PROCEDURE

FOR

ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM



STATE POLLUTION CONTROL BOARD, ODISHA

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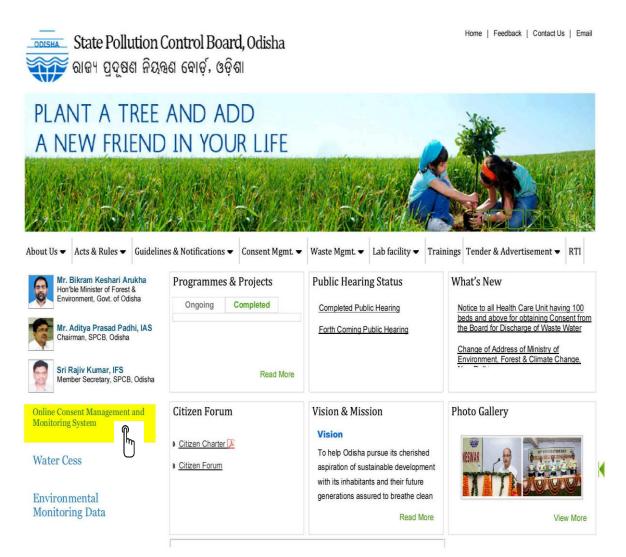
INTRODUCTION

In order to bring transparency in processing application for Consent to Establish and Consent to Operate under the provisions of Water (Prevention & Control of Pollution) Act, 1974 and Air (Prevention & Control of Pollution) Act, 1981. An Online Consent Management and Monitoring System (OCMMS) has been introduced by the Board with effect from 01.11.2014 to discuss consent to operate application under the provision of Water(PCP) Act, 1974 and Air (PCP) Act, 1981. The system aims at reducing the processing time of application and related paper works, thereby overall performance will improve. The OCMMS is highly interactive menu driven, user friendly and a customized package which will be used by non-specialists and users. The navigation in the system is user friendly both for applicants and Boards officials.

There are two parts of operational procedure of on line consent management system. Part-A of the procedure contains the instruction for the applicant who makes the application online and Part-B is for the officials of State Pollution Control Board, Odisha who will process the application. The step by step procedure in both the sections are presented so that a non-specialist can easily navigate through all the instructions for making a successful application to the Board and the State Pollution Control Board officials can process the application early.

<u> PART - A</u>

- 1. For making an application for obtaining consent to operate the applicant shall go through the State Pollution Control Board website at URL http://www.ospcboard.org or http://www.odocmms.nic.in in the home page of the URL. Please click on "online application".
- Registration : Before submitting the application online, the applicant has to register , for the new users user ID and password is to e generated by clicking on the "New Industry Link of the website".
- 3. The existing users who has ID and password they can login directly to OCMMS.



Home Page - Online Consent Management & monitoring system

Industry user need to select "Industrial login" after registration to fill up their application immediately after signing up with OCMMS website and same login and password is to be used for subsequent applications.





Pin :

Phone Number*: Fax No. With Code :

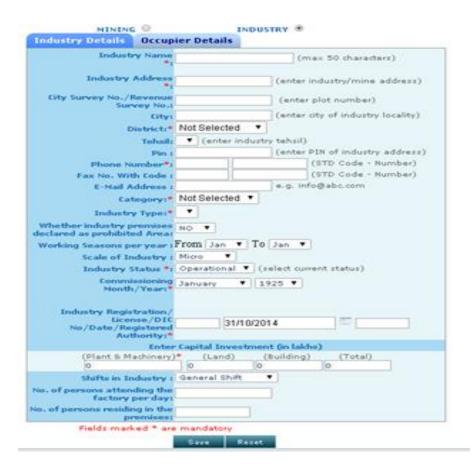
E-Mail Address :

(enter PIN of industry address) (STD Code - Number)

e.g. info@abc.com

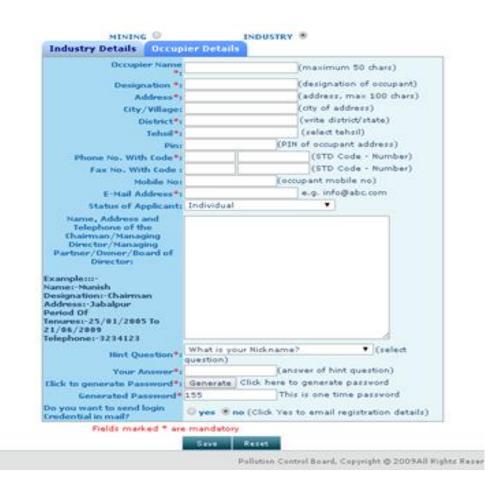
(STD Code - Number)

(I) Fill up - Industry details



STEPS FOR ENTERING INDUSTRY DETAIL INFORMATION FOR NEW INDUSTRY REGISTRATION

- 1. After filling all details of Industry Details there is an option to fill up Occupier details. In occupier details "Hint Question" is very important for user because it is required in the case of change in password or when password is forgotten.
- 2. E mail address is also important in occupier details. Because of this mail address user will receive information from OCMMS.
- 3. The next important point is "Do you want to send login credential in mail?" To receive information by E-mail 'Yes' is selected .



4. Two icon namely "Save" and "Reset" can be seen at the above of the form for filling up of occupier details.

- 5. The applicant can "Reset" the form if he wants any corrections and save if by clicking "Save" button.
- 6. "Save" button is used to save document

After clicking the "Save" button, user will receive the used ID and temporary password as highlighted on screen.



NOTE:-Please note down user ID & password for further reference

Change Password Option

On home page, the industrial user has to select "industrial login", and user ID and password with captcha code are to be entered and login to be clicked. The first login shall be with auto generated password, however this password should be changed for security aspects



STEPS FOR FILING OF CONSENT TO OPERATE APPLICATION ONLINE

 The applicant can apply their consent application by clicking on "apply for consent". The applicant has to select Consent to operate (CTO) and select the type of consent is required i.e consent to operate require for "Water /Air / Both Air and Water ".

STEPS REQUIRED BY THE USER FOR FILLING UP CONSENT TO OPERATE (CTO) APPLICATION



- Click on next to get the fee details. Alternatively the fee calculator of the home page can be used for determining the fees applicable to the applicant.
- After the next button user can see a form for fees where there is an option for number of years for which is consent to operate is required . User need to fill up all the details.

Then the user will "click to calculate fee". which will automatically display consent fees applicable for the respective slab depending the RED /ORANGE / GREEN CATEGORY and Investment Slab

Fee	Other	Product	Air Emission	Water & Waste Wa	ter Disch.	Documents					
	Fee Details										
Number of Year:						Starting Date 01/04/2015	Ending Date 31/03/2016				
Catego	ey:				RED A						
Capital	Investme	ent (In Lakh	5):		500.0						
Fee Ap	plicable ()	In Rupees):			₹ 30000	Calculate (Click to	o calculate fee)				
				Bank Details							
		Add		View		Dele	ete				

* Instructions:

Please enter number of year you are applying consent for. To enter the DD/Cheque details, use the link as follows: click "Add" add details, "View" to view details and "Delete" link to delete details. To update the details, first delete you want to edit and then add new one.

Click Add button enter details Draft number, Date, Bank name, Branch name, Amount, and go to choose file and attach the scanned copy of Demand

Draft/Cheque.

Bank Details									
DD No./Cheque No.	Date		Bank Name	Branch Nan	ne Amount(In Rs.)				
176826	22/03/2010 🔤		PNB (max 250 chars)	BHUBANESW. (max 250 cha	1400000				
		Add							
lease Attach Sca	an Copy Of all Drafts/Chequ	💵 Choose Fil	le) No file chosei	n	Attach				
ist of DD Details	s added.								
DD No./Cheque	No. Date	Bank Nar	ne Bran	ch Name	Amount(In Rs.)				
67	18/03/2013	sbi		Ь	₹ 14000.0				
	Scaned Copy	of Drafts/Che	ques :						

"other" tab is used user need to fill up all the details

Fee Other	Product	Air Emission	Water &	Waste V	Water Dis	ch.	Documents		
Other Details									
	Surround	ing of Site			Add		View	Delete	
Air Details:-									
		Enter All Lan	d/Premises	(Maximu	m 250 cha	racters	i)		
	(CORPORAT		LLAGE HAYAT)	(CANTO	INMENT)		(PORT TRUST)		
	(DEFENC DEPARTME		TATE RNMENT)		IBITED EA)		(OTHERS)		
							ple:municiple,o t,airport autho		
Water Details:	-								
If domestic eff effluents:	luent allowed	to get mixed in II	ndustrial	NO T					
State whether Industrial/Don		rains are kept se t drains.	parate from	NO 🔻					
		t is given to the d with an indust ri a		NO 🔻					
Is sufficient lar land disposal of		an be made avail oposed :	able in case	NO T					
Whether an en	vironment ma	nagement cell is	functional:	NO T					
Whether an en	vironment lab	has been establis	shed :	NO T					
	lays of the we	hich application is ek,if so give the o		NO 🔻					
Effluent toxic :				NO 🔻					
		Sta	ate if the ind	ustrial ef	fluent is				
having unpleas	ant smell:			NO 🔻					
initating :				NO 🔻					
corrosive :				NO 🔻					
with colour :				NO 🔻					
Is there any su exceeding 10 d		of temperature o / time:	feffluent	NO T					

"Product tab is used to enter product details with quantity "

Fee	Other	Product	Air Emission	Water & Waste Water Disch.	Documents		
	Product Expenditure Details					View	Delete
	Product Details					View	Delete
	Raw Material Details					View	Delete

Do You Want To Save The Application as 🔘 Completed 💿 In Progress

Save

"Air Emission" user need to fill up all the details of stack, flue gas emission and Air Pollution Control Details

Fee	Other	Product	Air Emission	Water & Waste Water Disch.	Documents	
	Air Emission					Action
	Stack Details					ïew Delete
	Flue Gas Emission Details					ïew Delete
		Air Pol	lution Control Equ	ipment details	Add V	ïew Delete
		Climate	logical And Meteo	prologic Details	Add V	ïew Delete
	Fugitive Emission Details					ïew Delete
		Air Pe	Add V	ïew Delete		

* Instructions:

There are four sections under Air Emission. Please fill all the details pertaining to Air Emission. To enter the details, use the links as follows:

- click "Add" link to add details
- click "View" link to view details
- click "Delete" link to delete details
- · To update the delete, first delete the details you want to edit and then add new one.

After the next button user can see a form for "Water & Waste Water Disch" user need to fill up all the details

Fee (Other	Product	Air Emission	Water & Waste Water Disch.	Document	s	
	Water & Waste Water Disch.						n
	Source of Water, Use and Consumption Details					View	Delete
	Waste Water Treatment Details					View	Delete
	Solid Wastes Details					View	Delete
			Effluent Deta	ails	Add	View	Delete
			Analysis Rep	ort	Add	View	Delete
			Material Deta	ails	Add	View	Delete
	Details regarding unfavourable stream or tidal conditions					View	Delete
		D	etails for disposal	proposal	Add	View	Delete

* Instructions:

There are three sections under W Emiss./Disch. Please fill all the details pertaining to W Emiss./Disch. To enter the details, use the links as follows:<>
click "Add" link to add details

 click "View" link to view details · click "Delete" link to delete details

. To update the delete, first delete the details you want to edit and then add new one.

After the next button user can see a form for consent. User need to fill up all the details. And the next important tab is Documents.

• Go to this tab and see the option upload and delete. Upload is for uploading documents and delete is for deleting the already uploaded documents.

Fee	Other	Cost/Expend.	Water & Waste Water Disch.	Air Emission	Documents					
	Documents Details									
	Do You Want To Submit Documents Manually ? 💿 Yes 🔘 No									
	ι		Upload							

Please select "yes "if you want to send the documents By post/by hand

Fee	Other	Cost/Expend.	Water & Waste Water Disch.	Air Emission	Documents					
	Documents Details									
	Do You Want To Submit Documents Manually ? 🛛 Yes 💿 No									
	ι		Upload							

- Please select "**NO**" to upload the required document online.
- Click "upload" button to documents
- Document checklist window, upload the documents here, and if any required document is not mentioned in the check list then click the save button.
- And user will see an option for attach more document. Here user can attach multiple documents one by one, click "Choose File" and select the desired file from computer. Then type the name of document in the text box and click 'save' After this, software will ask for the next document. If they don't need to attach more document then click exit.

Document Name	Document Path
Toposheet	Browse
Site Plan	Browse
Land Ownership Documents (Registration)	Browse
Revenue Department Khasara & Naksha	Browse
Copy of Environmental Clearance (if any)	Browse
Water Balance Chart	Browse
Effluent Treatment Plant Scheme along with Flow Chart	Browse
Copy of Partnership Deed	Browse
epartment or copy of Industrial Entrepreneur Memorandum (IEM)	Browse
Project Report	Browse
Environment Impact Assessment Report (if any)	Browse

- · Click link "Upload" to upload the document
- · Click "Browse" to select the document
- You can select multiple documents at the same time
- Select all the documents by clicking "Browse" button
- Select all the documents by clicking "Browse" button
- Click "Save" button to upload the document
- Message "Document successfully uploaded" will be displayed
 - 1. The user can save this application in his account for making some changes in application, user need to save this application by selecting "In progress"(at the bottom of page).



- 2. In progress application will not submitted to OSPCB office and can be modified by the user.
- Once the applicant filled up the application form completely and upload all the required documents the applicant can select button 'completed' and followed by 'save'.

Do You Want To Save The Application as 💿 Completed	O In Progress
Save	

4. Then application will be automatically submitted to the Head Office / Regional Office depending upon the type of industry and investment. <u>NOTE- Please note down the application number for future reference.</u>

Consent Application Details
Application No : 8375
Congratulations! Application submitted successfully.
Your Consent Application application has been received under the Application Number 8375. (Note this number for future communication and know the online status of the application submitted)
Submitted application is under processing. Please send the following documents by post/by hand. You may ignore sending the documents which have been uploaded online.

STATUS OF APPLICATION

The status of application can be seen by login the website. The user can see the application status by in their user id Here the status of application is shown at the home page of user Id. There are two tabs 1st is "In progress Application" and the second one is "completed Application." "Completed Application " is to know with whom the file is pending.

In progress Application / Completed Application

In-progress Application		Completed	Application				
Application No	Application Date	Application For		Туре	For	Status	Pending With
<u>28266</u>	06-09-2013 03:37		mittali industries pvt ltd			In- Progress	RC ADM
<u>70710</u>	09-09-2014 03:28	air	mittali industries pvt ltd	сто	reNew	In- Progress	RC ADM

Note: <u>The same procedure may be followed in Consent to Operate online</u> <u>application for Consent to Operate(Mines).</u>

After submission of application online, the applicant is required to take a print out of the application form filed online and sign the hard copy of the application and send it along with the original Demand Draft to the Board.

After receiving CTO application online, the application will be processed on line by the Board officials. Any clarification / decision on grant /refusal will be communicated to the industry online.