



Pollution Control Board, Assam
Bamunimaidam : Guwahati-21



No. WB/G-1248/15-16/35

Dated Guwahati, the 03rd Nov, 2016.

Notification

Sub: Information on the Procedures and Checklist of documents for submission and steps followed for processing of Consent (under Water Act, 1974 & Air Act, 1981) /Authorization (under Hazardous Waste Rule, 2016) Applications.

A) For Consent Application:

1. Check the website of the PCBA to locate Regional Office which is closest to the proposed site.
2. Visit the Regional Office and get guidance from the Regional Officer and collect information on documents and fees to be furnished along with Application Form, these information are available in the PCBA website also.
3. Submit Application Form along with documents and fees (DD in favour Member-Secretary, **Pollution Control Board, Assam**) at Regional Office.
4. Received by Regional Office, assigned to concerned AE/AEE for verification and scrutiny.
5. If the above are found to be in order, then inspection is done; if not, the applicant is informed to submit the lacking documents & fees.
6. The file is forwarded to the higher officer for further scrutiny.
7. **All applications for 'Consent to Establish' and Initial 'Consent to Operate' are recommended and forwarded to the Head Office. Also the following are forwarded to the Head Office**
 - (a) 'Consent to Operate' applications of Red category industries,
 - (b) 'Consent to Operate' applications of Health Care Units having investment more than 50 lakhs,
 - (c) 'Consent to Operate' applications of DG Sets having investment more than 10 lakhs,
 - (d) 'Consent to Operate' applications of all Green and Orange category industries having investment more than 5.0 crore.
8. If the Investment of the project is **less than 5.0 crore**, the '**Consent to Operate**' order is issued by the Regional Officer. Such applications include:
 - (a) Green and Orange Category industries having investment below 5.0 crore.
 - (b) Stone Crushers having investment below 10 lakhs.
 - (c) Pathological Laboratories total having investment below 5.0 lakhs,
 - (d) DG Sets having investment more than 10 lakhs.
9. At the Head Office, the application is received and endorsed to the concerned zone.
10. Processing of the application is initiated by concerned AE/AEE through EE-SEE-ACEE-MS, finally approved / not approved by the Chairman.
11. If approved the Consent order is prepared and signed by the Member-Secretary for issuance.
12. If not approved, regret letter is sent to the applicant.

NB: Time period for Granting of CTE/CTO as per Board's Notification No. WB/G-1248/15-16/31/481 dtd. 20/05/2016.



B) For Authorization Application:

1. Check the website of the PCBA to locate Regional Office which is closest to the proposed site.
2. Visit the Regional Office and get guidance from the Regional Officer and collect information on documents to be furnished along with Application Form, these information are available in the PCBA website also.
3. Submit Application Form along with documents at Regional Office.
4. Received by Regional Office, assigned to concerned AE/AEE for verification and scrutiny.
5. If the above are found to be in order, then inspection is done; if not, the applicant is informed to submit the lacking documents & fees.
6. The file is forwarded to the higher officer for further scrutiny.
7. Regional Officer recommends and forwards the application to Head Office.
8. At the Head Office, the application is received and. Endorsed to the concerned zone.
9. Processing of the application is initiated by concerned AE/AEE through EE-SEE-ACEE-MS, finally approved / not approved by the Chairman.
10. If approved, the Authorization order is prepared and signed by the Member-Secretary for issuance.
11. If not approved, regret letter is sent to the applicant.

NB: Time period for Granting of CTE/CTO as per Board's Notification No. WB/G-1248/15-16/31/481 dtd. 20/05/2016.

C) Checklist of documents for submission of application for Consent/ Authorization

In order to ensure submission of the requisite information to prevent delay in processing/ disposal of application for Consent under Water (Prevention & Control of Pollution) Act 1974, Air (Prevention & Control of Pollution) Act 1981 and Authorization under the Rules framed under Environment (Protection) Act, 1986, it is hereby directed that only complete application with all required documents shall be accepted by the State Board. For this purpose a 'Check list of Documents' required to be submitted by the Project Proponent along with the application for Consent/ Authorization has been annexed as per following list:

1. Document/ Information Required for Consent to Establish under Water Act, 1974 and Air Act, 1981 (**Annexure-I**).
2. Document/ Information Required for Consent to Operate under Water Act, 1974 and Air Act, 1981 (**Annexure-II**).
3. Document/ Information Required for Authorization under Hazardous Waste Rule, 2016 (**Annexure-III**).

The application for Consent/Authorization henceforth shall only be accepted if accompanied with requisite documents as per "Check list of Documents".

Memo No. WB/G-1248/15-16/35-A

Copy to:

1. PA to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
2. CEE /CES/ACEE, PCBA for information & necessary action.
3. All concerned for information & necessary action.
4. Notice Board/ Website of PCBA.


Member-Secretary

Dated Guwahati, the 03rd Nov, 2016.


Member-Secretary



Annexure-I

Pollution Control Board, Assam Bamunimaidam : Guwahati-21

Check list of documents for submission of application for Consent to Establish under Water Act, 1974 and Air Act, 1981

1. Duly filled up prescribed Application Form (Schedule-I).
2. Land documents such as Sale deed, Jamabandi, Type Map, Non-encumbrance Certificate and Revenue Clearance Certificate of the proposed plot. (if the plot is rented/ lease hold then in addition to the above documents Rent deed/ Lease deed should be submitted) or Allotment letter of designated authority for the site of project, if located in the designated industrial area / industrial estate.
3. Project Report containing the detailed Environment Management Plan.
4. Site plan prepared by Competent Engineer.
5. Layout plan showing location of the –
 - a. Units/Stack/Chimney/Emission points
 - b. Drainage and final disposal for liquid effluent.
 - c. Solid Waste collection / storage / disposal facility
6. Demarcation of open area in the industry premises and green belt within the compound with dimensions.
7. NOC from local authority.
8. Non-agricultural land certificate from Circle officer if the land is classified as agricultural land.
9. Copy of article and memorandum of Association/Partnership deed/deed of Attorney (except Proprietorship Firm).
10. Estimated project cost on land, building and plant and machinery duly certified by CA or declaration in the form of Affidavit/undertaking on non-judicial stamp paper of Rs. 10/- duly signed and notarized.
11. Registration Certificate of DI&CC.
12. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable through online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
13. Environmental Clearance Certificate (EC) if the proposed Industry is required to obtain prior EC from MoEF&CC/SEIAA as per EIA Notification 2006 in force.
14. Affidavit declaring that the terms and conditions of the Board shall be abided by the proponent and pollution control devices mentioned in the Environmental Management Plan shall be installed before commissioning of the Unit.

Note:

1. ***Copies of all the documents submitted by the applicant shall be duly signed and attested by the Authorized Signatory.***
2. ***The Proponent shall index and submit all documents in serial order as above.***

Member-Secretary



Annexure-II

**Pollution Control Board, Assam
Bamunimaidam : Guwahati-21**

Check list of documents for submission of application for Consent to Operate under Water (Prevention & Control of Pollution) Act, 1974 and Air(Prevention & Control of Pollution) Act, 1981

1. Duly filled up prescribed Application Form (Schedule-I).
2. Proposed steps in order to comply to the terms & conditions stipulated in Environmental Clearance Certificate issued to the applicant (if EC is applicable).
3. Consent fees in favour of Member Secretary, Pollution Control Board, Assam payable through online banking/ credit card/ debit card, based on the investment of the project as per latest notification.
4. Point wise evidence based Compliance Report of previous CTE/CTO including production details etc.
5. CA's Certificate regarding updated capital investment in the project including land, building plant and machinery without depreciation as on date / end of the financial year.
6. Effluent Analysis report in case of Consent under Water Act and Source Emission and Ambient Air Quality monitoring report in case of Consent under Water and Air Act.

Note:

1. *Copies of all the documents submitted by the applicant shall be duly signed and attested by the Authorized Signatory.*
2. *The Proponent shall index and submit all documents in serial order as above.*

Member-Secretary



Pollution Control Board, Assam
Bamunimaidam : Guwahati-21

Check list of documents for submission of application for Authorization under Hazardous and Other Wastes (Management and Transboundary Movement) Rule, 2016

a. For the Hazardous Waste Generating Units for Initial Authorization:

1. Form-1 duly filled up.
2. Valid Consent to Operate of the Board.
3. Copy of the Project Report.
4. Hazardous Waste Management Plan.

b. For non-Generating Hazardous Waste Units which don't requires CTE/CTO for Initial Authorization.

1. Form-I duly filled up.
2. NOC from Local Body.
3. Address of Godown and Land documents of the Godown.
4. Site Plan.
5. Hazardous Waste collection and disposal Plan.
6. Affidavit regarding vehicle used for transportation.

c. For the Hazardous Waste Generating Units for Renewal Authorization:

1. Form-1 duly filled up.
2. Valid Consent to Operate of the Board.
3. Annual Report in Form-4.

d. For non-Generating Hazardous Waste Units which don't requires CTE/CTO for Renewal Authorization.

1. Form-1 duly filled up.
2. Annual Report in Form-4.
3. Copy of the Pass Book.

Note:

1. *Copies of all the documents submitted by the applicant shall be duly signed and attested by the Authorized Signatory.*
2. *The Proponent shall index and submit all documents in serial order as above.*

Member-Secretary