



**Dte of Commercial  
Taxes (Finance) :**

**Renewal of Approval  
for DG set installation**

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

*User Manual*

Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

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## Introduction

This document is intended to serve as a User Manual for grant of the service “**Renewal of Approval for DG set installation**” by **Dte of Commercial Taxes, 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

**Renewal of Approval for DG set installation** is required to renew license for approval of DG set installation. 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.	Commissioning report of the own Generating Plants	Commissioning report of own generating plants refers to a document that outlines the testing and validation process of an entity's own power generation facilities
2.	Copy of last electricity bill	Copy of latest electricity bill detailing out the surges

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#	Documents Required	Detailed Description
3.	Logbook of relevant documents for ascertaining consumption of electrical energy for calculating arrear electricity bill	A logbook of relevant documents is essential for accurately calculating arrear electricity bills.
4.	PAN (Applicant)	PAN stands for Permanent Account Number
5.	Purchase Voucher of the generating plant/ plants	A purchase voucher is a financial document issued by the designated authority to authorize the payment of incurred expenses
6.	Rent Agreement of the Own Generating Plants, if applicable	A rent agreement for an own-generating plant likely refers to a contract between a property owner and a plant operator
7.	Single line electrical distribution diagram showing the detailed load of the premises and change over system with the generating plants	An electrical distribution diagram is a visual representation of the electrical power distribution system in a building or facility. It shows the various components of the electrical system, including the main electrical panel, circuit breakers, fuses, wiring, and electrical loads such as lights, motors, and appliances.
8.	Test Certificate containing test results of the sealed and tested Kwh meter/meters (Energy Meter) along with current transformers, potential transformers, if any	A Test Certificate is a document that confirms the accuracy and reliability of a Kilowatt-hour (KWh) meter's test results

## Timeline (WBRTPS)

**Renewal of Approval for DG set installation has an WBRTPS timeline of 30 days till approval by the authorities.**

## Instructions related to the application form

Sl. No.	Field Name	Instructions
<b>Applicants Company Details</b>		
1.	Applicant Name	Enter Applicant Name
2.	Gender	Enter Gender (M/F)
3.	Address	Enter address details
4.	Pin Code	Enter pin code
5.	District	Enter district name
6.	PAN	Enter permanent account number
7.	GSTIN	Enter GST number
<b>Plant Details</b>		

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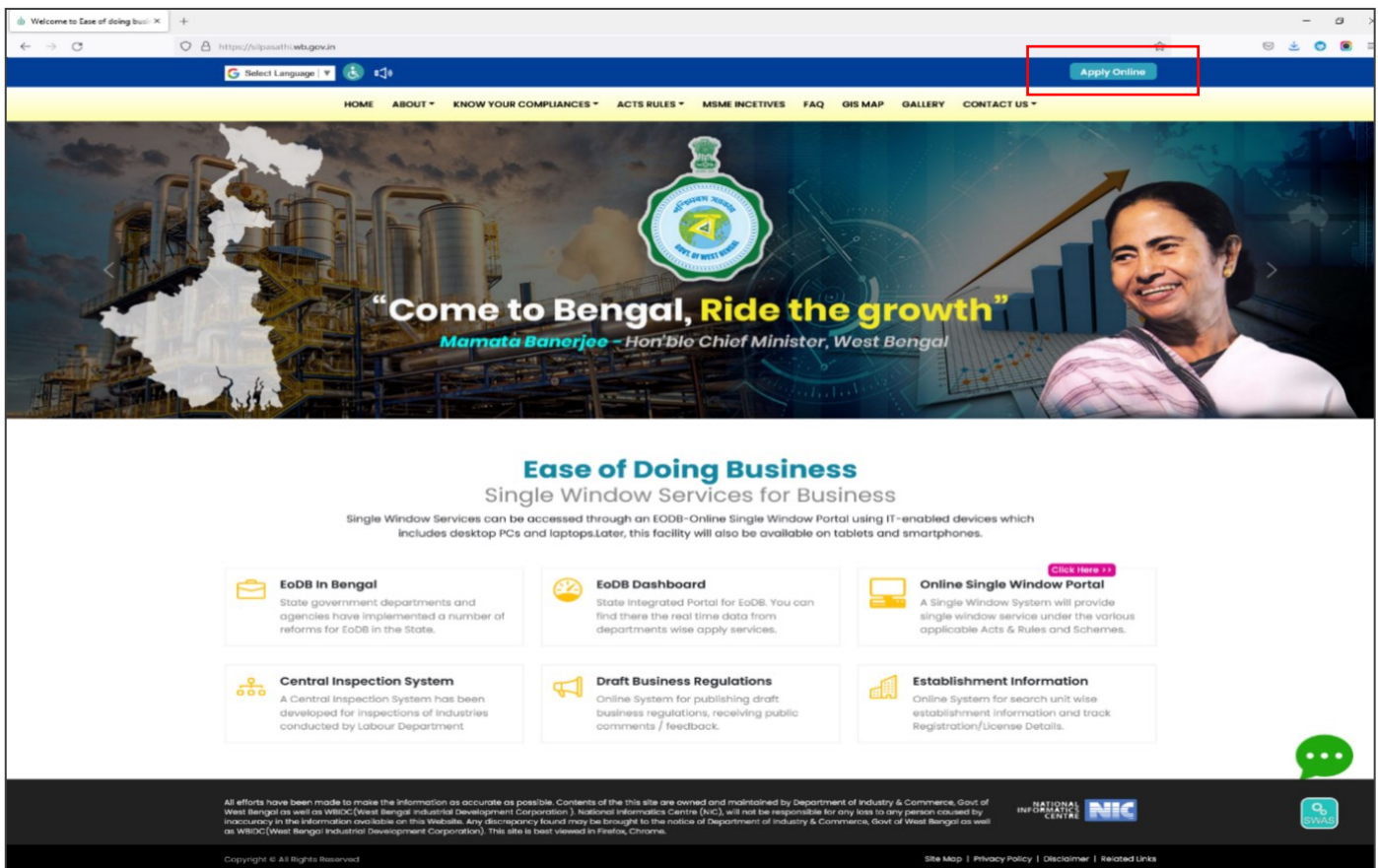
Sl. No.	Field Name	Instructions
1.	Area under CESC supply/ South 24 Parganas/ North 24 Parganas	Enter Yes/No
2.	Plant Address	Enter address details where the plant is located
3.	District	Enter district name
4.	Pin Code	Enter pin code
<b>Plant Registration Details</b>		
1.	Add existing plant with registration	Select Yes / No
2.	Add valid license number	Enter valid license number for renewal

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## Application Process through SilpaSathi

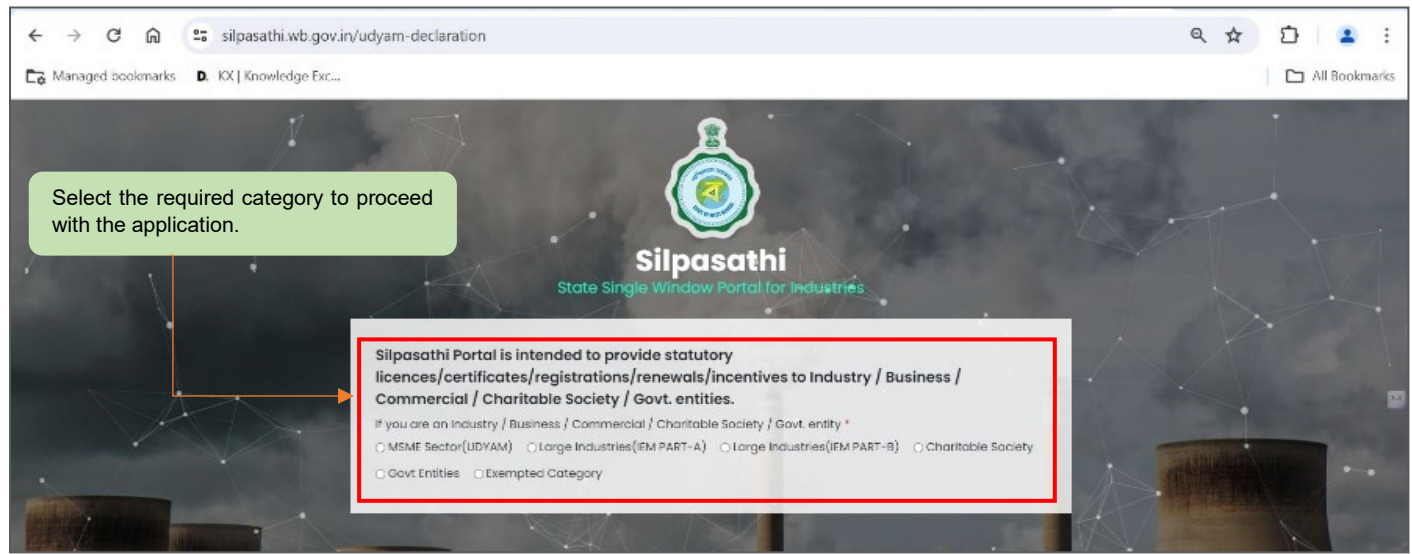
### 1. Online Application submission along with online submission of documents

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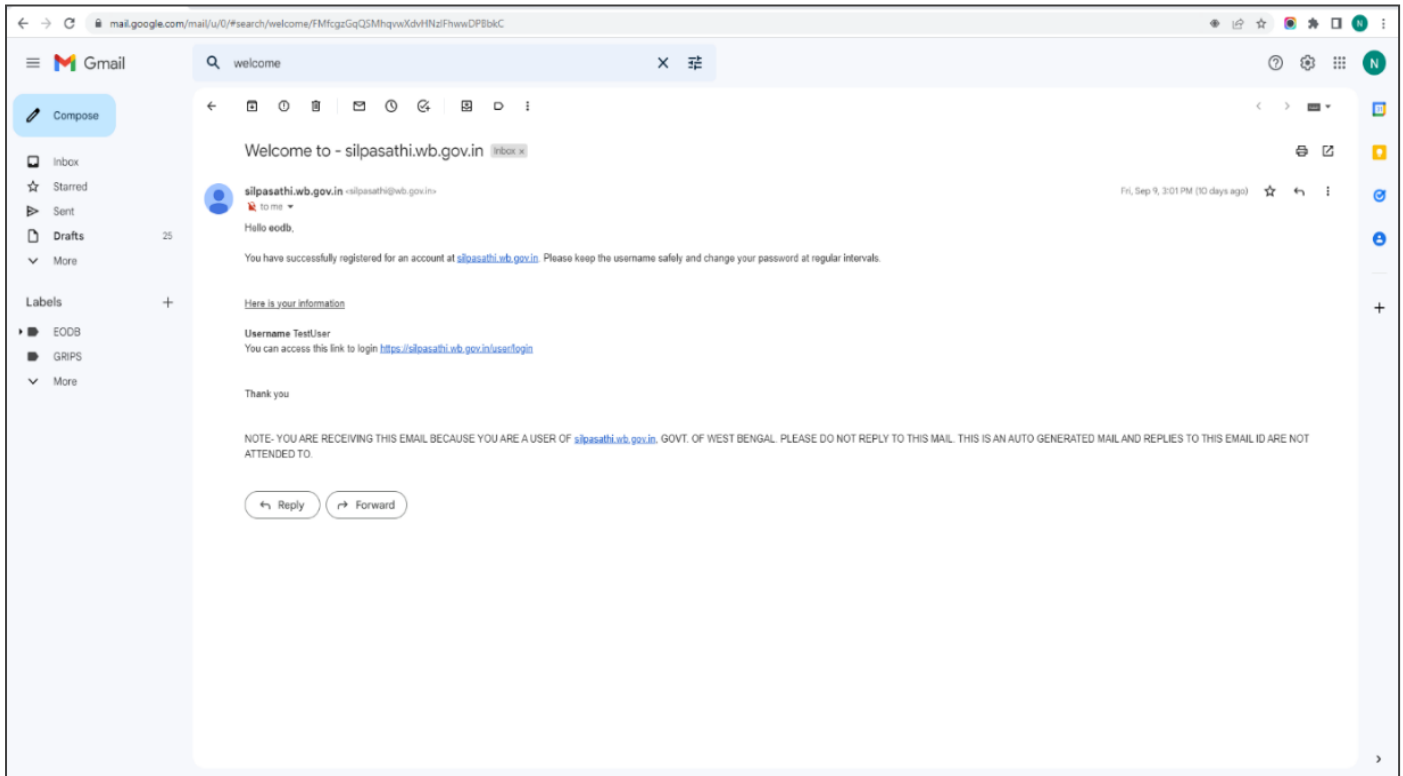
A sign-up window appears on the screen. The user has to select '[Create New](#)' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

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:

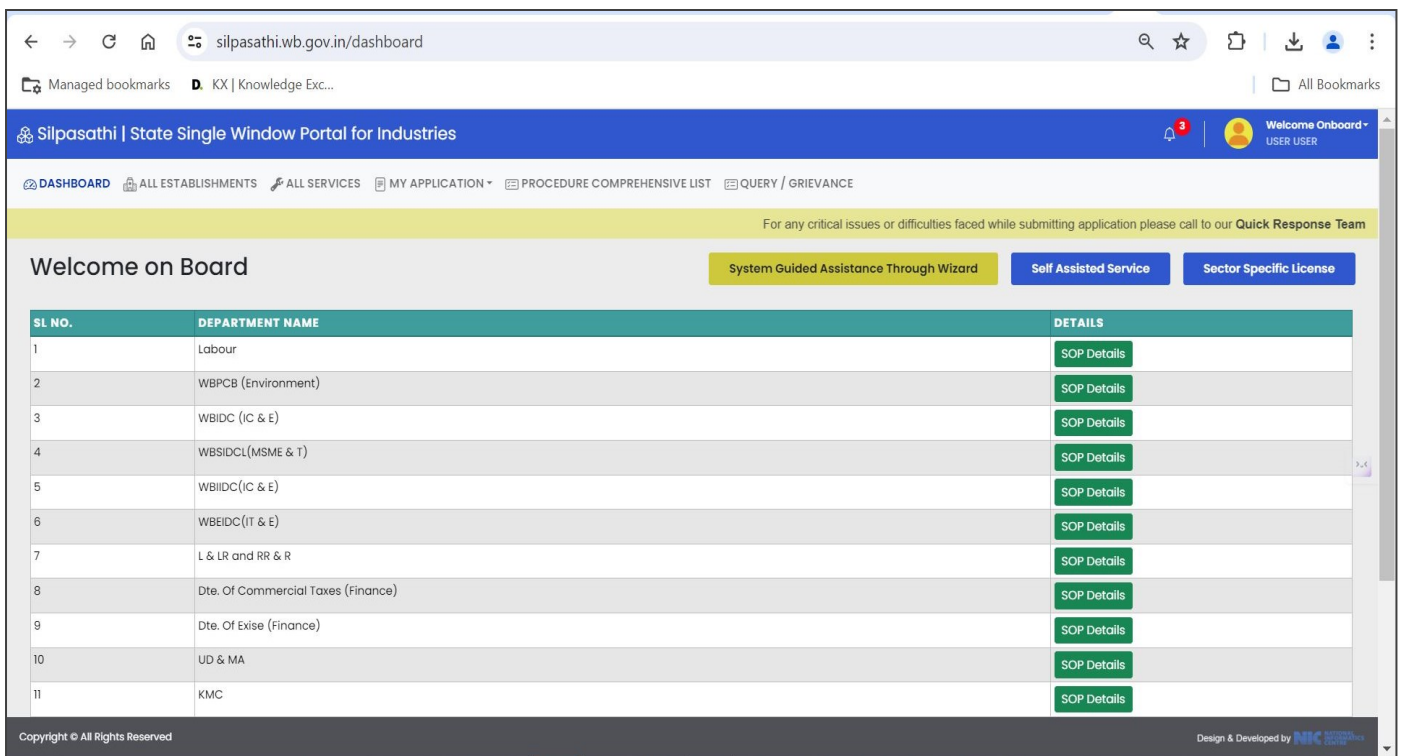


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## Online Application submission

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 top navigation bar includes 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES' (highlighted with a red box), 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY / GRIEVANCE'. Below the navigation bar, there is a yellow banner with a message about the 'Renewal of Trade License Certificate' and 'Land Conversion Certificate'. The main section is titled 'Select The Required Service(s)' and features a table of services. The table has columns for 'DEPARTMENT/DIRECTORATE/DISTRICT ADMINISTRATION' and 'SERVICE NAME'. The service 'Approval for DG set installation' is listed under the 'Directorate of Commercial Taxes - Finance' department and is highlighted with a red box.

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 **Renewal of Approval for DG set installation**.

The screenshot shows the SilpaSathi portal interface. The top navigation bar includes 'DASHBOARD', 'ALL ESTABLISHMENTS', 'ALL SERVICES' (highlighted with a red box), 'MY APPLICATION', 'PROCEDURE COMPREHENSIVE LIST', and 'QUERY / GRIEVANCES'. Below the navigation bar, there is a yellow banner with a message about technical queries. The main section is titled 'Select The Required Service(s)' and features a table of services. The service 'Renewal of Approval for DG set installation' is selected, and the 'Create CAF' button is highlighted with a red box. A green callout box with the text 'Click to create CAF' points to the 'Create CAF' button.

DEPT NAME	SERVICE NAME
<input type="checkbox"/> Dte. Of Commercial Taxes (Finance)	Approval for DG set installation
<input checked="" type="checkbox"/> Dte. Of Commercial Taxes (Finance)	Renewal of Approval for DG set installation
<input type="checkbox"/> Dte. Of Legal Metrology (Consumer Affairs)	Licence as Dealer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Dte. Of Legal Metrology (Consumer Affairs)	Licence as Manufacturer of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Dte. Of Legal Metrology (Consumer Affairs)	Licence as Repairers of Weights and Measures under the Legal Metrology Act
<input type="checkbox"/> Dte. Of Legal Metrology (Consumer Affairs)	Registration of Manufacturer / Packer under the Legal Metrology Act
<input type="checkbox"/> Dte. Of Legal Metrology (Consumer Affairs)	Verification of Weights and Measures
<input type="checkbox"/> Dte. Of MSME (MSME & T)	MSME incentives
<input type="checkbox"/> Fire and ES	Fire Safety Certificate
<input type="checkbox"/> Fire and ES	Fire Safety Recommendation

After selecting the service **Renewal of Approval for DG set installation**, 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.

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. A green banner at the top states 'Service Added Successfully'. Below this, there are six service tiles: 'Add Establishment', 'System Guided Assistance Through Wizard', 'Self Assisted Service', 'Licenses For Tourism Industry', 'Query Submission / Tracking', and 'Your Profile'. Under the 'Your Selected Service(s)' section, a table lists the selected service: 'Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days)'. The table includes a progress bar with steps: Eligible/Fees Pending, Fees Paid, Submitted, Back for Rectification (if required), Documents verified, Back for Rectification (if required), and All Verification Completed. The 'ACTION' column shows a red 'X' icon. A red box highlights the 'BUSINESS REFERENCE ID : CAF2022000509' and another red box highlights the 'Apply Online' button.

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 applicant is required to enter the valid Registration No. in order to proceed with the application.

The screenshot shows the 'Common Application Form - CAF2022000509'. At the top, there is a progress bar labeled 'Process Start' with a green bar and a '0%' indicator. Below the progress bar, there is a text input field for 'Enter Registration Number \*' with the value '14-795'. There are two buttons: '<< Back' and 'Save & Continue >>'. The footer contains the text 'Copyright © All Rights Reserved' and 'Design & Developed by NIC'.

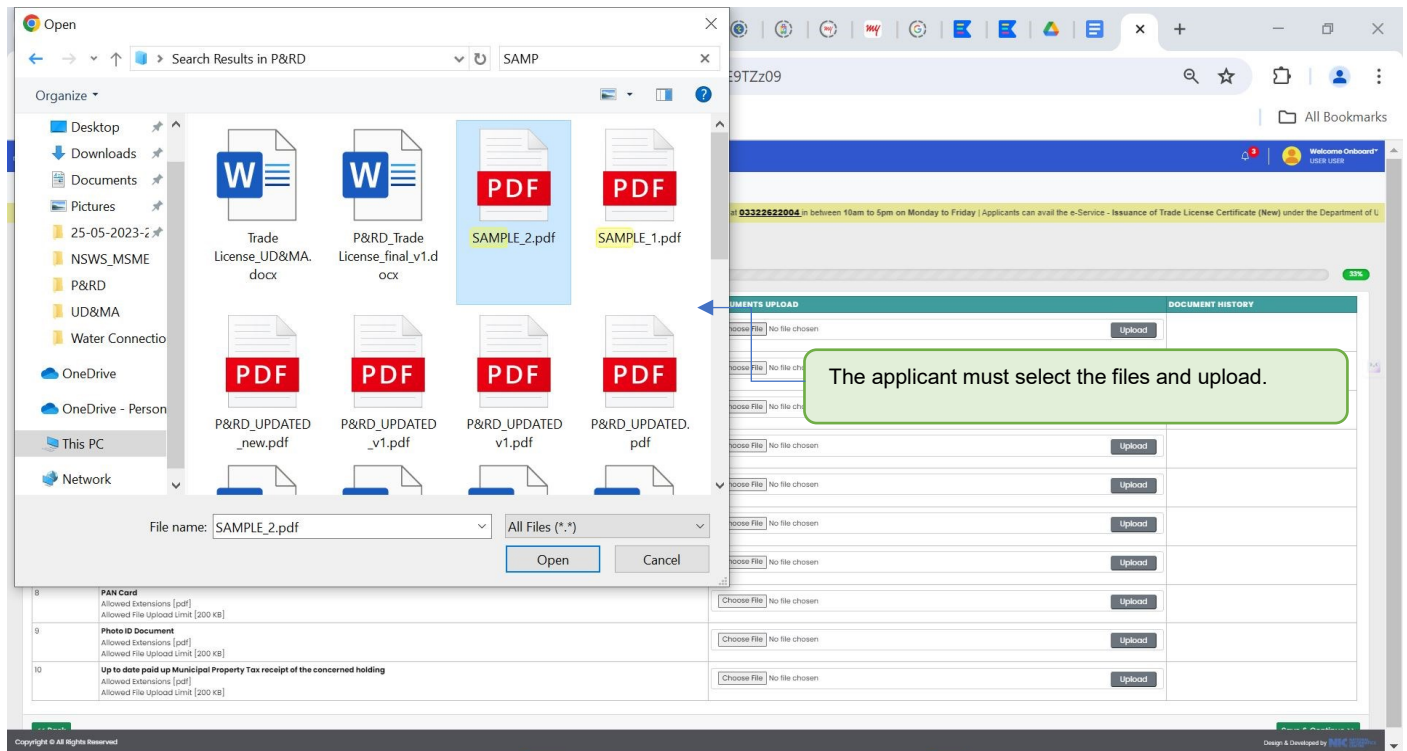
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Upon completion of the application process along with document submission, the applicant clicks on the '**Submit**' button for final submission of the application.

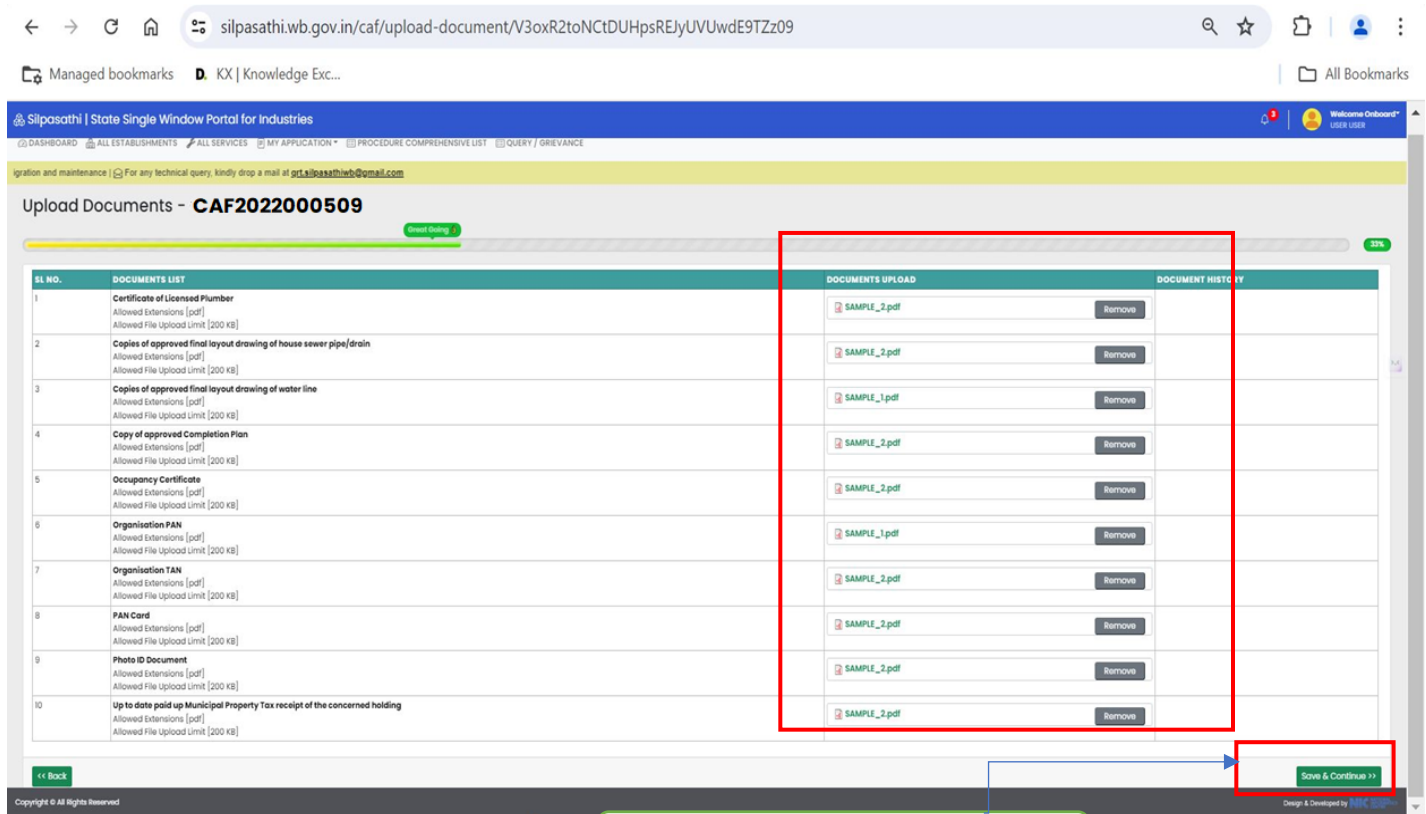
**The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.**

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 **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.



Click to continue with the application process.

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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.

Common Application Form Preview - CAF2022000509

Almost Completed 67%

PARAMETERS	INPUTS
Existing Registration	NA
<b>1. Applicant(Company) Details</b>	
Applicant Name(Company)	DSS PVT LTD
Gender	Male
Address	test
PIN Code	711001
District	Howrah
PAN	CULPM5454F
GSTIN	N/A
<b>2. Applicant(Company) Details</b>	
Area under CESC Supply/South 24 Parganas/North 24 Parganas	No
Plan Address	test
District	Howrah
PIN Code	711001

Common Application Form Preview - CAF2022000509

Almost Completed 67%

SL. NO.	MANUFACTURER NAME	MANUFACTURER SL NO	K.W/K.V.A RATING	VOLTAGE	DC/AC	DATE OF PURCHASE	CONSUMPTION PURPOSE	METERING ARRANGEMENT	COMMENCEMENT DATE	ACTION
1	test	1	200	200	DC	01/11/2022	test	test	01/11/2022	

Registration Fees 500

**UPLOADED SUPPORTING DOCUMENTS**

Uploaded Documents Not Available

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

**Submit**

Declaration statement

Click to submit application.

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

The screenshot shows the 'Current Status-CAF2022000509' page on the SilpaSathi portal. A green box labeled 'Application status updated.' points to the 'Submitted' row in the table.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation		
Eligible/Fees Pending	Completed	
Fees Paid	Pending	
Submitted	Pending	
Back for Rectification(if required)	Pending	
Documents verified	Pending	
Back for Rectification(if required)	Pending	
All Verification Completed	Pending	
Issuance of meter Approval	Pending	
Issuance of Registration certificate	Pending	

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

The diagrams illustrate the notification process for application submission. The top diagram shows an SMS notification from 'VM-WBGOVT' with the following text:

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

The bottom diagram shows an email notification from 'silpasathi.wb.gov.in' with the following text:

Common Application Submitted - silpasathi.wb.gov.in

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.

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## 2. Online Payment of fees

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

### Applicant's Dashboard

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. Under 'Your Selected Service(s)', the service 'Renewal of Approval for DG set installation' is listed with a business reference ID of CAF2022000509. A progress bar indicates the status: 'Application status updated.' and 'For proceeding with payment'. The 'Pay Now' button is highlighted in the 'ACTION' column.

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days)	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.

The screenshot shows the 'Payments Details-CAF2022000509' page. It includes details of the depositor and service-wise fees. The 'Proceed to Pay' button is highlighted in the bottom right corner.

SL. NO.	NAME OF THE SERVICES	PURPOSE	HEAD OF ACCOUNT	PAYABLE AMOUNT(RS.)
1	Renewal of Approval for DG set installation			
Total				0

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



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Government Receipt Portal System

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

Home

Payment

1 Review and Confirmation

2 Payment Mode and Bank Selection

3 Transaction Details

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.	Phone No.	Email
Sudhansu Mahato	7603091500		wbfc.nic@gmail.com
Address1			Address2
Kolkata			

**1. Directorate of Electricity Duty → ₹1000**

**Department Details**

Organization Type	Organization Name	User Type	Period From
Government	Directorate of Electricity Duty	Citizen	02/11/2022
Period To	Remarks	Identification No	Ref No
02/11/2022	Payment for -Approval for DG set installation	08230120221667373068	CAF2022000490

**Service and Tax Details**

Government Receipt Portal System

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Home

Payment

1 Review and Confirmation

2 Payment Mode and Bank Selection

3 Transaction Details

Period To

02/11/2022
------------

Remarks

Payment for -Approval for DG set installation

Identification No

08230120221667373068

Ref No

CAF2022000490

**Service and Tax Details**

Subservice Name	HoA Description	Head of Account	Amount
Duty payable by WBSEB	Duty payable by WBSEB	0043-00-101-003-02	1000

**TOTAL ₹1000**

Rupees One Thousand only

☒ Verified and checked

NEXT

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Home

Payment

1 Review and Confirmation

2 Payment Mode and Bank Selection

3 Transaction Details

Payment Mode\*

SBI Epay

Bank\*

SBI Epay

BACK

NEXT

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SBlePay

not present (Domestic and International) transactions Card holder has to enable the card for such transaction by using Bank/Card application or contact their bank/branch to enable the

**Payment Details**

Debit/Credit/Prepaid Cards  
Internet Banking  
BHIM UPI  
Wallets  
NEFT  
SBI Branch Payment

Please select UPI payment option  
☒ Enter UPI ID ☐ UPI QR  
sudhansumht@okicid Validate UPI ID ☒  
☒ Use your GSTIN for claiming input tax (Optional)  
Pay Now Cancel

**Order Summary**  
Order No.: 011120222015525824  
Merchant Name: GRIPS 2.0  
Amount: 30.00  
Processing fee: 0.00 INR  
GST: 0.00 INR  
Total: 30.00 INR  
APM ID: PG\_TRANS\_396

Select payment mode.

Payment amount displayed.

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

RuPay MasterCard Verified by Visa

Government Receipt Portal System

GO TO GRIPS 1.0 | ABOUT US | CIRCULARS | CONTACT US | INFORMATION | GET HELP

GRIPS 2.0 Search our pages and functionalities LOGIN Finance Department Government of West Bengal

Home Payment

**Success**  
Your transaction has been processed.  
Please note the following details for future reference:  
GRIPS Payment ID: 021120225023258197  
Government Reference Number (GRN) for individual payments within transaction:  
1. 192022235552581988  
You can dismiss this dialog and review these details before paying. Registered users will also find these details in their transaction history upon login.  
OK

GRIPS Payment ID	Transaction Date	Payment Mode	Bank
021120225023258197	02/11/2022 12:46:50	SBI Epay	SBI EPay

1. Directorate of Electricity Duty → ₹1000

**GRN Details**

GRN	Organization Type	Organization Name	User Type
192022235552581988	Government	Directorate of Electricity Duty	Citizen

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

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 "Fees Paid".

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Current Status-CAF2022000509

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Eligible/Fees Pending	Completed
	Fees Paid	Completed
	Submitted	Pending
	Back for Rectification(if required)	Pending
	Documents verified	Pending
	Back for Rectification(if required)	Pending
	All Verification Completed	Pending
	Issuance of meter Approval	Pending
	Issuance of Registration certificate	Pending

Status updated.

## 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.

Check Status

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days) Eligible/Fees Pending — Fees Paid — Submitted — Back for Rectification(if required) — Documents verified — Back for Rectification(if required) — All Verification Completed — Issuance of meter Approval — Issuance of Registration certificate	View Details

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

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

Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows the 'Current Status-CAF2022000509' page. A table lists the steps of the process and their current status. A red box highlights the first three steps: 'Eligible/Fees Pending', 'Fees Paid', and 'Submitted', all of which are marked as 'Completed'. A green callout box with an arrow points to the 'Submitted' row, stating 'Latest status updated.'

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation		
Eligible/Fees Pending	Completed	
Fees Paid	Completed	
Submitted	Completed	
Back for Rectification(if required)	Pending	
Documents verified	Pending	
Back for Rectification(if required)	Pending	
All Verification Completed	Pending	
Issuance of meter Approval	Pending	
Issuance of Registration certificate	Pending	

The screenshot shows the 'Your Selected Service(s)' section of the dashboard. It displays a progress bar for the service 'Renewal of Approval for DG set installation'. The progress bar shows the following steps: 'Eligible/Fees Pending' (completed), 'Fees Paid' (completed), 'Submitted' (completed), 'Back for Rectification(if required)' (pending), 'Documents verified' (pending), 'Back for Rectification(if required)' (pending), 'All Verification Completed' (pending), 'Issuance of meter Approval' (pending), and 'Issuance of Registration certificate' (pending). A 'View Details' button is visible next to the service name.

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days)	View Details

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

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

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NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Eligible/Fees Pending	Completed
	Fees Paid	Completed
	Submitted	Completed
	Back for Rectification(if required)	Completed
	Documents verified	Completed
	Back for Rectification(if required)	Pending
	All Verification Completed	Pending
	Issuance of meter Approval	Pending
	Issuance of Registration certificate	Pending

**Business Reference ID: CAF2022000509**

**Check Status**

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days)	View Details

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

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

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Eligible/Fees Pending	Completed
	Fees Paid	Completed
	Submitted	Completed
	Back for Rectification(if required)	Completed
	Documents verified	Completed
	Back for Rectification(if required)	Completed
	All Verification Completed	Completed
	Issuance of meter Approval	Pending
	Issuance of Registration certificate	Pending

Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'Welcome Onboard\* TEST EDOB'. The dashboard features a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A banner at the top provides a contact email: [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com). Below the banner are six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Licenses For Tourism Industry, Query Submission / Tracking, and Your Profile. The 'Your Selected Service(s)' section displays a table for the service 'Renewal of Approval for DG set installation' (WBRTPS Timeline: 30 days). The table shows the current status of various steps in the process.

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days)	View Details

The service progress bar indicates the following steps: Eligible/Fees Pending (Completed), Fees Paid (Completed), Submitted (Completed), Back for Rectification(if required) (Completed), Documents verified (Completed), Back for Rectification(if required) (Completed), All Verification Completed (Completed), Issuance of meter Approval (Pending), and Issuance of Registration certificate (Pending).

**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 'Current Status--CAF2022000509' section of the dashboard. It displays a table with the current status of the service 'Renewal of Approval for DG set installation'.

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Eligible/Fees Pending	Completed
	Fees Paid	Completed
	Submitted	Completed
	Back for Rectification(if required)	Completed
	Documents verified	Completed
	Back for Rectification(if required)	Completed
	All Verification Completed	Completed
	Issuance of meter Approval	Completed
	Issuance of Registration certificate	Pending

The screenshot shows the 'Ease of Doing Business | Single Window Services for Business' dashboard. The user is logged in as 'Welcome Onboard\* TEST EDOB'. The dashboard features a navigation bar with links to DASHBOARD, ALL ESTABLISHMENTS, ALL SERVICES, PROCEDURE COMPREHENSIVE LIST, and QUERY/GRIEVANCES. A banner at the top provides a contact email: [helpdesk.silpasathi@gmail.com](mailto:helpdesk.silpasathi@gmail.com). Below the banner are six service tiles: Add Establishment, System Guided Assistance Through Wizard, Self Assisted Service, Licenses For Tourism Industry, Query Submission / Tracking, and Your Profile. The 'Your Selected Service(s)' section displays a table for the service 'Renewal of Approval for DG set installation' (WBRTPS Timeline: 30 days). The table shows the current status of various steps in the process.

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days)	View Details

The service progress bar indicates the following steps: Eligible/Fees Pending (Completed), Fees Paid (Completed), Submitted (Completed), Back for Rectification(if required) (Completed), Documents verified (Completed), Back for Rectification(if required) (Completed), All Verification Completed (Completed), Issuance of meter Approval (Completed), and Issuance of Registration certificate (Pending).

Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Current Status-CAF2022000509

NAME OF THE SERVICES	CURRENT STATUS	DATE
Renewal of Approval for DG set installation	Completed	
Eligible/fees Pending	Completed	
Fees Paid	Completed	
Submitted	Completed	
Back for Rectification(if required)	Completed	
Documents verified	Completed	
Back for Rectification(if required)	Completed	
All Verification Completed	Completed	
Issuance of meter Approval	Completed	
Issuance of Registration certificate	Completed	

#### 4. Online Download of final approval certificate

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

#### Applicant's Dashboard

Establishment | Ease of doing bu... | Not secure | demo.silpasathi.wb.gov.in/dashboard

Ease of Doing Business | Single Window Services for Business

Welcome Onboard\* TEST EODB

[Add Establishment](#)
[System Guided Assistance Through Wizard](#)
[Self Assisted Service](#)
[Licenses For Tourism Industry](#)
[Query Submission / Tracking](#)
[Your Profile](#)

Your Selected Service(s)

BUSINESS REFERENCE ID : CAF2022000509

Click on 'Download certificate.'

SL NO.	SERVICE	ACTION
1	Renewal of Approval for DG set installation (WBRTPS Timeline: 30 days) Eligible/fees Pending → Fees Paid → Submitted → Back for Rectification(if required) → Documents verified → Back for Rectification(if required) → All Verification Completed → Issuance of meter Approval → Issuance of Registration certificate	<a href="#">Download Certificate</a>

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

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**Download Certificate**' icon to download the Final Approval Certificate issued.



# User Manual

### ***Renewal of Approval for DG set installation***

Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

← → ↺

🔍 202.61.117.237/ecdbosw/viewdetails/51/WigwUIFsWnNQMUxwQJfUMxlMVASZz09/bTVwailFOUd1OUo0TVdkc3s3Q2dUU079

🏠

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☰

Ease of Doing Business | Single Window Services for Business

🔔 3

👤 Welcome Onboard™  
TEST ECDB

🏠 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)

Application Form View Details(CAF2022000509)

PARAMETERS	INPUTS
Registration Number	14-795
Registration Date	15-10-2022
Registration Certificate	<div> <div>📄</div> <div>Download Certificate</div> </div>
Expiry Date	15-10-2025
Existing Registration	NA

Click on pdf icon.

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

### The Final Certificate gets downloaded (Screenshot)

1

The screenshot displays two browser windows. The left window shows the 'FORM H1' for the Government of West Bengal, which is a certificate of registration for generating plants. The right window shows the 'Application View Details' page, which includes the form title, a certificate of registration for generating plants, and a signature section.

**FORM H1**  
[See rule 9D(1)]  
**GOVERNMENT OF WEST BENGAL**

Certificate of Registration of generating plants (vide rule 9D of the Bengal Electricity Duty Rules, 1935.)

This certificate is to be renewed before expiry of every three years and must be returned on demand by the Registration Authority

Registered No:- 14-795

Date:-16/09/2022

Registration is hereby granted to  
Messrs DSS PVT LTD,3, K.S. ROY ROAD for generating plants the particulars of which are endorsed hereunder. This certificate is issued subject to the compliance with the conditions set out on the reverse and also the continued compliance with the conditions set out under section 7B of the Bengal Electricity Duty Act, 1935 and under rules 9D and 11 of the Bengal Electricity Duty Rules, 1935.

Signature.....  
Designation.....  
(Registration Authority)

Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

One Approval certificate document has been illustrated below:

The image is a screenshot of a PDF document titled "FORM H1" from the Government of West Bengal. The document is a certificate of registration for generating plants. It includes the following text:

**FORM H1**  
[See rule 9D(1)]  
**GOVERNMENT OF WEST BENGAL**

Certificate of Registration of generating plants (vide rule 9D of the Bengal Electricity Duty Rules, 1935.)

This certificate is to be renewed before expiry of every three years and must be returned on demand by the Registration Authority

Registered No:- 14-795 Date:-16/09/2022

Registration is hereby granted to Messrs DSS PVT LTD,3, K.S. ROY ROAD for generating plants the particulars of which are endorsed hereunder. This certificate is issued subject to the compliance with the conditions set out on the reverse and also to the continued compliance with the conditions set out under section 7B of the Bengal Electricity Duty Act, 1935 and under rules 9D and 11 of the Bengal Electricity Duty Rules, 1935.

Signature.....  
Designation.....  
(Registration Authority)

Renewal of Approval for DG set installation 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, without

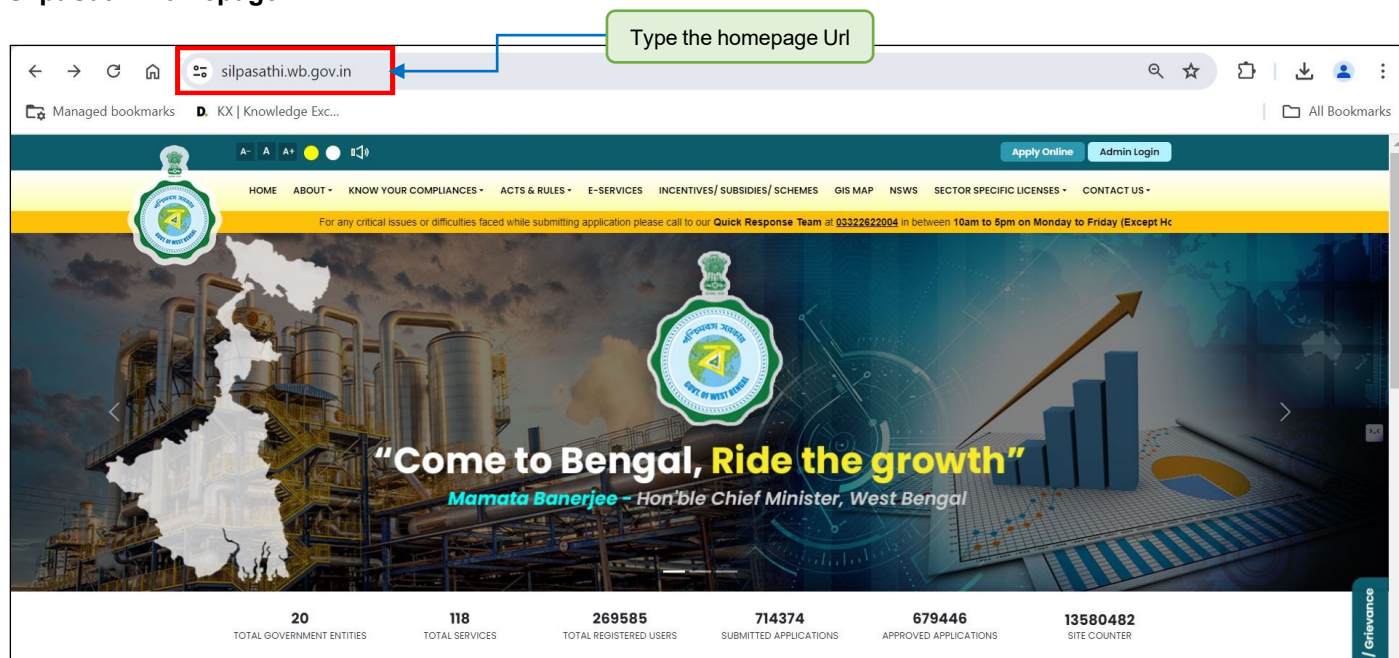
### Third party verification process

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

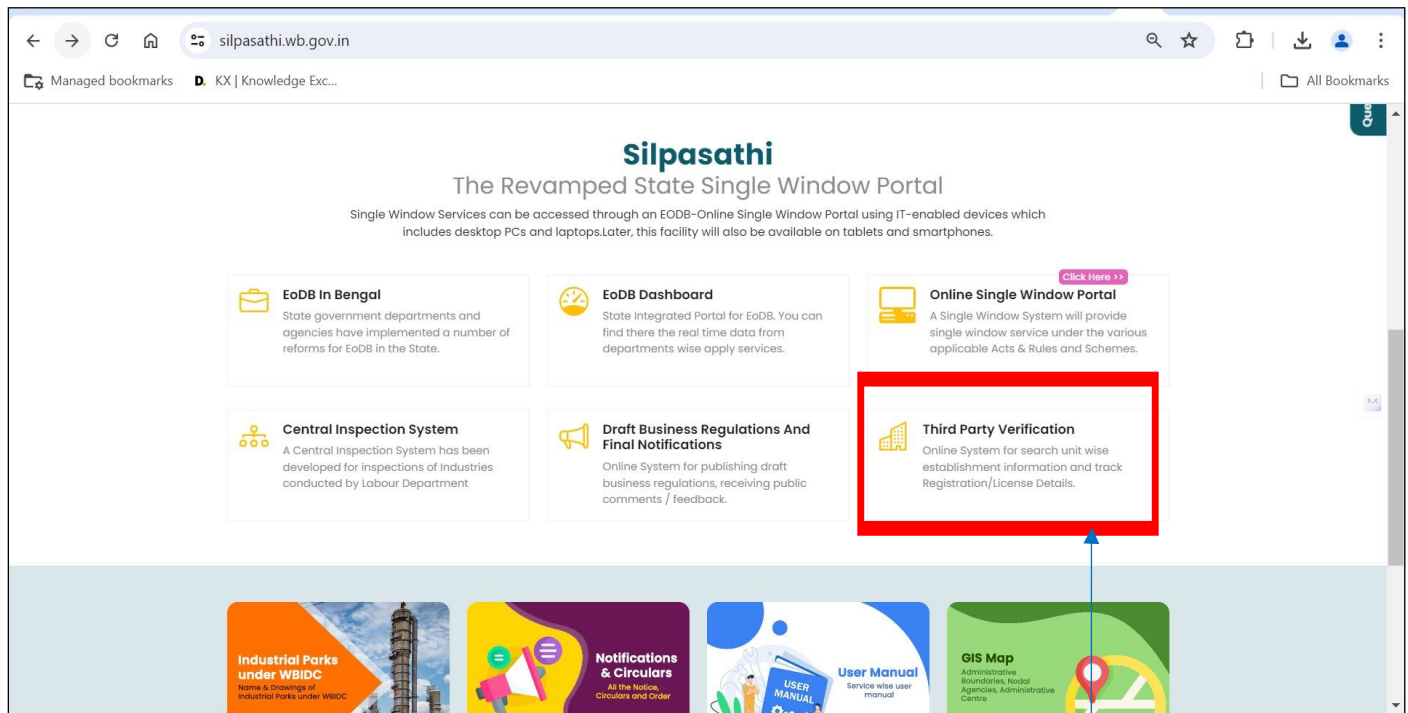
A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

### SilpaSathi Homepage

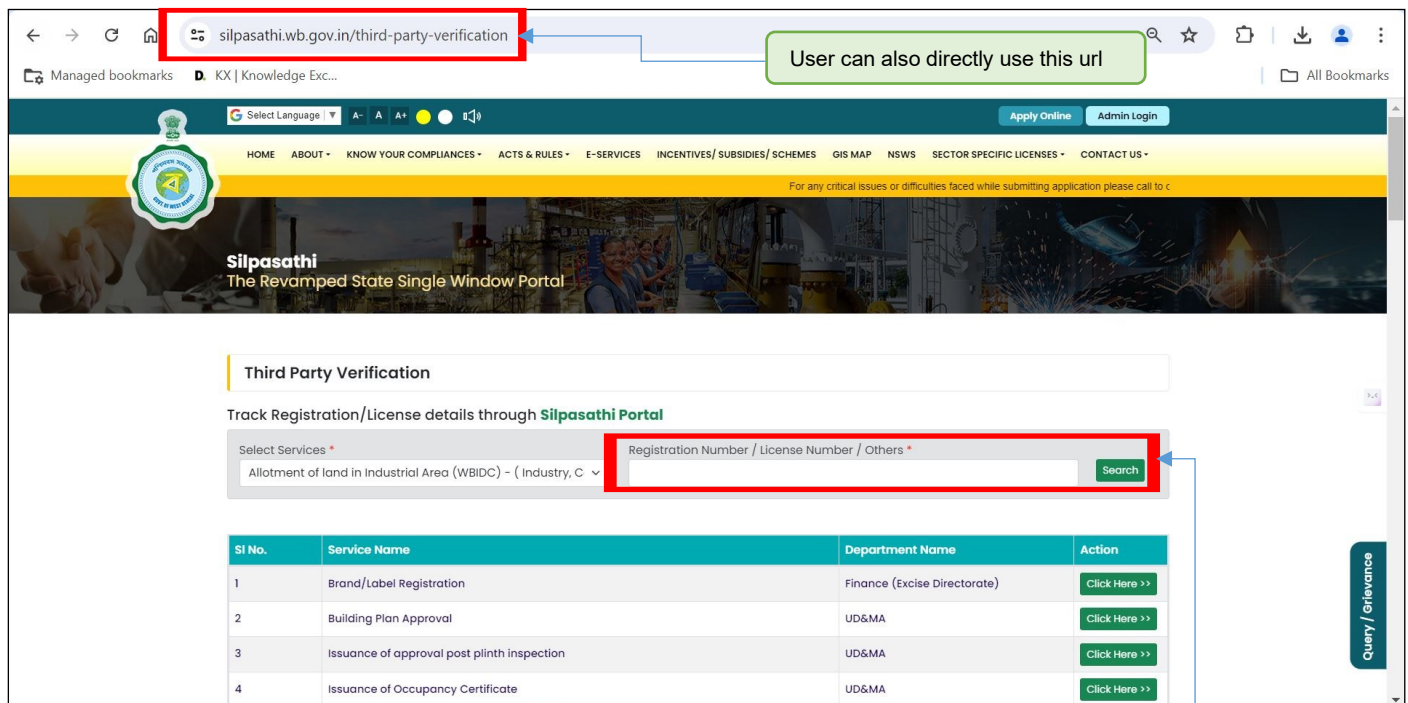


Renewal of Approval for DG set installation Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



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.



Enter Registration number/ License number to view details.

Renewal of Approval for DG set installation 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 \*  
Renewal of Approval for DG set installation - ( Directorate )

Registration Number / License Number / Others \*  
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 SAMSAD;HIGH PARA: DAS POST OFFICE: SHIPUR POLICE STATION: EGRA PIN CODE: 721448

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

The third party can view the details as illustrated below:

Third Party Verification

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

Select Services \*  
Renewal of Approval for DG set installation - ( Directorate )

Registration Number / License Number / Others \*  
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 SAMSAD;HIGH PARA: DAS POST OFFICE: SHIPUR POLICE STATION: EGRA PIN CODE: 721448