



# **USER GUIDE**

## **State Online Single Window Services**

### **Government of West Bengal**

**[[www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in)]**

Name of the Services	Permission for Extraction of Ground Water
Name of the Department/ Directorate	Water Resources Investigation & Development Department - WRI & DD

# HOW TO APPLY

- 1) First, user shall visit '[www.silpasathi.wb.gov.in](http://www.silpasathi.wb.gov.in)' Portal.
- 2) User then needs to click on "Apply online" button on the top right section of the homepage.
- 3) If he is already registered, he can use his login details and click on 'Log in' button. If not, he can click on "Create new" button to proceed and follow the mentioned instructions. Once done, user needs to check the declaration check box and then click 'Continue' button.
- 4) Fill in the user registration form and complete the process (Note: Password must have uppercase, lowercase, numeric and special character) . Once registered, user will be directed to his respective dashboard.
- 5) To apply for a service, user needs to click on the 'ALL SERVICES' button on the top header section.
- 6) User select the service(s) he requires from the service selection page (based on his Unit/ Establishment/ Firm) and click on 'Create CAF" button at the bottom right.
- 7) A unique CAF (Common Application Form) will be created for the user (or applicant) with a unique CAF ID displayed on his dashboard.
- 8) Applicant needs to click on 'Apply Online' button on the CAF to start his application.
- 9) The concerned Common Application Form will open with fields that requires information of the applicant. Applicant needs to fill the CAF carefully with necessary details.
- 10) After filling the form, applicant needs to click on 'Save and Continue' and will be directed to the document upload page (if required for the service chosen).
- 11) Applicant needs to upload necessary documents and then click on 'Save & Continue' to go to the application preview page.
- 12) Applicant can review all the details he has filled and once done, he can check the declaration checkbox and click 'Submit' to finish his application.
- 13) Once the application is successfully submitted, applicant will have to follow the concerned dashboard accordingly. Applicant is required to ensure the department processes on his application by clicking on the 'Update status' button to view the action taken by department/ needs to be taken further by applicant (if necessary).
- 14) After successfully submitting the application, the applicant should follow the relevant dashboard. If any action is required on their part, they need to click the **Click to proceed** button. If the action is required by the Department, the applicant must wait and check the application status by clicking the **Update status** button to see the Department's actions or any further steps needed from the applicant.

## APPLICATION STATUS DETAILS

SL.NO.	STATUS	RESPONSIBILITY
1	Application Submitted <b>Description:</b> <i>Application succesfully submitted</i>	Department
2	In-process <b>Description:</b> <i>Application in under process</i>	Department
3	Send back for document upload (If Required) <b>Description:</b> <i>Send back to Applicant for modification (If Required)</i>	Applicant
4	Send back to modify data (If Required) <b>Description:</b> <i>Application sent back to the applicant in case any changes required</i>	Applicant
5	Application Rejected <b>Description:</b>	Applicant
6	Accept for Fees Payment <b>Description:</b> <i>Department allows applicant to proceed with the payment and same is sent to the applicant which he can do through his dashboard</i>	Applicant
7	Payment Verification Under Process <b>Description:</b> <i>Payment Verification Under Process by the Department</i>	Department
8	Fees Paid <b>Description:</b> <i>Application payment is successful</i>	Department
9	Approved <b>Description:</b> <i>Applicant then download the approved certificate/license from the Silpasathi portal</i>	Applicant

## SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Any Other Documents	jpg, jpeg, pdf	200 KB
2	Approved or Sanctioned Building Plan	jpg, jpeg, pdf	200 KB
3	Approved site plan	jpg, jpeg, pdf	200 KB
4	Completion certificate for existing Infrastructural Projects only	jpg, jpeg, pdf	200 KB
5	Detailed Project Report (DPR)	jpg, jpeg, pdf	200 KB
6	Identity Proof	jpg, jpeg, pdf	200 KB
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	jpg, jpeg, pdf	200 KB
8	Mouza Map demarcating the total area and pin point location of the proposed well	jpg, jpeg, pdf	200 KB
9	Mutation of Land (Porcha) and or certificate of conversion of classification of Land	jpg, jpeg, pdf	200 KB
10	NOC (Consent to establish or Consent to Operate, whichever is applicable) from WBPCB for all projects	jpg, jpeg, pdf	200 KB
11	NOC for Non-availability or Insufficient supply of fresh water from local govt. agency or municipality	jpg, jpeg, pdf	200 KB
12	Proof of Ownership or Power of Attorney of Land	jpg, jpeg, pdf	200 KB
13	Proposal of Rain Water Harvesting plan or reuses plan within the premises	jpg, jpeg, pdf	200 KB
14	Provisional registration certificate from DIC(District Industry Centre) /MSME Udyog Aadhaar	jpg, jpeg, pdf	200 KB
15	Report of Ground water Quality of that location from SWID or Central Govt. Laboratory or NABL Accredited Laboratories	jpg, jpeg, pdf	200 KB
16	Signature of the applicant	jpg, jpeg	200 KB
17	Trade License or Valid Certificate of Enlistment	jpg, jpeg, pdf	200 KB

**\*\*\*For any critical issues or difficulties faced while submitting application please call to our QUICK RESPONSE TEAM at [03322622004](tel:03322622004) in between 10am to 5pm on Monday to Friday (Except Holidays) OR kindly drop a mail at [qrt.silpasathiwb@gmail.com](mailto:qrt.silpasathiwb@gmail.com)**

**Silpa Sathi Single Window Cell - [Helpline no. \(Toll free\) 1800-345-5562](tel:18003455562)**