly solution to collect and utilize rainwater within the premises.

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#	Documents Required	Detailed Description
14.	Provisional registration certificate from DIC(District Industry Centre) /MSME Udyog Aadhaar	The District Industry Centre (DIC) or MSME-DI can grant a Provisional Registration Certificate (PRC) to an enterprise. The 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 of Enlistment	A trade license or valid Certificate of Enlistment (CE) is a document that permits a business to operate within a specific region

## Timeline (WBRTPS)

**Certificate of non-availability of Water** has an WBRTPS timeline of 75 days till approval by the authorities.

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Applicant's Basic Information</b>		
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
<b>Address of the Industry or Infrastructure or Commercial Unit</b>		
1.	Country	Select from drop down

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Sl. No.	Field Name	Instructions
<b>Firm Address State</b>		
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
<b>Salient features of the Establishment</b>		
1.	Type of Establishment	Select type of establishment from drop-down
<b>General Details</b>		
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
<b>Location of the Wall</b>		
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
<b>Details of Existing Permit or Registration issued</b>		
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

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Sl. No.	Field Name	Instructions
6.	Latitude and Longitude	Enter Latitude and Longitude details
Details of Earlier Application of Groundwater clearance from SWID (Approved by HLA SLA OR CLA)		
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

# User Manual

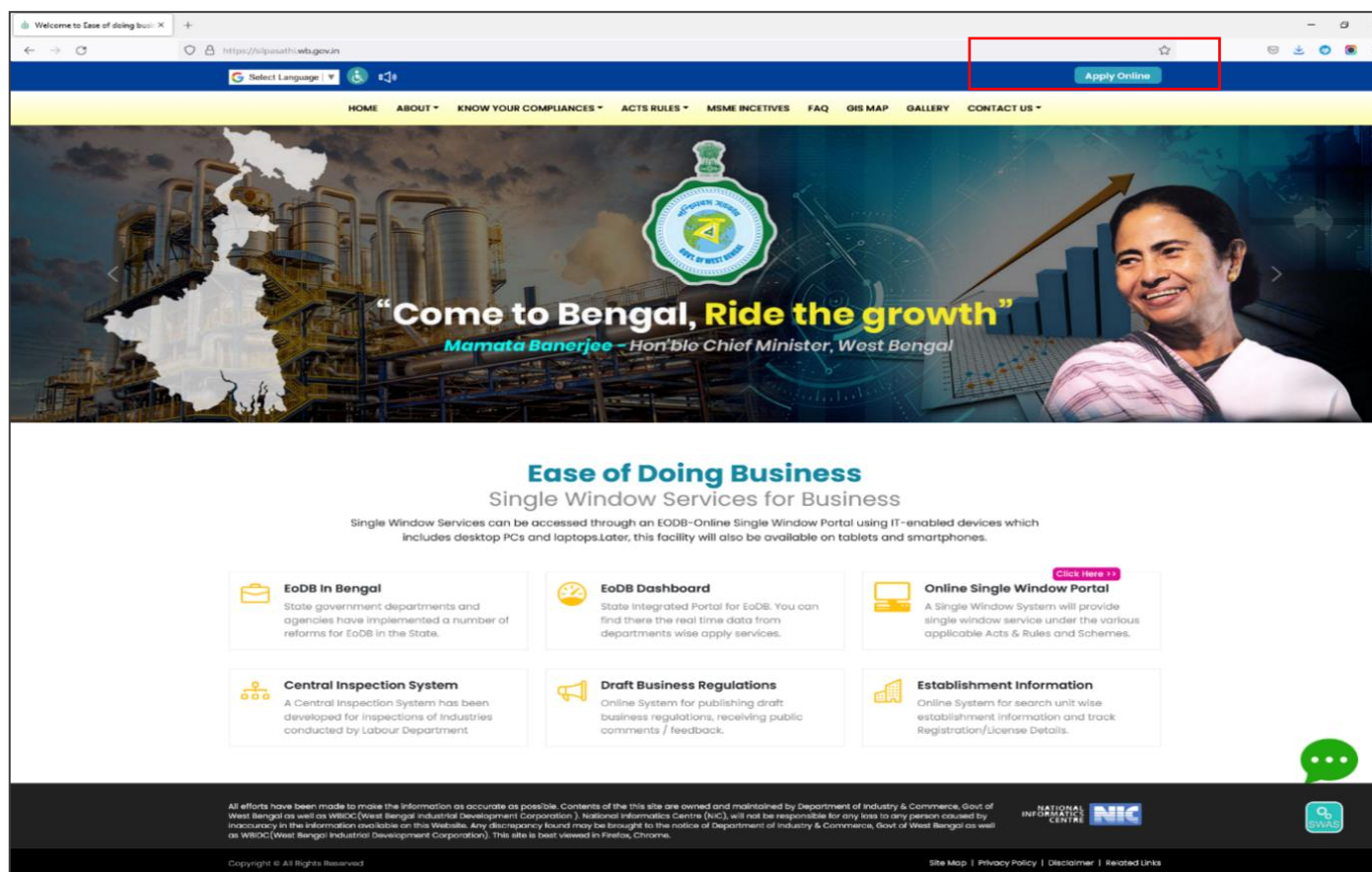
## Certificate of non-availability of Water

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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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The screenshot shows the SilpaSathi portal homepage. The URL in the browser is [silpasathi.wb.gov.in/udyam-declaration](http://silpasathi.wb.gov.in/udyam-declaration). The page features the SilpaSathi logo and the text "State Single Window Portal for Industries". A green callout box on the left says "Select the required category to proceed with the application." A red-bordered box in the center contains the following text:

Silpasathi Portal is intended to provide statutory licences/certificates/registrations/renewals/incentives to Industry / Business / Commercial / Charitable Society / Govt. entities.

If you are an Industry / Business / Commercial / Charitable Society / Govt. entity \*

☐ MSME Sector(UDYAM) ☐ Large Industries(EM PART-A) ☐ Large Industries(EM PART-B) ☐ Charitable Society

☐ Govt. Entities ☐ Exempted Category

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**.

The screenshot shows the 'User Registration' form on the SilpaSathi portal. The form is titled 'User Registration' and includes the following fields:

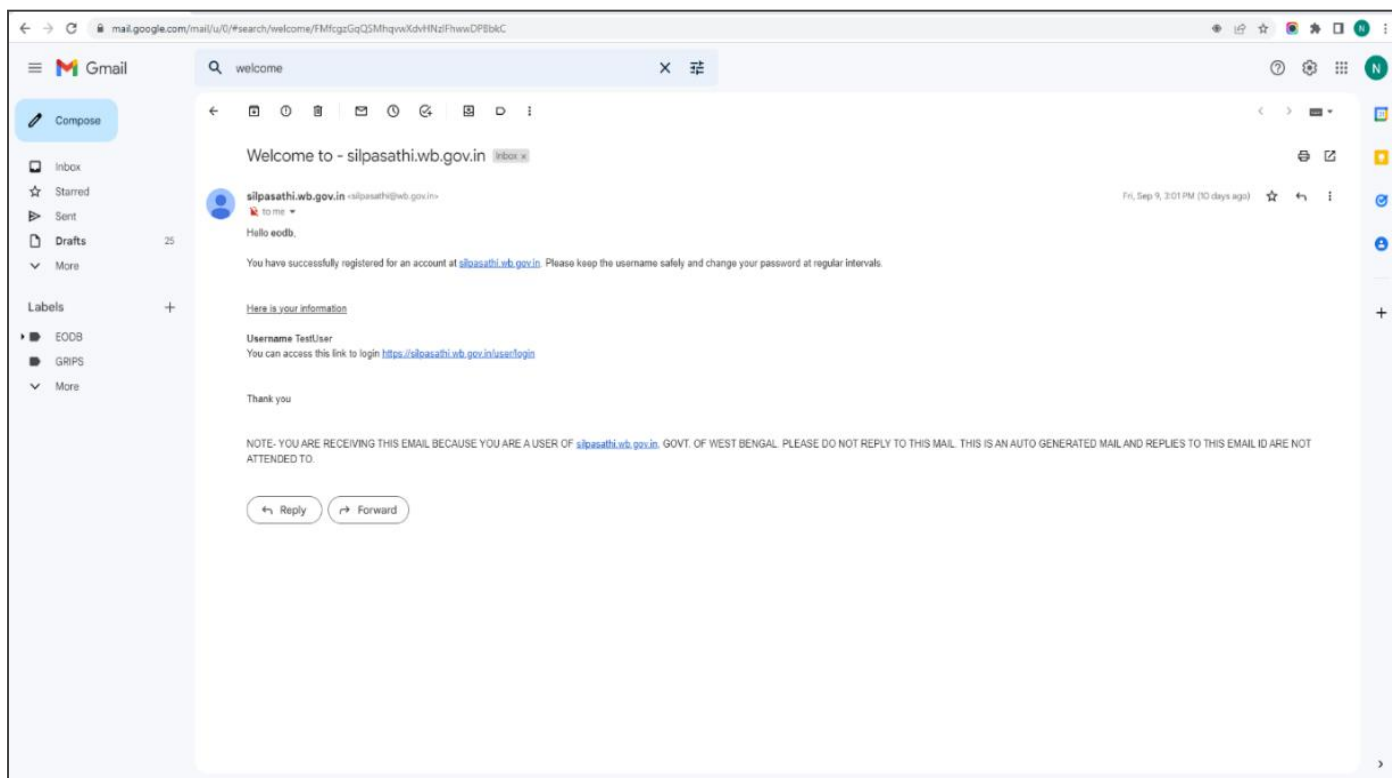
- First Name
- Middle Name
- Last Name
- Mobile Number
- Email
- Gender: ☒ Male ☐ Female ☐ Transgender
- Username: sudhansu
- Password: [masked]
- Confirm Password
- Register button
- Already have an account? [Sign in](#)

The background of the form features an image of industrial cooling towers and the text: "Ease of Doing Business Single Window Services for Business 'To Ride the growth, register your service'"

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

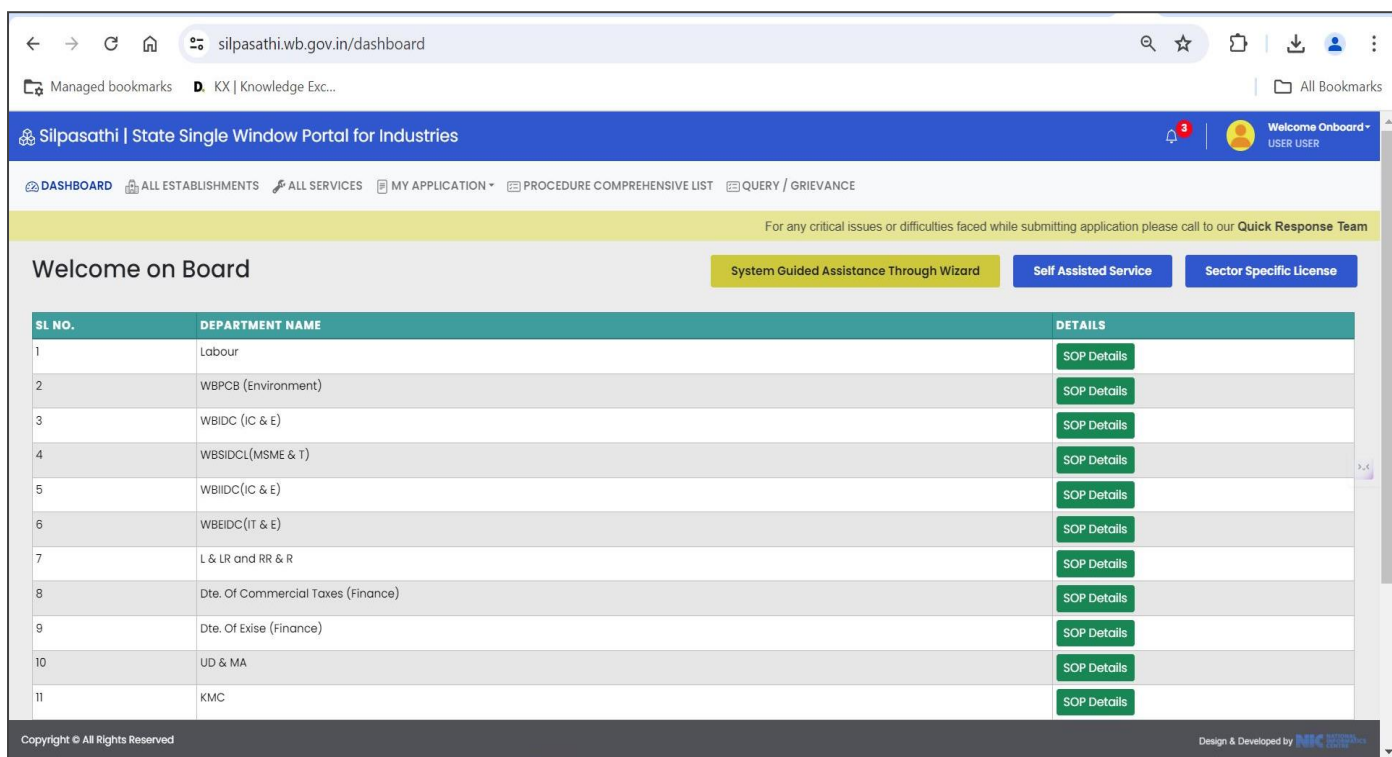
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## Online Application submission

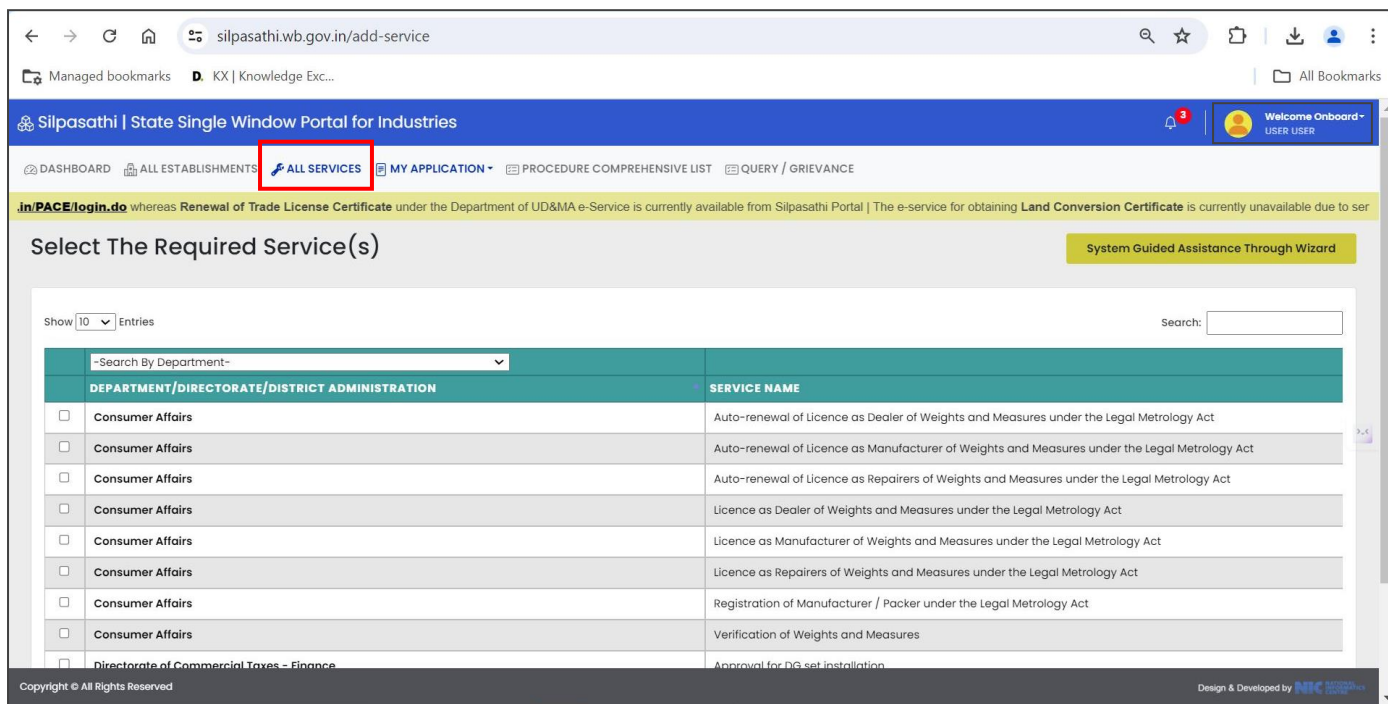
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.



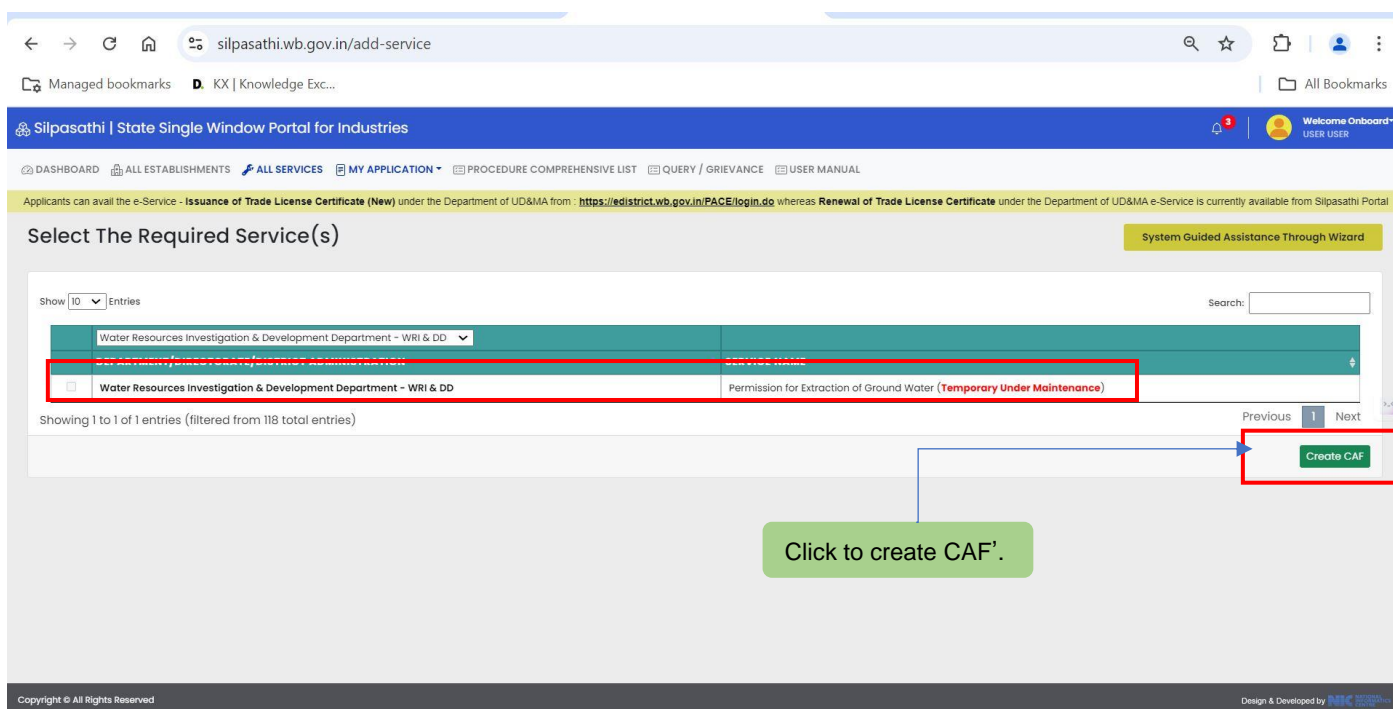
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



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.

## User Manual

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#### Applicant's Dashboard

CAF ID generated.

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

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. At the top, a green box highlights the 'BUSINESS REFERENCE ID : CAF2023000193'. Another green box highlights the 'Apply Online' button. Below this is a table with columns 'SL NO.', 'SERVICE', and 'ACTION'. The first row shows 'Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act' with a status of 'Application Saved'. Below the table is a list of applications with their 'BUSINESS REFERENCE ID' and 'ACTION' (Check Status or Apply Online).

SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act (WORKTIPS Timeline: 75 days) Application Saved — Documents Uploaded — Application Submitted — Accept for Fees Payment — Fees Paid — Issued	

BUSINESS REFERENCE ID	ACTION
CAF2023000187	Check Status
CAF2023000183	Apply Online
CAF2023000177	Check Status
CAF2023000176	Check Status
CAF2023000173	Check Status
CAF2023000172	Check Status
CAF2023000171	Check Status
CAF2023000170	Check Status
CAF2023000169	Check Status
CAF2023000163	Check Status
CAF2023000162	Check Status
CAF2023000161	Apply Online

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):

The screenshot shows the 'Common Application Form - CAF2023000565'. It includes a progress bar at the top (10% complete). The form is divided into two main sections: 'Applicant's Basic Information' and 'Address Of The Industry Or Infrastructure Or Commercial Unit'. The first section contains fields for Salutation, First Name, Middle Name, Last Name, Date of Incorporation, Gender, Date of Application, Mobile No, E-mail, Aadhaar Card No, and Telephone No. The second section contains fields for Country, State, District, Sub-division, Rural or Urban, Block/Municipality/Municipal Corporation Name, Ward No, Borough No, Pin Code, Holding No./Premises No, Plot No, and Police Station.

**Applicant's Basic Information**

Salutation *	First Name *	Middle Name	Last Name
Mrs.	Rima	Enter Middle name	Das
Date of Incorporation *	Gender *	Date of Application *	Mobile No *
01-06-2023	Female	26-06-2023	9878543210
E-mail *	Aadhaar Card No	Telephone No.	
test.rima@gmail.com	Enter Aadhaar Card No	Enter Telephone No	

**Address Of The Industry Or Infrastructure Or Commercial Unit**

Country *	State *	District *	Sub-division *
India	West Bengal	Kolkata	Kolkata
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Ward No
Urban	Municipal Corporation	Kolkata	Ward - 1
Borough No	Holding No./Premises No *	Plot No *	Police Station
BOROUGH - I	1234/1230	00012/00014	Kol station
Pin Code *			
700001			



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**Applicant's Basic Information**

Salutation *	First Name *	Middle Name	Last Name
Mrs.	Rima	Enter Middle name	Das
Date of Incorporation *	Gender *	Date of Application *	Mobile No *
01-06-2023	Female	26-06-2023	9876543210
E-mail *	Aadhaar Card No	Telephone No.	
testrima@gmail.com	Enter Aadhaar Card No	Enter Telephone No	

**Address Of The Industry Or Infrastructure Or Commercial Unit**

Country *	State *	District *	Sub-division *
India	West Bengal	Kolkata	Kolkata
Rural or Urban *	Block/Municipality/Municipal Corporation *	Block/Municipality/Municipal Corporation Name *	Ward No
Urban	Municipal Corporation	Kolkata	Ward - 1
Borough No	Holding No./Premises No *	Plot No *	Police Station
BOROUGH - 1	1234/1230	00012/00014	Kol station
Pin Code *	Address Line 1 *	Address Line 2	Latitude and Longitude Coordinates *
700001	Test one Address	Test two Address	22.6987N, 88.3698E
Post Office			
kol office			
Assessee No			
Enter Assessee No			

[<< Back](#) [Save & Continue >>](#)

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

**Common Application Form - CAF2023000565**

10%

**Salient Features Of The Establishment**

Type of Establishment *	Applicant Designation *	Name of the Industry or Infrastructure or Commercial unit *	Nature of Industry *	Date of Incorporation *
Industrial	Applicant Designation	Name of the Industry or Infrastructure	Medium	01-06-2023
Specification of Establishment *				
Specification of Establishment				

**Land Use Details Of The Existing Or Proposed Industrial Unit Premises**

Land Use Details *	Type of Land Ownership *	Total Land Area (in Sq m) *	Rooftop area of Buildings or Shed (in Sq m) *
Existing	Owned	45	11
Road or Paved area (in Sq m) *	Open area or Greenbelt (in Sq m) *	Drainage in the Area (River, nala etc.) *	
12	13	14	

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**Location Of The Well**

Country \* India, State \* West Bengal, District Kolkata, Sub-division Kolkata, Block/Municipality/Municipal Corporation Municipal Corporation, Block/Municipality/Municipal Corporation Name Kolkata, Ward No Ward - 1, Borough No BOROUGH - 1, Holding No./Premises No \* 1234/1230, Plot No \* 1234/1230, Latitude and Longitude Coordinates \* 22.6987N, 88.3698E

**Details Of Existing Permit Or Registration Issued**

Permit No. or Registration No \* PII, Date of Issue of Permit or Registration \* 07-06-2023, Whether TW exists \* Yes, Volume of Water Permitted (in Cubic meter) \* 70, Maximum Running Hours (hours per day) \* 71, Latitude and Longitude Coordinates \* 22.6987N, 88.3698E

**Details Of Earlier Application Of Ground Water Clearance From SWID (Approved By HLA SLA DLA Or CLA)**

Application No app1230, Date of Application \* 21-06-2023, Status of Application \* Permit Received

**Details Of Proposed Rain Water Harvesting**

Status of Rain Water Harvesting \* Yes, Details of Proposed Rain Water Harvesting \* Details of Proposed Rain Water Harvesting

**Buttons:** << Back, Save & Continue >>

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

**Click on 'Upload'**

Common application form data partially saved.

**Upload Documents - CAF2023000565**

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	UPLOADED DOCUMENTS
1	Any Other Document Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	Browse... No file selected. Upload	No Document Uploaded
2	Approved or Sanctioned Building Plan Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	Browse... No file selected. Upload	1 [Delete]
3	Completion certificate for existing Infrastructural Projects only Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	Browse... No file selected. Upload	1 [Delete]
4	Detailed Project Report (DPR) Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	Browse... No file selected. Upload	1 [Delete]
5	Identity Proof Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	Browse... No file selected. Upload	1 [Delete]
6	Impact assessment report to extract ground water in excess of 100m3 per day in Over-exploited or Critical or Semi-Critical Blocks Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	Browse... No file selected. Upload	1 [Delete]

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Sl. No.	Document Name	Allowed Extensions	Allowed File Upload Limit	Upload Button	Status
7	Mouza Map demarcating the total area and pin point location of the proposed well	[jpg, jpeg, pdf]	[200 KB]	Upload	1
8	Mutation of Land (Porcha) and or certificate of conversion of classification of Land	[jpg, jpeg, pdf]	[200 KB]	Upload	1
9	NOC (Consent to establish or Consent to Operate, whichever is applicable) from WBPCB for all projects	[jpg, jpeg, pdf]	[200 KB]	Upload	1
10	NOC for Non-availability or insufficient supply of fresh water from local govt. agency or municipality	[jpg, jpeg, pdf]	[200 KB]	Upload	1
11	Proof of Ownership or Power of Attorney of Land	[jpg, jpeg, pdf]	[200 KB]	Upload	1
12	Proposal of Rain Water Harvesting plan or reuses plan within the premises	[jpg, jpeg, pdf]	[200 KB]	Upload	No Document Uploaded
13	Provisional registration certificate from DIC (District Industry Centre) / MSME Udyog Aadhaar	[jpg, jpeg, pdf]	[200 KB]	Upload	No Document Uploaded
14	Report of Ground water Quality of that location from SWID or Central Govt. Laboratory or NABL Accredited Laboratories	[jpg, jpeg, pdf]	[200 KB]	Upload	No Document Uploaded
15	Signature of the applicant	[jpg, jpeg, pdf]	[200 KB]	Upload	1
16	Trade License or Valid Certificate of Enlistment	[jpg, jpeg, pdf]	[200 KB]	Upload	No Document Uploaded

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 must select the files and upload.

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

Welcome Onboard\*  
TEST USER

SL NO	DOCUMENT	ACTION
No Document Uploaded		
Possession Document of the Premises: Current House Tax receipt/Consolidated Rate bill/ Registered Deed of Conveyance/Consent Letter from the Owner/ N.O.C in the form of affidavit before 1st Class Judicial Magistrate, Rent bill signed by owner or authorized signatory/as the case relate to Parcha/ Khajna, Dakhila from B.I & L.R.O		
1.pdf Remove		
No Document Uploaded		
Power of attorney (if any) of applicant in Non- Judicial Stamp Paper as per Proforma		
1.pdf Remove		
No Document Uploaded		
Sketch map of proposed Land / premises with location and surrounding(CAD Mode)		
1.pdf Remove		
No Document Uploaded		
Trade License / Trade Enlistment Certificate, mentioning nature of trade		
1.pdf Document uploaded Remove		
No Document Uploaded		

<< Back Save & Continue >>

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Click to continue with the application process.

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.

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

Documents successfully uploaded.

**Common Application Form Preview - CAF2023000565**

Almost Completed 67%

PARAMETERS	INPUTS
AIN	233251238701501
DOWNLOAD ACKNOWLEDGEMENT	View & Download
<b>1. Applicant's Basic Information</b>	
Applicant Name	Mrs. Rima Das
Gender	Female
Mobile No	9876543210
E-mail	testrima@gmail.com
Aadhaar Card No	
Telephone No.	
Date of Application	26-06-2023
Date of Incorporation	01-06-2023
Age of Establishment	0 Year(s)
<b>3. Salient Features Of The Establishment</b>	

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172.20.176.12/ecdbosw/caf/application-preview/QTN1MUd65mErdkVCNUMrM28zmm80dz09/dUZvWmR6bVA5L0xySGgzchlweHILU...

15. Details Of Earlier Application Of Ground Water Clearance From SWID (Approved By HLA SLA DLA Or CLA)

SL. NO.	APPLICATION NO	DATE OF APPLICATION	STATUS OF APPLICATION
1	appl230	2023-06-21	Permit Received

16. Details Of Proposed Rain Water Harvesting

Status of Rain Water Harvesting: Yes

Details of Proposed Rain Water Harvesting: Details of Proposed Rain Water Harvesting

UPLOADED SUPPORTING DOCUMENTS

Proof of Ownership or Power of Attorney of Land	View
Mouza Map demarcating the total area and pin point location of the proposed well	View
Detailed Project Report (DPR)	View
Mutation of Land (Porcha) and or certificate of conversion of classification of Land	View
Impact assessment report to extract ground water in excess of 100m3 per day in Over-exploited or Critical or Semi-Critical Blocks	View
NOC for Non-availability or insufficient supply of fresh water from local govt. agency or municipality	View
Approved or Sanctioned Building Plan	View
Completion certificate for existing Infrastructural Projects only	View
Identity Proof	View
Signature of the applicant	View
NOC (Consent to establish or Consent to Operate, whichever is applicable) from WBPCB for all projects	View

☒ I hereby declare that the particulars given above are true to the best of my knowledge and belief \*

Submit

Copyright © All Rights Reserved

Design & Developed by NIC

Declaration statement

link, the following webpage appears pos

Click on submit for submission of application.

Status.

172.20.176.12/ecdbosw/caf/submitted/b2Jsl1A1WEkrQ09hZFPNbkilIMVpUQT09/QTN1MUd65mErdkVCNUMrM28zmm80dz09

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)

Current Status-CAF2023000565

NAME OF THE SERVICES	CURRENT STATUS	DATE
Permission for Extraction of Ground Water	Application Saved	Completed
	In Process	Pending
	Send back to Applicant (If Required)	Pending
	Send back to modify data (If Required)	Pending
	Accept the application for payment	Pending
	Payment Verification Under Process	Pending
	Payment Successful	Pending
	Approved	Pending

Application status updated.

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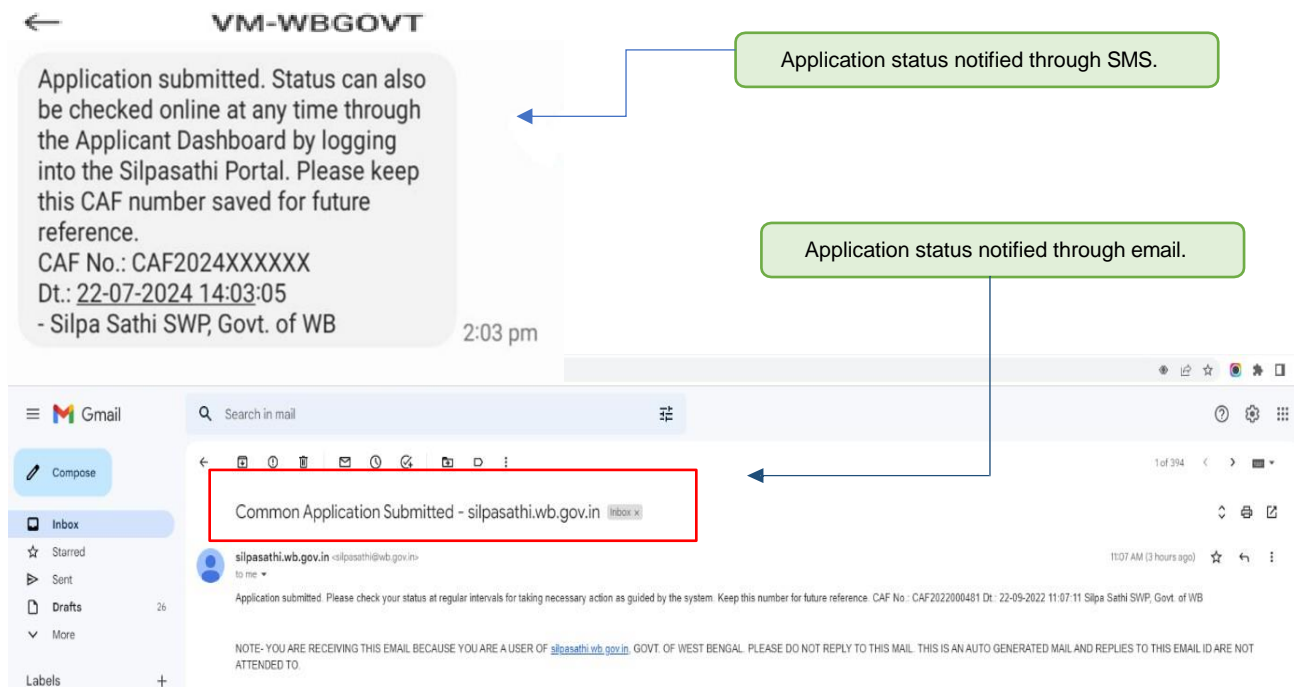
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User Manual

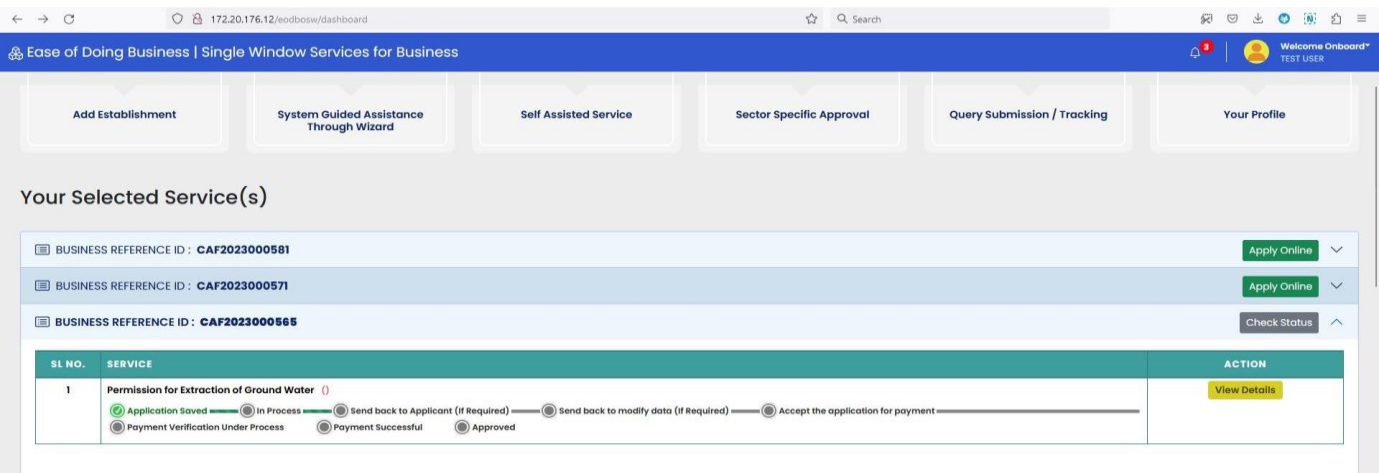
Certificate of non-availability of Water

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.



Applicant's Dashboard



# User Manual

## Certificate of non-availability of Water

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

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

Current Status-CAF2023000565

NAME OF THE SERVICES		CURRENT STATUS	DATE
Permission for Extraction of Ground Water	Application Saved	Completed	
	In Process	Completed	
	Send back to Applicant (If Required)	Pending	
	Send back to modify data (If Required)	Pending	
	Accept the application for payment	Pending	
	Payment Verification Under Process	Pending	
	Payment Successful	Pending	
	Approved	Pending	

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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:

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DASHBOARD

ALL ESTABLISHMENTS

ALL SERVICES

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Current Status-CAF2023000565

NAME OF THE SERVICES		CURRENT STATUS	DATE
Permission for Extraction of Ground Water	Application Saved	Completed	
	In Process	Completed	
	Send back to Applicant (If Required)	Completed	
	Send back to modify data (If Required)	Pending	
	Accept the application for payment	Pending	
	Payment Verification Under Process	Pending	
	Payment Successful	Pending	
	Approved	Pending	

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# User Manual

## Certificate of non-availability of Water

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The applicant has to click on ‘Re-upload documents’ to re-upload correct documents as required

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BUSINESS REFERENCE ID : CAF2023000571

Apply Online

BUSINESS REFERENCE ID : CAF2023000565

Check Status

SL NO.	SERVICE	ACTION
1	<div>Permission for Extraction of Ground Water</div> <div><div>Application Saved</div><div>In Process</div><div>Send back to Applicant (If Required)</div><div>Send back to modify data (If Required)</div><div>Accept the application for payment</div><div>Payment Verification Under Process</div><div>Payment Successful</div><div>Approved</div></div>	<div>Re-Upload Documents</div>

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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)

Upload Documents – CAF2023000565

Great Doing

33%

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	UPLOADED DOCUMENTS
1	<b>Any Other Document</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	No Document Uploaded
2	<b>Approved or Sanctioned Building Plan</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>
3	<b>Completion certificate for existing Infrastructural Projects only</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>
4	<b>Detailed Project Report (DPR)</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>
5	<b>Identity Proof</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>
6	<b>Impact assessment report to extract ground water in excess of 100m3 per day in Over-exploited or Critical or Semi-Critical Blocks</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>
7	<b>Mouza Map demarcating the total area and pin point location of the proposed well</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>
8	<b>Mutation of Land (Porcha) and or certificate of conversion of classification of Land</b> Allowed Extensions [jpg jpeg pdf] Allowed File Upload Limit [200 KB]	<div>Browse...</div> No file selected. <div>Upload</div>	1 <div></div> <div></div>

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### Status Dashboard

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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)

Current Status–CAF2023000565

NAME OF THE SERVICES	CURRENT STATUS	DATE
Permission for Extraction of Ground Water	Application Saved	Completed
	In Process	Completed
	Send back to Applicant (If Required)	Completed
	Send back to modify data (If Required)	Completed
	Accept the application for payment	Pending
	Payment Verification Under Process	Pending
	Payment Successful	Pending
	Approved	Pending

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# User Manual

## Certificate of non-availability of Water

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### Application Dashboard

Ease of Doing Business | Single Window Services for Business

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 : CAF2023000581

Apply Online

BUSINESS REFERENCE ID : CAF2023000571

Apply Online

BUSINESS REFERENCE ID : CAF2023000565

Check Status

SL NO.	SERVICE	ACTION
1	<div>Permission for Extraction of Ground Water</div> <div><div>Application Saved</div><div>In Process</div><div>Send back to Applicant (If Required)</div><div>Send back to modify data (If Required)</div><div>Accept the application for payment</div><div>Payment Verification Under Process</div><div>Payment Successful</div><div>Approved</div></div>	<div>Edit</div>

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

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

Current Status-CAF2023000565

NAME OF THE SERVICES		CURRENT STATUS	DATE
Permission for Extraction of Ground Water	Application Saved	Completed	
	In Process	Completed	
	Send back to Applicant (If Required)	Completed	
	Send back to modify data (If Required)	Completed	
	Accept the application for payment	Completed	
	Payment Verification Under Process	Pending	
	Payment Successful	Pending	
	Approved	Pending	

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## Certificate of non-availability of Water

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

### 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 'Applicant's Dashboard' with a navigation bar at the top. Below the navigation bar, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Sector Specific Approval', 'Query Submission / Tracking', and 'Your Profile'. Under the 'Your Selected Service(s)' section, there are three business reference IDs: CAF2023000581, CAF2023000571, and CAF2023000565. The first two have 'Apply Online' buttons, and the third has a 'Check Status' button. Below these, there is a table with columns 'SL NO.', 'SERVICE', and 'ACTION'. The first row shows 'Permission for Extraction of Ground Water' with a status of 'Application Saved' and a 'Pay Now' button highlighted in a red box. A green box with the text 'Application status updated.' points to the 'Pay Now' button. Another green box with the text 'For proceeding with payment' points to the 'Pay Now' button.

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.

The screenshot shows the 'Payments Details-CAF2022001118' page. It includes a 'Details of the depositor' section with fields for Dept. Payment Reference Number, CAF Number, Name, Email, and Mobile. Below this is a 'Service wise fees details' table with columns 'SL. NO.', 'NAME OF THE SERVICES', 'PURPOSE', 'HEAD OF ACCOUNT', and 'PAYABLE AMOUNT(Rs.)'. The table shows a fee for 'Drug Manufacturing License' with a payable amount of 1500. At the bottom right, there is a 'Proceed to Pay' button highlighted in a red box. A green box with the text 'Click here to proceed with the payment in GRIPS portal.' points to the 'Proceed to Pay' button.

## Certificate of non-availability of Water

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

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.

Home

**Payment**

1 Review and Confirmation 2 Payment Mode and Bank Selection 3 Transaction Details

You must complete this step in 4 minutes 30 seconds.

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

**Depositor Details**

Depositor Name	Mobile No.	Email	Address1
Test User	7980357067	das22rima@gmail.com	Kolkata

**1. Fire Services -> Miscellaneous Service-Other Payment Receipt** ₹8000

**Department Details**

Organization Type	Organization Name	Service Name	User Type
Government		Miscellaneous Service-Other Payment Receipt	Citizen
Ref. No.	Identification No.	Period From	Period To
CAF2023000565	02730120231690537541	27/06/2023	27/06/2023
Remarks	On Behalf Of	In Favour Of	
Payment for -Permission for Extraction of Ground Water	WRI&DD	WRI&DD	

**Service and Tax Details**

2 Payment Mode and Bank Selection 3 Transaction Details

You must complete this step in 4 minutes 12 seconds.

Please review the details carefully below, and click "Verified and Checked" if you are satisfied that all information is reflected correctly.

**Service and Tax Details**

Subservice Name	HoA Description	Head of Account	Amount
License Fees		0070-60-109-001-13	8000

**TOTAL** ₹8000

Rupees Eight Thousand only

Verified and checked

**NEXT**

## Certificate of non-availability of Water

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

Payment

Review and Confirmation Payment Mode and Bank Selection Transaction Details

You must complete this step in 4 minutes 53 seconds.

Payment Mode\* SBI Epay

Pay through\* Payment Gateway/Bank

BACK NEXT

Go to GRIPS 1.0 About Us Circulars & Notifications Contact Us

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

SBIePay

As per RBI Guidelines all

Payment Details

Debit/Credit/Prepaid Cards

Internet Banking

BHIM UPI

Wallets

NEFT

Please enter your card details

Card Number

Expiry Date/Valid Thru

CVV/CVC 4-DBC

Name of the card holder

Use your GSTIN for claiming input tax (Optional)

Pay Now

Cancel

You can check the transaction status using the following link - [Click Here](#)

Order Summary

Order No.: 192022230132128078

Merchant Name: GRIPS Finance Dept West Bengal

Amount: INR 8000.00

Processing fee:

GST:

Total:

APM ID: PG\_TRANS\_396

Select from various modes of payment.

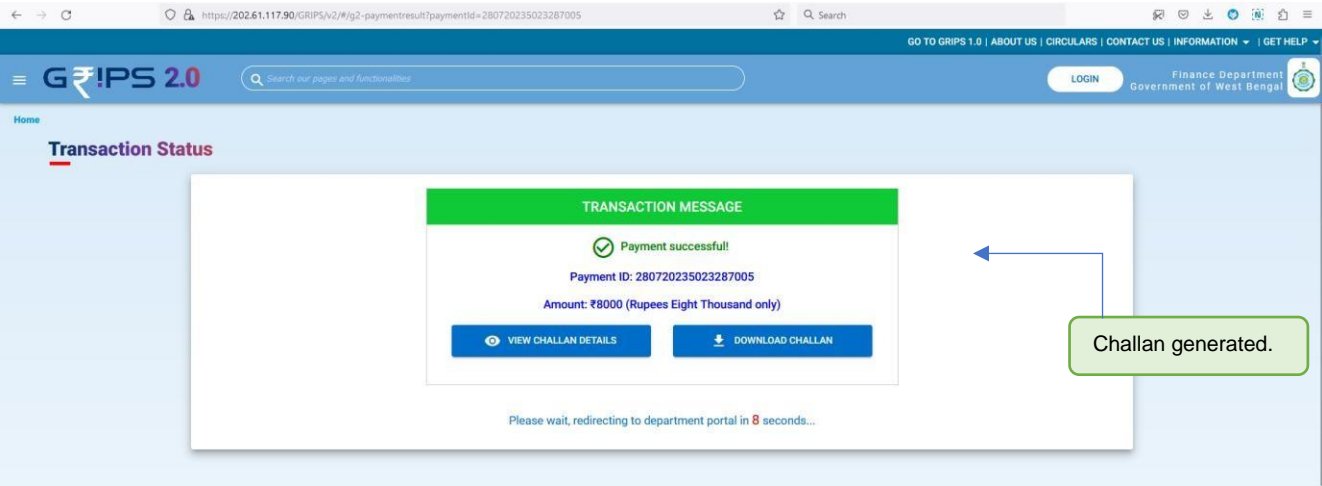
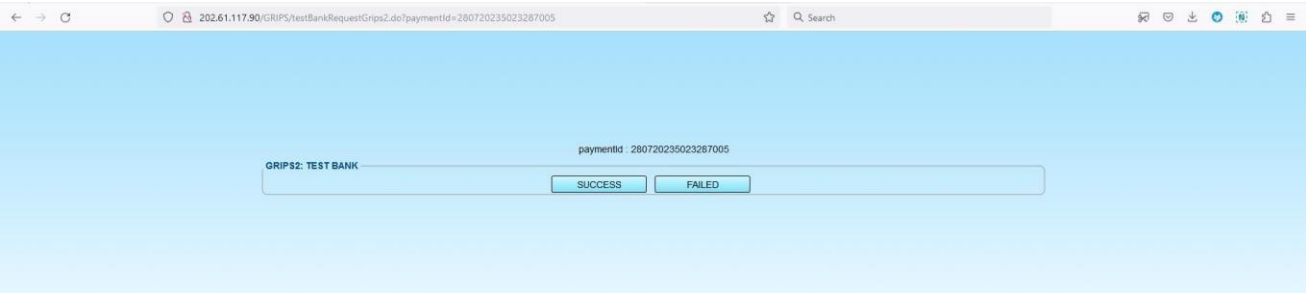
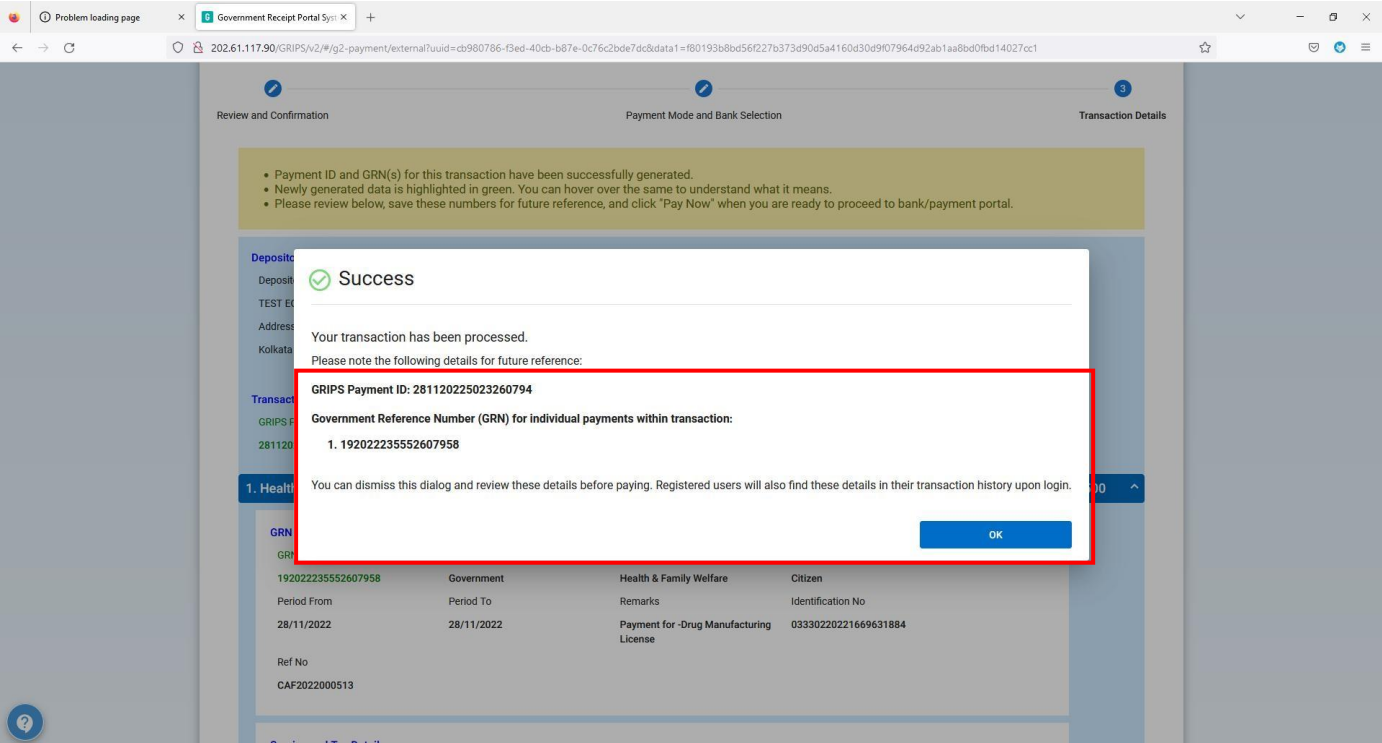
Payment amount displayed.



# User Manual

## Certificate of non-availability of Water

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



## Certificate of non-availability of Water

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

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

Current Status-CAF2023000565

NAME OF THE SERVICES	CURRENT STATUS	DATE
Permission for Extraction of Ground Water		
Application Saved	Completed	
In Process	Completed	
Send back to Applicant (If Required)	Completed	
Send back to modify data (If Required)	Completed	
Accept the application for payment	Completed	
Payment Verification Under Process	Completed	
Payment Successful	Completed	
Approved	Pending	

### 3. Track Status of Application

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

#### Applicant's Dashboard

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2023000581

BUSINESS REFERENCE ID : CAF2023000571

BUSINESS REFERENCE ID : CAF2023000565

SL NO.	SERVICE	ACTION
1	Permission for Extraction of Ground Water	View Details

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

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

## Certificate of non-availability of Water

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

**Current Status-CAF2023000565**

NAME OF THE SERVICES	CURRENT STATUS	DATE
Permission for Extraction of Ground Water	Application Saved	Completed
	In Process	Completed
	Send back to Applicant (If Required)	Completed
	Send back to modify data (If Required)	Completed
	Accept the application for payment	Completed
	Payment Verification Under Process	Completed
	Payment Successful	Completed
	Approved	Completed

Latest status updated.

## 4. Online Download of final approval certificate

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

### Applicant's Dashboard

**BUSINESS REFERENCE ID : CAF2023000581** Apply Online

**BUSINESS REFERENCE ID : CAF2023000571** Apply Online

**BUSINESS REFERENCE ID : CAF2023000565** Check Status

SL NO.	SERVICE	ACTION
1	Permission for Extraction of Ground Water Application Saved → In Process → Send back to Applicant (If Required) → Send back to modify data (If Required) → Accept the application for payment → Payment Verification Under Process → Payment Successful → Approved	Download Certificate

## Certificate of non-availability of Water

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

PARAMETERS	INPUTS
DEMAND NOTE	View & Download
LICENSE/CERTIFICATE	View & Download
PERMIT NUMBER	P23032006012340123012DLE
PERMIT ISSUE DATE	27-06-2023
AIN	233251238701501
DOWNLOAD ACKNOWLEDGEMENT	View & Download
<b>1. Applicant's Basic Information</b>	
Applicant Name	Mrs. Rima Das
Gender	Female
Mobile No	9876543210
E-mail	testrima@gmail.com
Aadhaar Card No	
Telephone No.	
Date of Application	26-06-2023
Date of Incorporation	01-06-2023
Age of Establishment	0 Year(s)

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

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

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

**Government of West Bengal**  
Department of Water Resources  
Investigation and Development (WRID)  
State Water Investigation Directorate (SWID)

**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 Mouza :  
J.L.No. : 2006 Plot No. : 1234/1230 Lat/Long : 22.6967N, 88.3698E  
Subdivision/Corporation/Municipality/Urban Development Authority/  
Statutory Industrial Notified Area/SEZ/Gram Panchayat: Kolkata  
Assessee No. (for CLA only) :  
Ward No. : 2006 Borough No. : 32 Holding No. : 1234/1230  
(e) Communication Address: Test one Address, Test two Address, P.O. kol office, P.S. Kol station 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  
(h) Specimen Signature of the applicant : *Signature*

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

## Certificate of non-availability of Water

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

One Approval certificate document has been illustrated below:



Government of West Bengal  
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 Mouza :  
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 Borough No. : 32 Holding No. : 1234/1230  
(e) Communication Address: Test one Address, Test two Address, P.O. kol office, P.S. Kol station  
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/VHLA details: all okay  
(h) Specimen Signature of the applicant : 

Signature

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

The authenticity of this document can be verified by accessing the URL: [edistrict.wb.gov.in](http://edistrict.wb.gov.in) and then clicking on the "Verification of Digitally Signed Document" link and keying in the Unique Number : 0233251238701501.

Page : 1



## User Manual

### Certificate of non-availability of Water

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

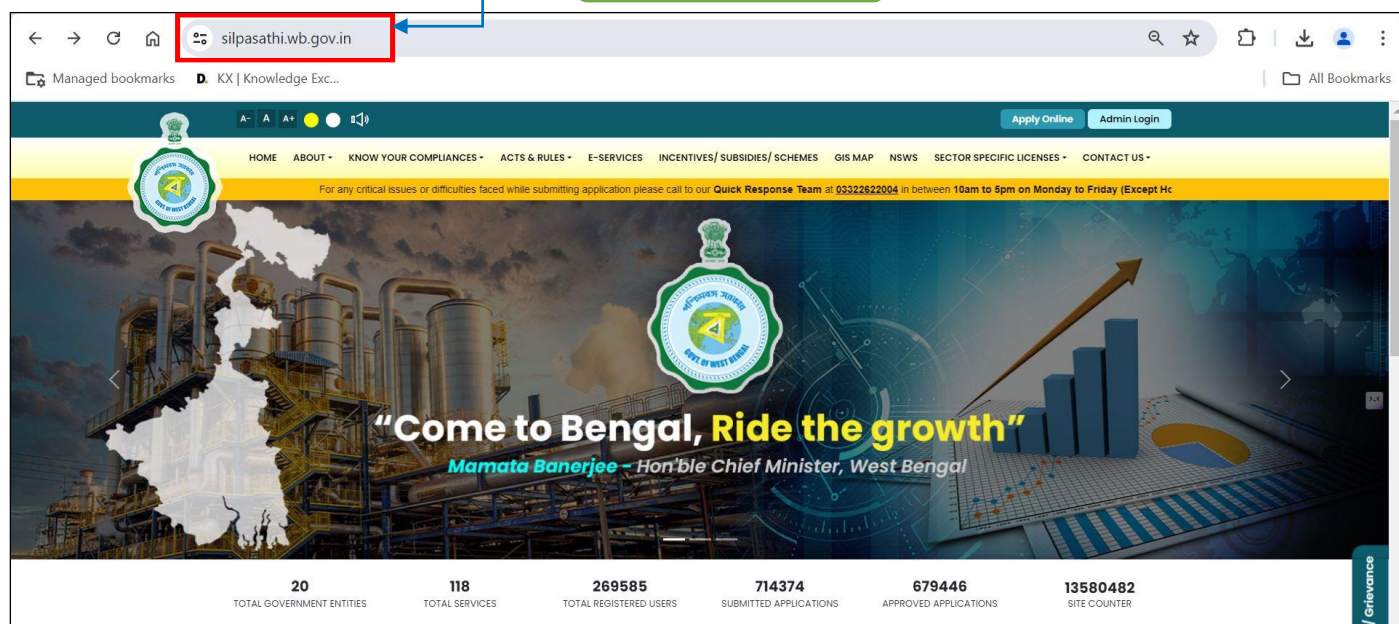
The applicant or any user has to log in to <https://silpasathi.wb.gov.in/>.

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

(Screenshots below):

##### SilpaSathi Homepage

Type the homepage Url.



## Certificate of non-availability of Water

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

**Silpasathi**  
The Revamped State Single Window Portal

Single Window Services can be accessed through an EODB-Online Single Window Portal using IT-enabled devices which includes desktop PCs and laptops. Later, this facility will also be available on tablets and smartphones.

- EoDB In Bengal**  
State government departments and agencies have implemented a number of reforms for EoDB in the State.
- EoDB Dashboard**  
State Integrated Portal for EoDB. You can find there the real time data from departments wise apply services.
- Online Single Window Portal**  
A Single Window System will provide single window service under the various applicable Acts & Rules and Schemes.
- Central Inspection System**  
A Central Inspection System has been developed for inspections of Industries conducted by Labour Department
- Draft Business Regulations And Final Notifications**  
Online System for publishing draft business regulations, receiving public comments / feedback.
- Third Party Verification**  
Online System for search unit wise establishment information and track Registration/License Details.

**Industrial Parks under WBIDC**  
Name & Drawings of Industrial Parks under WBIDC

**Notifications & Circulars**  
All the Notices, Circulars and Order

**User Manual**  
Service wise user manual

**GIS Map**  
Administrative Boundaries, Nodal Agencies, Administrative Centre

Select 'Third Party Verification'

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.

**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 >>

Enter Registration number/ License number to view details.

## Certificate of non-availability of Water

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 \*      Registration Number / License Number / Others \*

Permission for Extraction of Ground Water - ( Water Resou      452      **Search**

Sl 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**

The third party can view the details as illustrated below:

**Third Party Verification**

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

Select Services \*      Registration Number / License Number / Others \*

Permission for Extraction of Ground Water - ( Water Resou      452      **Search**

Parameter	Output
Certificate Number	452
Approval Date	19-04-2024
Name of the Business	DAS WOOD FURNITURE & SUPPLIERS
Location of the	VILLAGE: SHIPUR SAMBAD; HIGH PARA: DAS POST OFFICE: SHIPUR POLICE STATION: EGRA PIN CODE: 721448

**NEED HELP? ASK NICCI**

**Query / Grievance**

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