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

Certificate of non-availability of Water

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

Table of Contents

NIC

User Manual

Certificate of non-availability of Water

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 "**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

User Manual

Certificate of non-availability of Water

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

| #	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 100m3 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 (m3/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.

NIC

User Manual
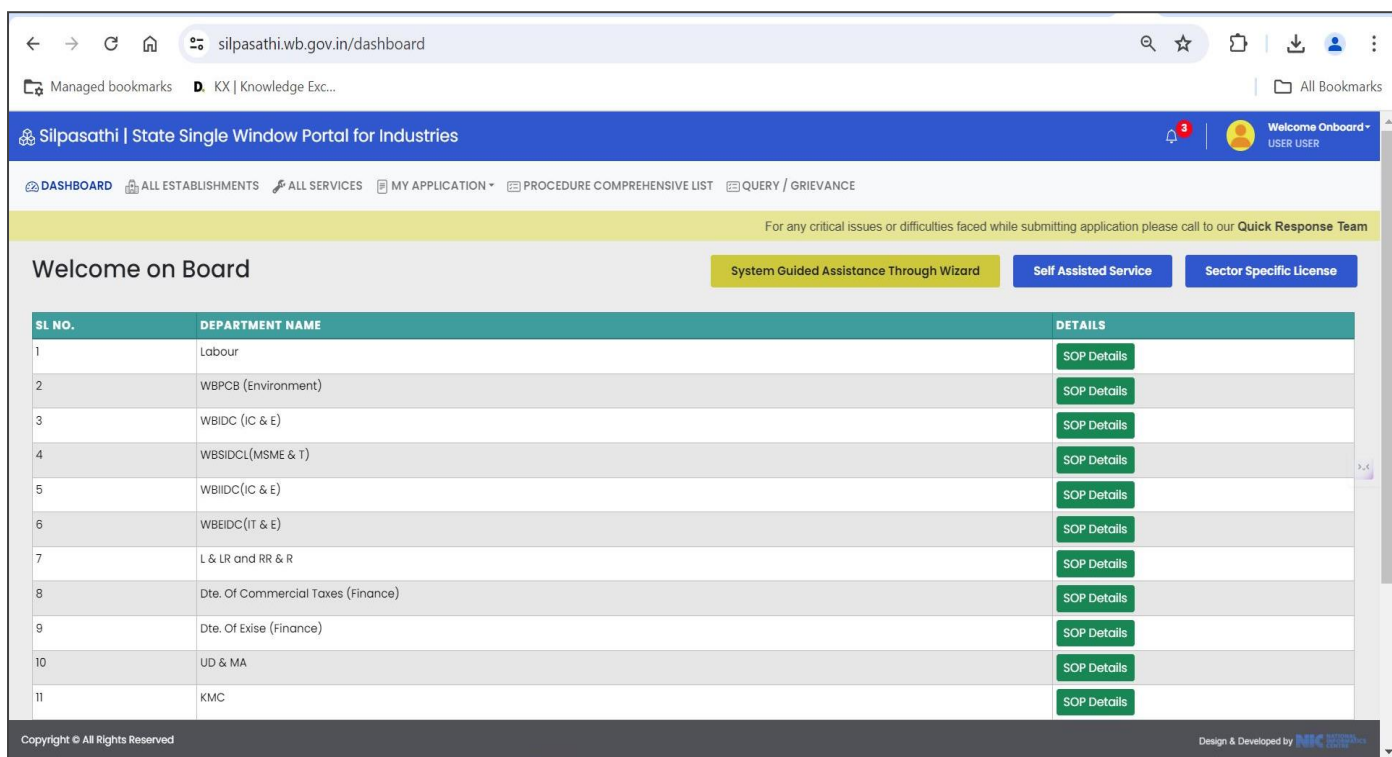
Certificate of non-availability of Water

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

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

Certificate of non-availability of Water

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

Sl. No.	Field Name	Instructions
Firm Address State		
2.	State	Select from drop down
3.	District	Select from drop down
4.	Sub-division	Select from drop down
5.	Rural/Urban	Select from drop down
6.	Block/ Municipality/ Corporation	Select from drop down
7.	Ward No.	Enter manually
8.	Address	Enter full address
9.	Pincode	Enter pincode
Salient features of the Establishment		
1.	Type of Establishment	Select type of establishment from drop-down
General Details		
1.	Application Designation	Select Mr/ Ms/ Mrs
2.	Name of industry or Infrastructure or Commercial Unit	Enter manually
3.	Nature of Industry	Small/ micro/ medium/ large
Location of the Wall		
1.	Country	Select from drop down
2.	State	Select from drop down
3.	District	Select from drop down
4.	Sub-division	Select from drop down
5.	Rural/Urban	Select from drop down
6.	Block/ Municipality/ Corporation	Select from drop down
7.	Ward No.	Enter manually
8.	Address	Enter full address
9.	Pincode	Enter pincode
Details of Existing Permit or Registration issued		
1.	Permit No. or Registration No.	Enter Permit No. or Registration No.
2.	Date of Issue of permit or Registration	Select Date of Issue of permit or Registration
3.	Whether TW exists	Select Yes / No
4.	Volume of Water	Enter Volume of Water permitted approximately
5.	Maximum hours	Enter maximum running hours per day

NIC

Certificate of non-availability of Water

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

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

NIC

User Manual

Certificate of non-availability of Water

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

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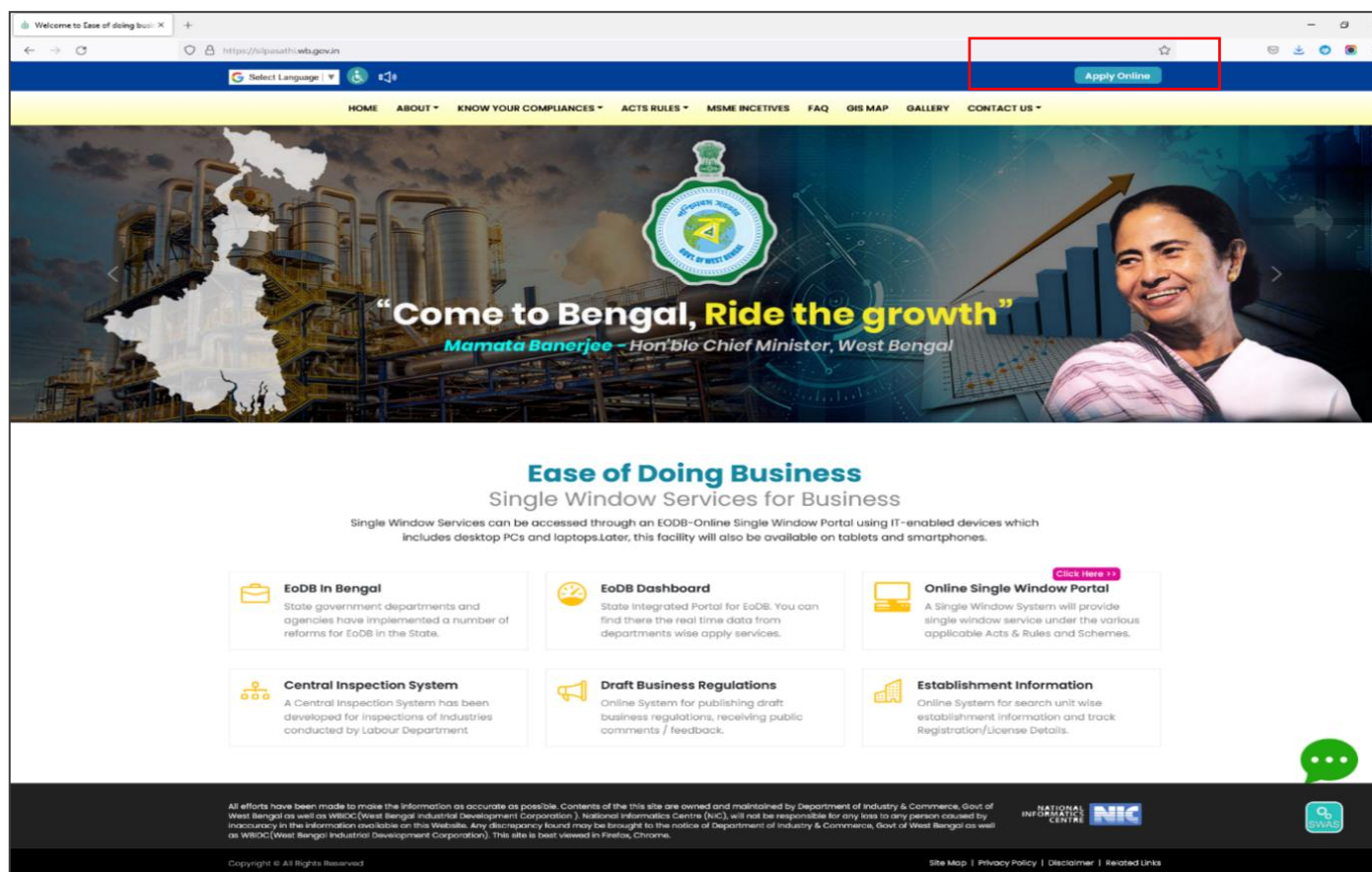
Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

NIC

User Manual

Certificate of non-availability of Water

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

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:

NIC

User Manual

Certificate of non-availability of Water

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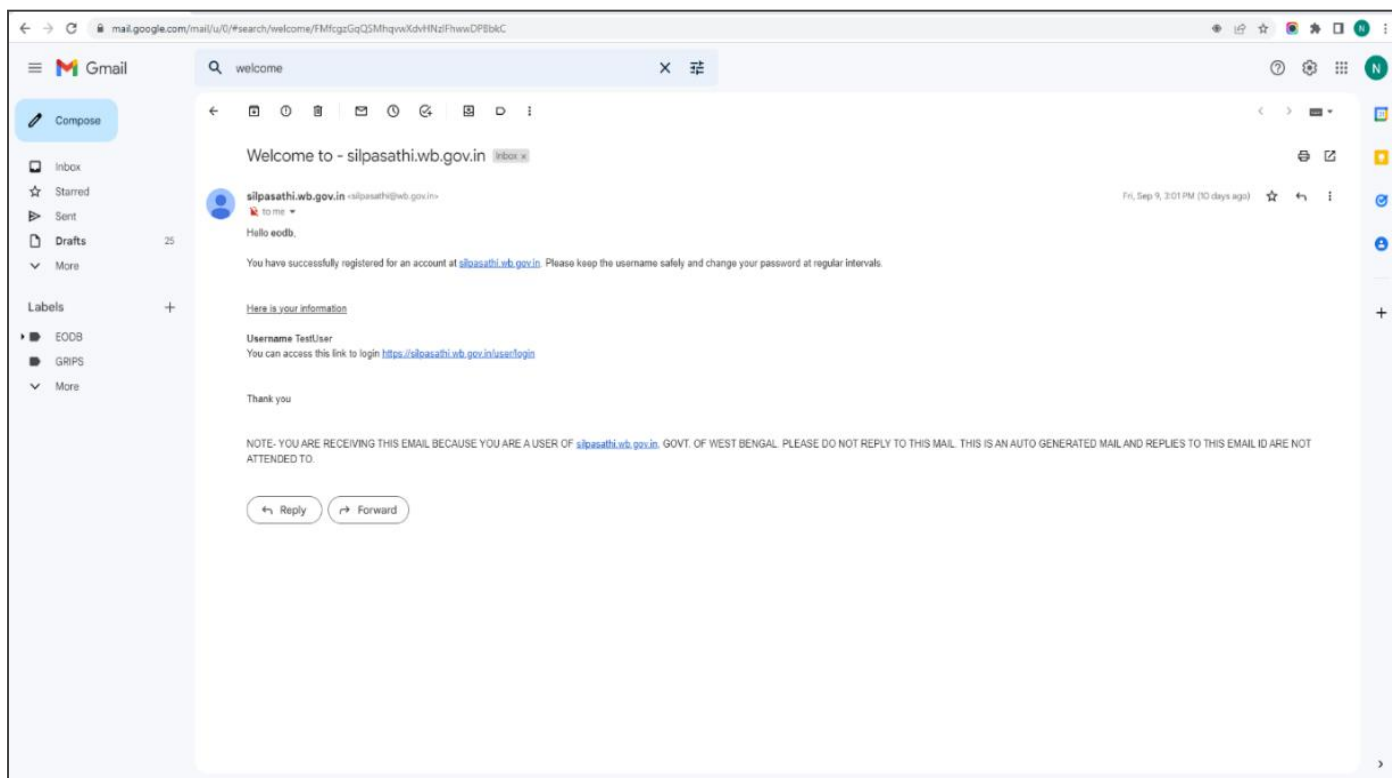
Online Application submission

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

User Manual

Certificate of non-availability of Water

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

The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.
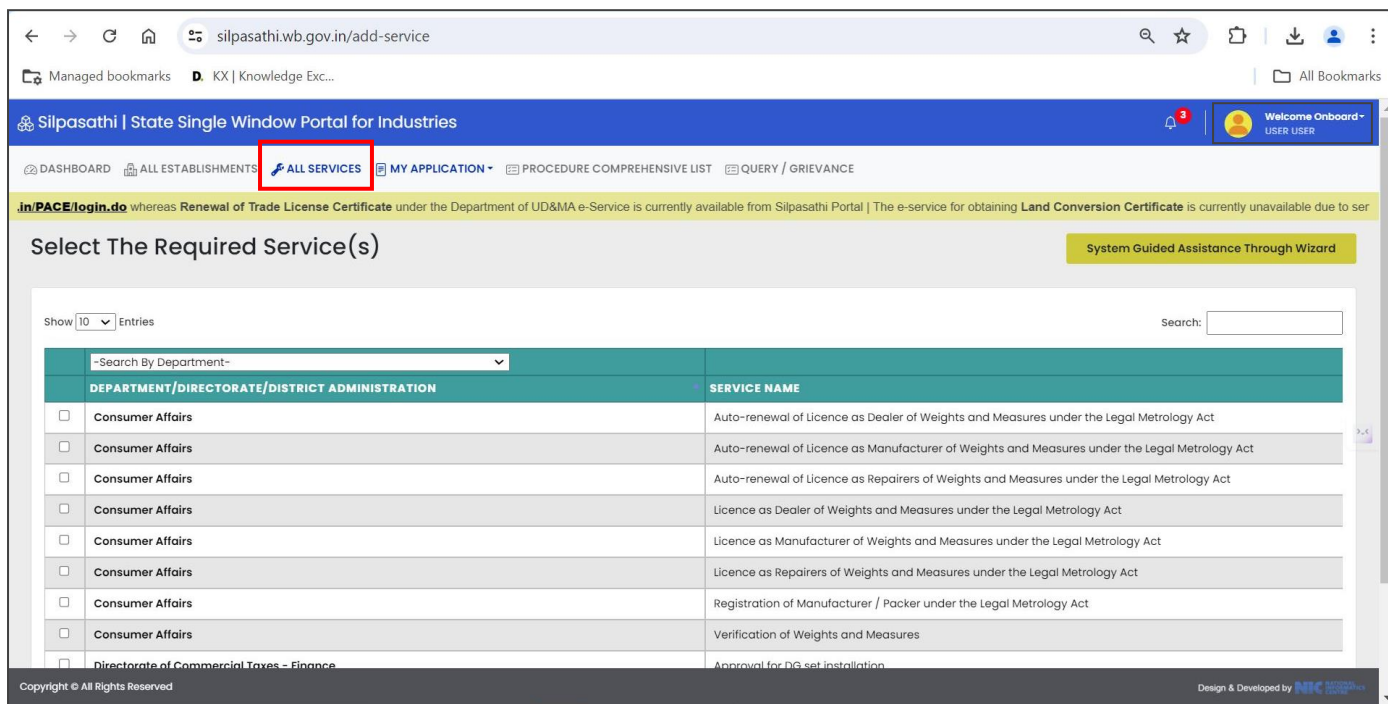
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named '***Permission for Extraction of Groundwater'.***
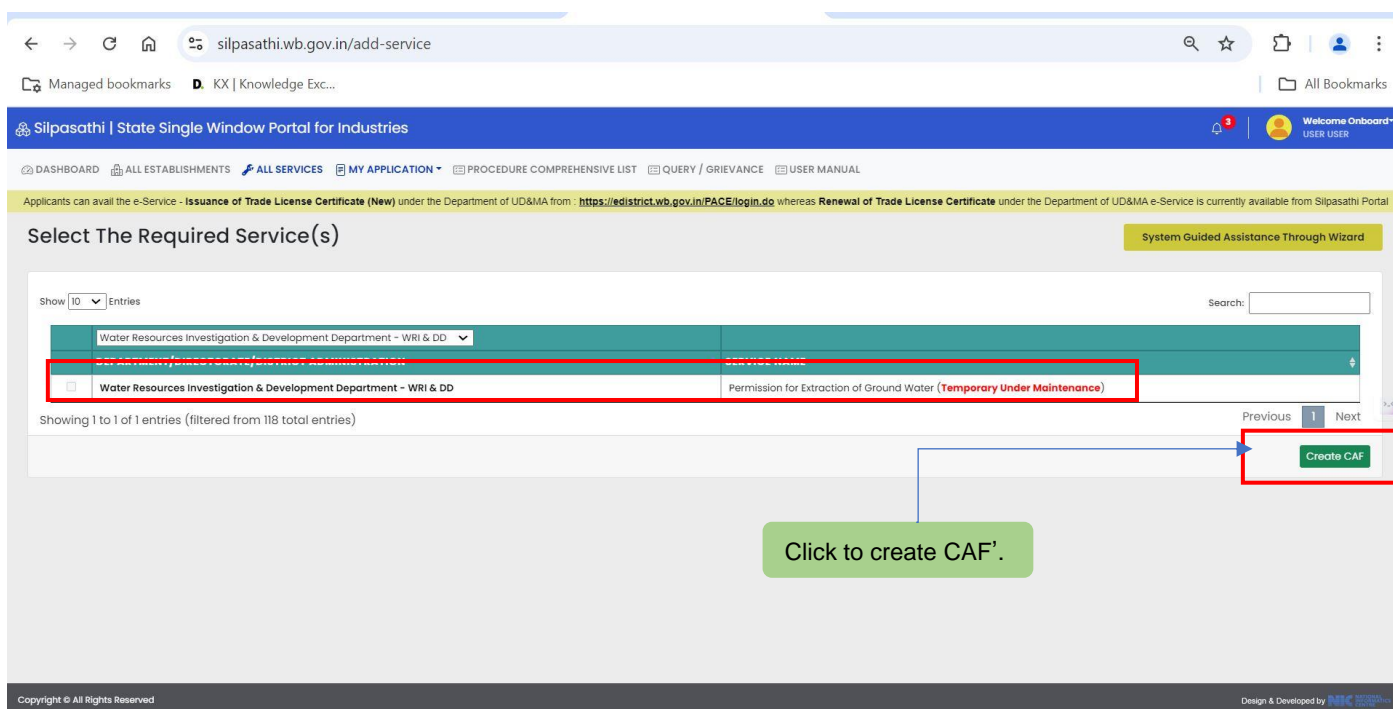
Click to create CAF'.

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.

NIC

User Manual

Certificate of non-availability of Water

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

Applicant's Dashboard

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):

NIC

User Manual

Certificate of non-availability of Water

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

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

NIC

User Manual

Certificate of non-availability of Water

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

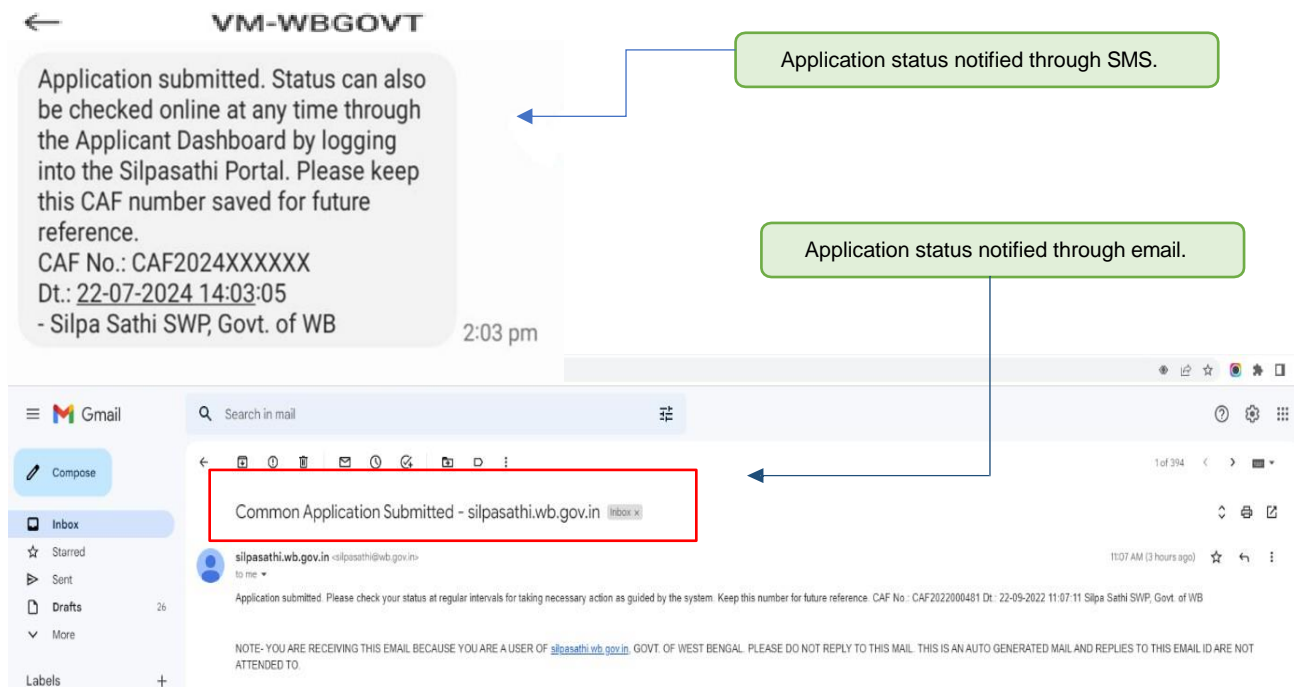*The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.*
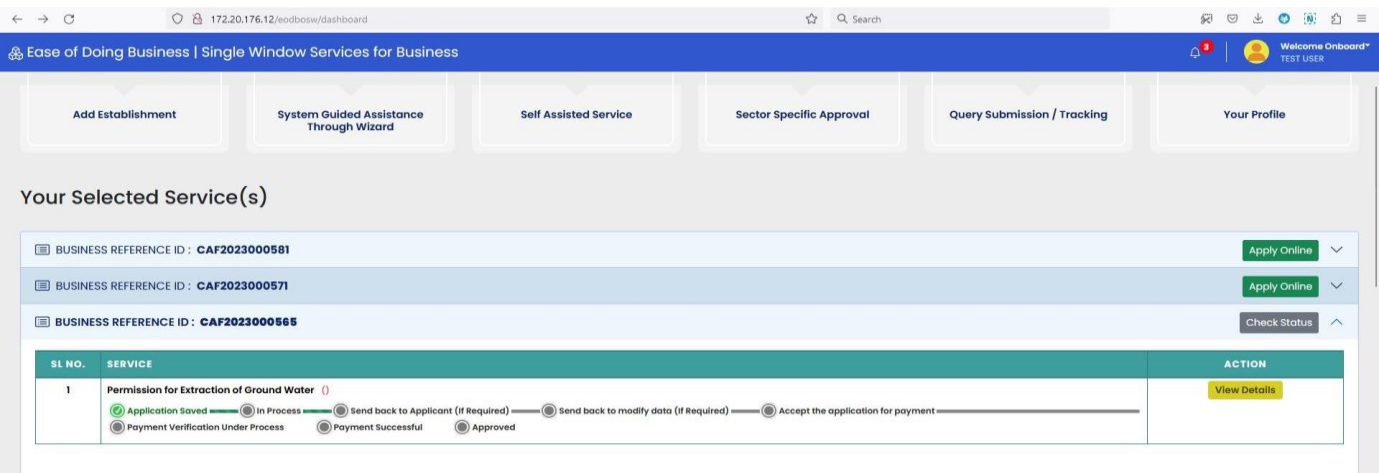
NIC

User Manual

Certificate of non-availability of Water

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

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

The applicant is required to upload **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.

NIC

User Manual

Certificate of non-availability of Water

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

Document uploaded

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.

NIC

Certificate of non-availability of Water

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

| 1 | P11 | 2023-06-07 | Yes | 70 | 71 | 22.6987N, 88.3698E |

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

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Declaration statement ... link, the following webpage appears pos... **Click on submit for submission of application.** ...Status.

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 **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	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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NIC

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)

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:

NIC

User Manual

Certificate of non-availability of Water

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

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

Status Dashboard

User Manual

Certificate of non-availability of Water

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

Application Dashboard

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

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 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.
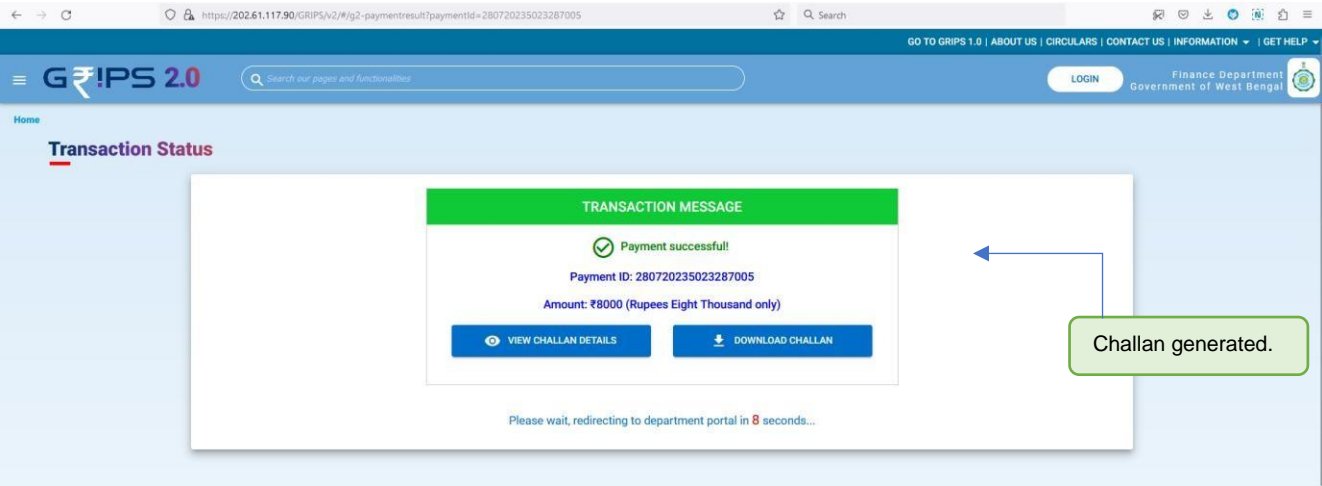

NIC

User Manual

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.

User Manual

Certificate of non-availability of Water

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

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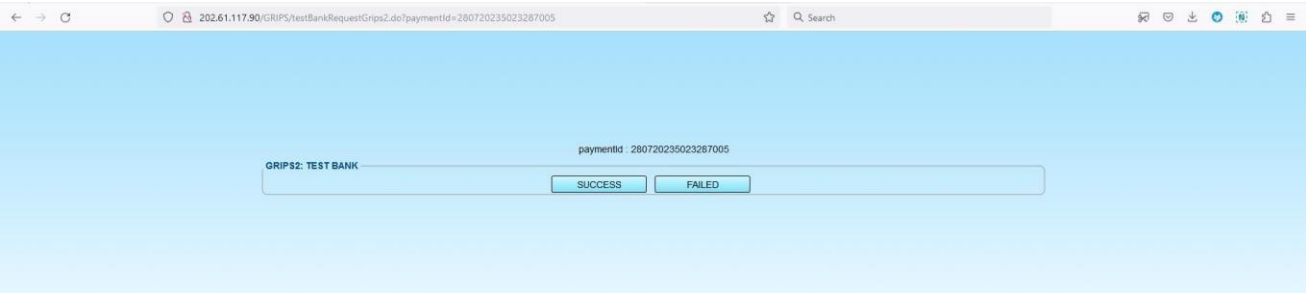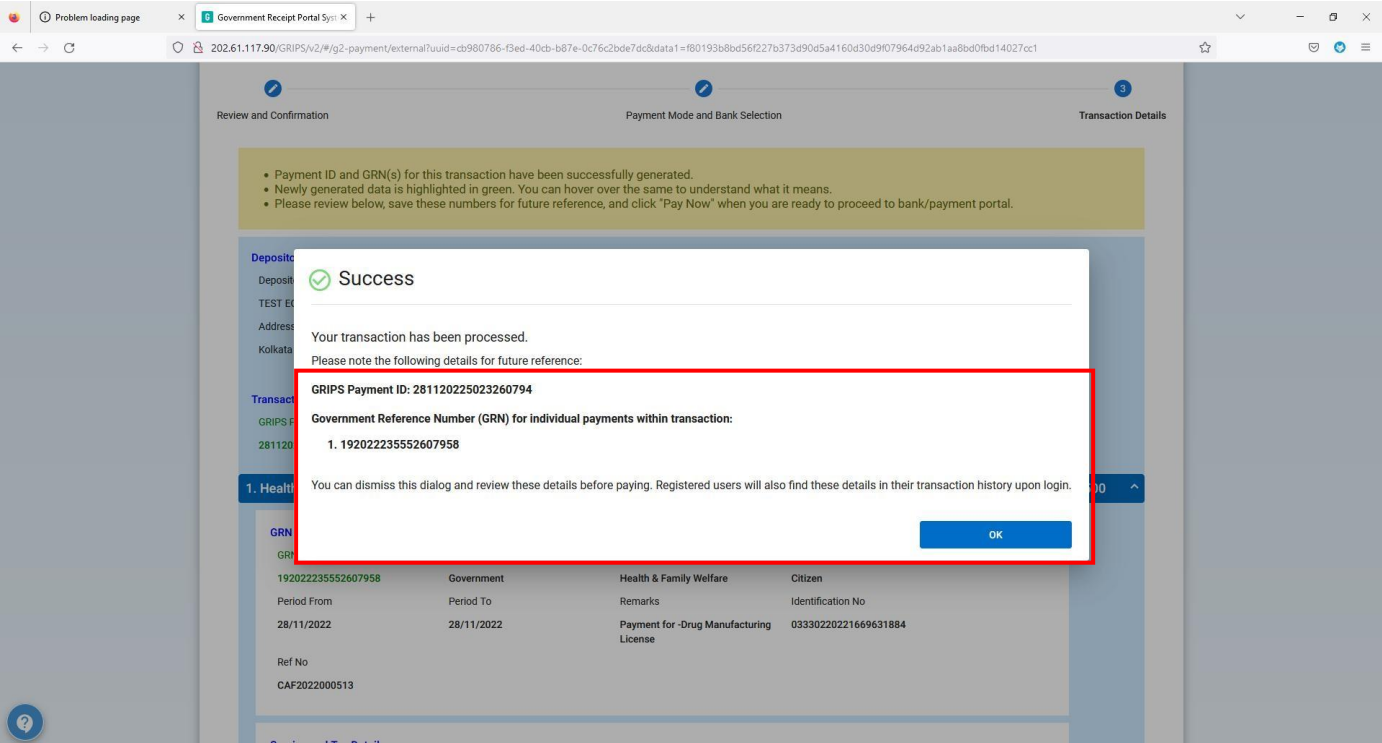

Select from various modes of payment.

Payment amount displayed.

NIC

User Manual

Certificate of non-availability of Water

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

Challan generated.

NIC

User Manual

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.

3. Track Status of Application

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

Applicant's Dashboard

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

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

NIC

User Manual

Certificate of non-availability of Water

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

4. Online Download of final approval certificate

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

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)

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)

User Manual

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/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/manufacturer/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 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.
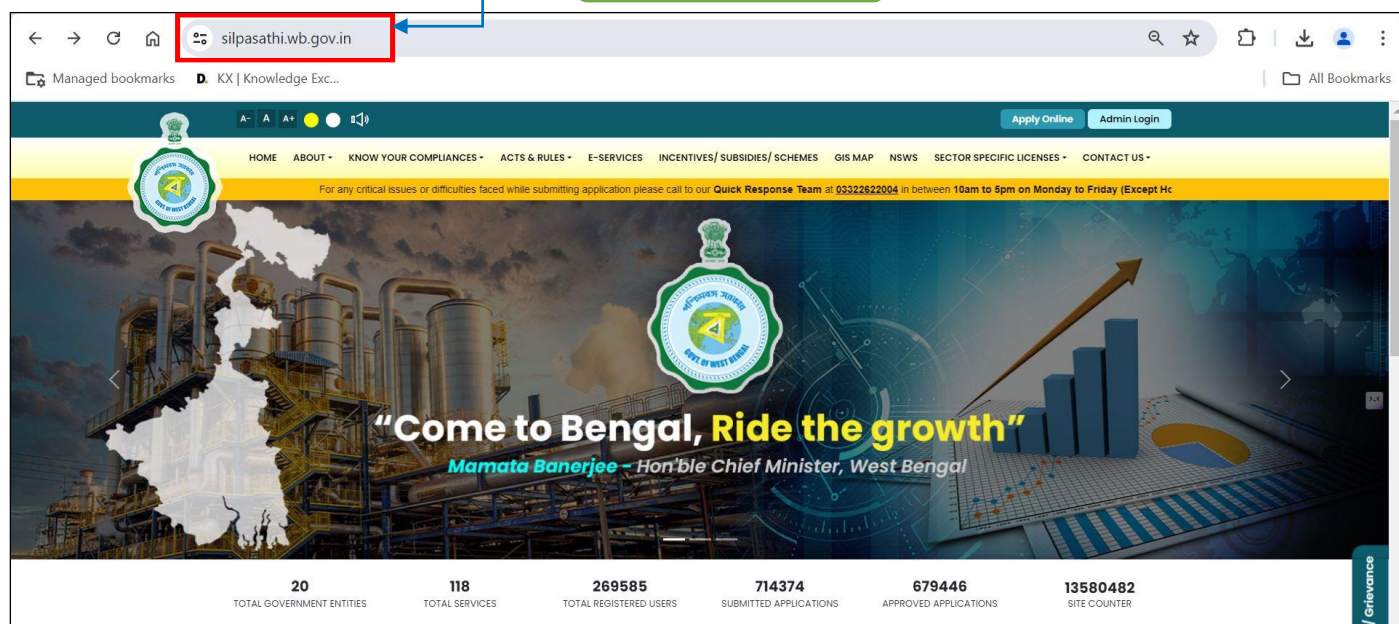
Third part verification process

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.

User Manual

Certificate of non-availability of Water

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

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.

User can also directly use this url

Enter Registration number/ License number to view details.

NIC

User Manual

Certificate of non-availability of Water

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

The third party can view the details as illustrated below:

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

NIC