



# **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	Approval for DG set installation
Name of the Department/ Directorate	Dte. Of Commercial Taxes - Finance

# 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	Saved/Fees Pending <b>Description:</b> Application saved. Department allows the applicant to proceed with the fees payment and applicant can do the same through his dashboard	Initiated
2	Fees Paid <b>Description:</b> Payment done successfully	Initiated
3	Application Submitted <b>Description:</b> Application submitted successfully	Department
4	Back for Correction(if required) <b>Description:</b> Application sent back to the applicant in case any changes required in the CAF	Applicant
5	Documents Verified <b>Description:</b> Documents successfully verified	Department
6	Back for Correction(if required) <b>Description:</b> Application sent back to the applicant in case any changes required in the CAF	Applicant
7	All Verification Completed <b>Description:</b> All verifications completed successfully	Department
8	Issuance of meter Approval <b>Description:</b> Meter Approval issued to the Applicant	Applicant
9	Issuance of Registration certificate <b>Description:</b> Registration certificate issued to the Applicant	Applicant

## SCANNED COPIES OF THE FOLLOWING DOCUMENTS WHICHEVER IS APPLICABLE

SL.NO.	NAME OF THE DOCUMENTS	FILE TYPE	ALLOWED MAXIMUM FILE SIZE
1	Commissioning report of the Own Generating Plants	pdf	515KB
2	Copy of last paid electricity bill	pdf	200KB
3	Log book or relevant documents for ascertaining consumption of electrical energy for calculating arrear electricity duty	pdf	1024KB
4	PAN (Applicant)	pdf	200KB
5	Purchase voucher of the generating plant/plants	pdf	256KB
6	Rent Agreement of the Own Generating Plants, if applicable	pdf	256KB
7	Single line electrical distribution diagram showing the detailed load of the premises and change over system with the generating plant/plants.	pdf	512KB
8	Test certificate containing test results of the sealed and tested kWh meter/meters (Energy meter) along with current transformers, potential transformers, if any	pdf	1024KB

**\*\*\*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:1800-345-5562)**