



pcba

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



**OFFICE ORDER**

No. WB/G-295/21-22/376

Dated Guwahati, the 20<sup>th</sup> March, 2024

**Sub: Processing of CCA Applications of Tea Gardens and Bought Leaf Tea Factories – reg.**

In order to expedite the process of granting of Consent, it is decided that the Regional Officer (RO) shall approve, sign and issue the CTO/CCA to the following categories of Industries.

1. **Tea Gardens (Tea Estate with Factories).**
2. **Bought Leaf Tea Factories.**

The Regional Officers, while issuing the CTO/CCA to the above mentioned categories of industries, shall strictly adhere to the following Terms & Conditions.

1. **The CTO/CCA shall be processed within one (1) month of accepting the application without fail.**
2. RO shall ensure that the unit uploads the CTE as well as the last CTO obtained as mandatory documents while submitting the application in OCMMS portal.
3. RO shall process only those applications **for which the CTO/CCA have already been granted by HO with validity till 31.12.2023 or 31.03.2024.**
4. The **CTO/CCA** shall be prepared in the specific format, which is being followed in the Head Office. It may be noted that there are different conditions for Tea gardens and Bought Leaf Tea Factories.
5. The applications for which penalty need to be imposed for submission of late application, shall be forwarded to Head Office (only after the realisation of the late penalty). Realisation of 25%, 50%, 75% and 100% penalty for the applications received in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Quarters respectively during the F.Y 2024-25 shall be strictly followed.
6. All the applications received for regularisation of CTO/CCA, i.e., which were not granted with CTO by HO till validity of **31.12.2023** or beyond, shall be forwarded to HO for further processing.
7. Hard copies of all the CTO/CCAs, which are granted by HO, shall be forwarded to HO together with the **Note history** in the **OCMMS portal**.
8. **The RO shall be accountable for realising the CTO fee together with the applicable penalty.** For processing an application and subsequent issue of CTO with any short deposit (less than the due amount of CTO fee with penalties) from the industries, **the ROs shall be held accountable and any such short deposit shall be adjusted from the salary or CPF deposit of the concerned RO.**
9. **CTE and the Initial CTO shall be granted by the HO for all the cases, as being practised as of now.**

This has been issued with the approval of the Hon'ble Chairman. This order comes into force with immediate effect.

(Shantanu Kr. Dutta)  
Member Secretary

Memo No. WB/G-295/21-22/376-A

Dated Guwahati, the 20<sup>th</sup> March, 2024

Copy to:

1. All Regional Heads, ROs of the Board for information & necessary action.
2. P.A. to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman.
3. WhatsApp (Parivesh Asom group)/Website of PCBA.

  
Member Secretary