

West Bengal Pollution Control Board :

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

Provided as a service through 'SilpaSathi', the Online Single Window portal of the State (West Bengal)

User Manual

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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Introduction

This document is intended to serve as a User Manual for grant of the service "Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981) & Water Act (Prevention and Control of Pollution) Act, 1974" by West Bengal Pollution Control Board through Single window of the State, 'SilpaSathi'. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State
 in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government
 department or office.

About the Service

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981) & Water Act (Prevention and Control of Pollution) Act, 1974 is required for allowing a business to operate after obtaining approval for the Consent to Establish (CTE). It involves the sanction of the authority of the Board for the discharge of the effluent (sewage or trade effluent into a stream or well or sewer or on land) or emission of air pollutant into the atmosphere. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents in order to apply for the service:

#	Documents Required	Detailed Description
1.	Copy of Environmental Clearance	Environmental Clearance (EC) is a legal permission that is required
	(EC) for attracting projects	for projects and industries that may harm the environment and
		society

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#	Documents Required	Detailed Description
2.	Any land related document (rent agreement, rent receipt, land deed, porcha, lease document as applicable)	These are essential documents that establish and record owners' rights, boundaries, and obligations regarding a specific piece of land
3.	Gross Capital Investment Certificate (Self Certified Undertaking)	A Gross Capital Investment Certificate is a financial document that guarantees a certain level of investment in a project or company.
4.	Self-Certified Site Plan / Layout with Road map / Route Map	A Self-Certified Site Plan, also known as a Self-Certified Layout Plan, is a comprehensive diagram or map that depicts the layout of a particular site or property.
5.	Detailed Project Report with details of Emission, Effluent, Solid Waste Management Plan, raw materials, finished products, manufacturing process including list of machineries	A detailed project report is a comprehensive document that outlines the progress, achievements, and challenges of a project
6.	Copy of CTE certificate along with compliance status	Consent to Establish
7.	Compliance status of EC (for EC attracting unit)	The compliance status of an Environmental Clearance (EC) is the status of how well the project is adhering to the environmental conditions and safeguards set out in the EC

Timeline (WBRTPS)

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974 is provided within a) 15 working days (for Green Category industries), b) 30 working days (for orange category industries), and c) 60 working days (for Red Category Industries) from the date of submission of application.

Instructions related to the application form

SI. No.	Field Name	Instructions
1.	Select Establishment	From the dropdown list select the establishment type
2.	Name of Industry	Enter name of the industry
3.	Occupier Email	Mention email id details of the industry owner
4.	Service ID	Enter correct service ID

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SI. No.	Field Name	Instructions
5.	Occupier Mobile	Add mobile number of the industry owner/occupier
6.	Industry Pin Code	Enter address pin code of the industry location
7.	Industry Telephone No	Enter telephone details of the industry
8.	Industry District	Enter district of the industry location
9.	Industry Address	Enter address details of the industry
10.	First Name	Enter Applicant's first name
11.	Last Name	Enter Applicant's last name
12.	Industry Email	Mention email id details of the industry

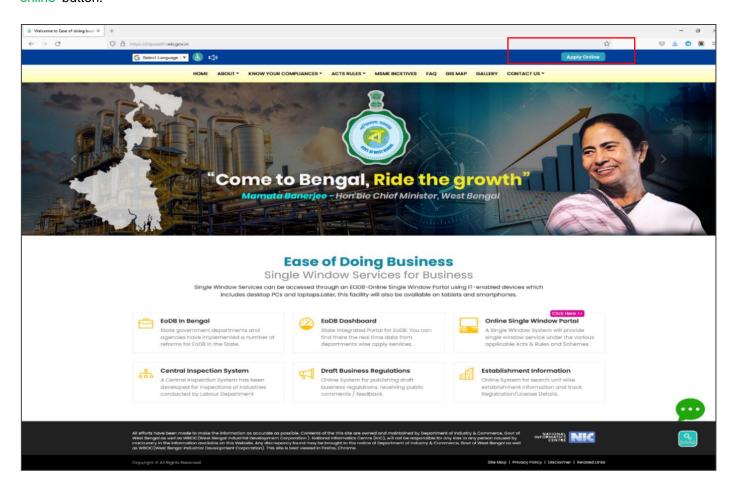
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

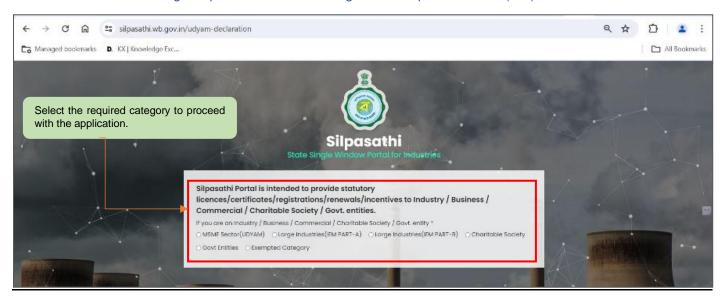
In order to complete the user registration, the applicant has log on to https://silpasathi.wb.gov.in/ and click on 'Apply online' button.



<u>Applicant Log-in</u>: The applicant needs to **select the required category** as illustrated in the screenshot below and **proceed for registration**.

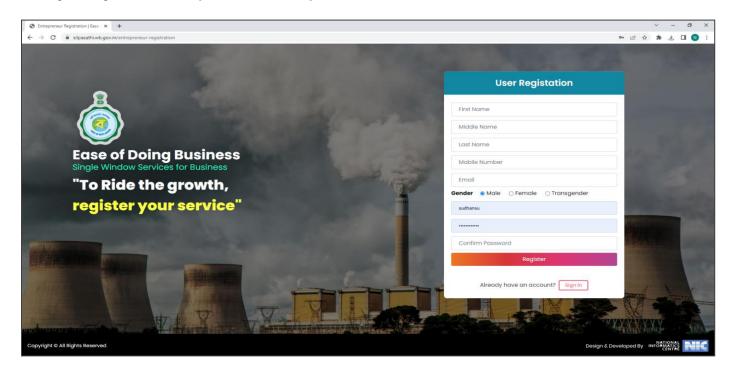
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

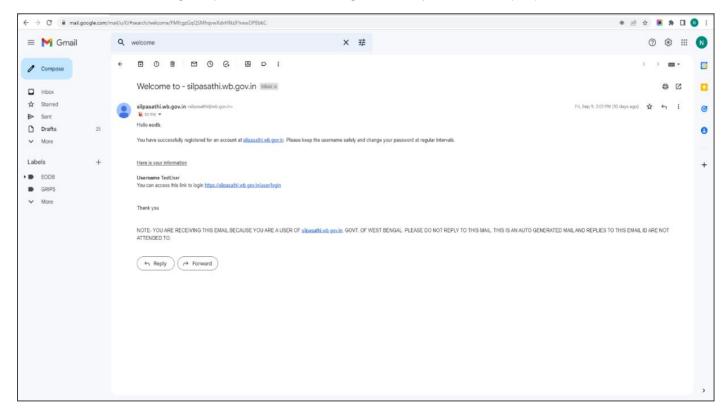
The <u>'User Registration'</u> window will appear with the relevant fields that the applicant needs to fill accurately and click on <u>'Register'</u> as shown by the below screenshot. In case the applicant already has an account, click on the <u>'Sign In'</u> button and login using valid **User ID**, **password and Captcha**.



Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

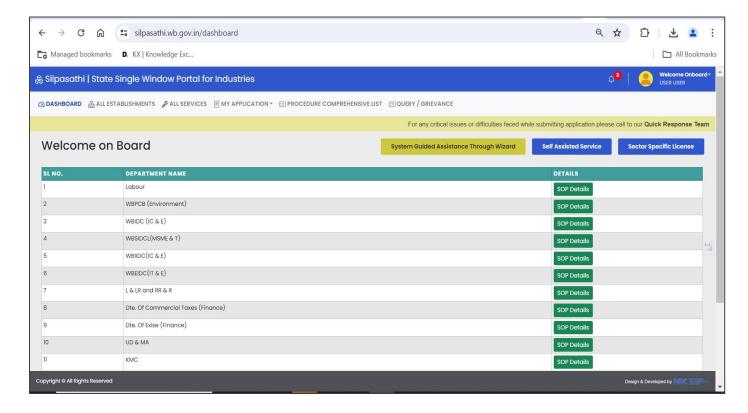
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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Online Application submission

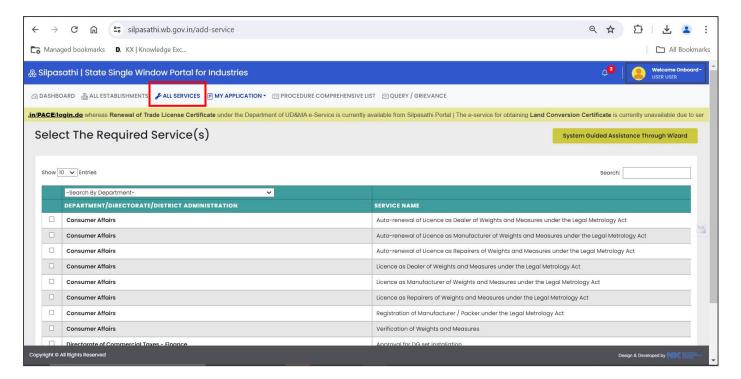
Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

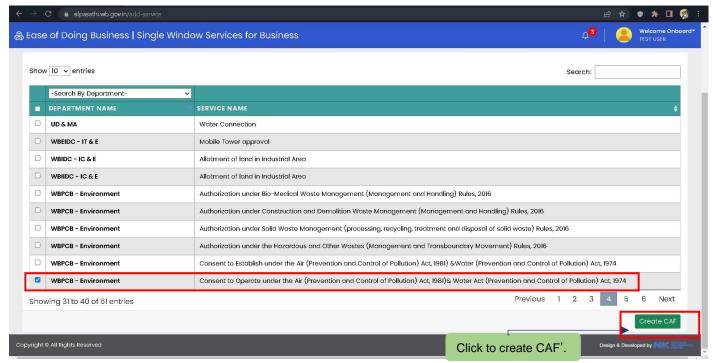


Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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The applicant has to click on 'ALL SERVICES' to view the list of all services mapped with their corresponding departments.





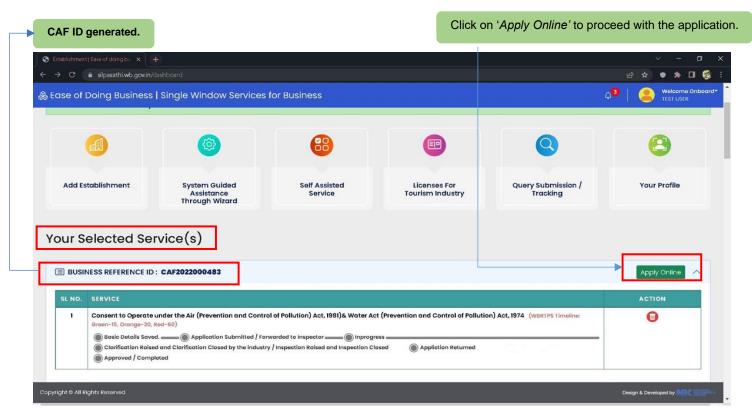
Once done, a list of services will appear. Applicants need to click on the checkbox adjacent to the service named 'Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981) & Water Act (Prevention and Control of Pollution) Act, 1974.

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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After selecting the service 'Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981) & Water Act (Prevention and Control of Pollution) Act, 1974' from West Bengal Pollution Control Board, the applicant has to click on 'Create CAF'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

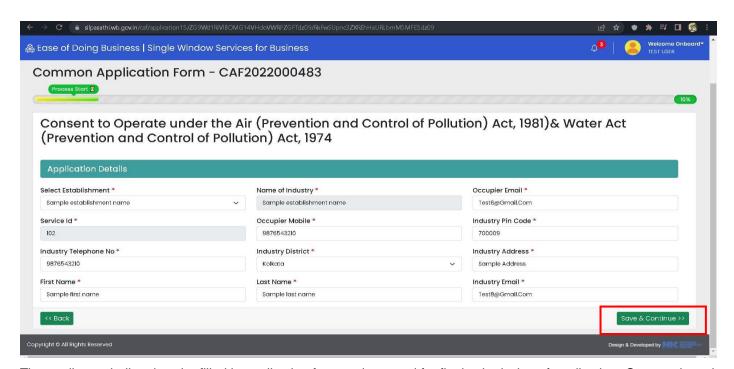
Applicant's Dashboard



After clicking on '<u>Apply Online'</u> option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

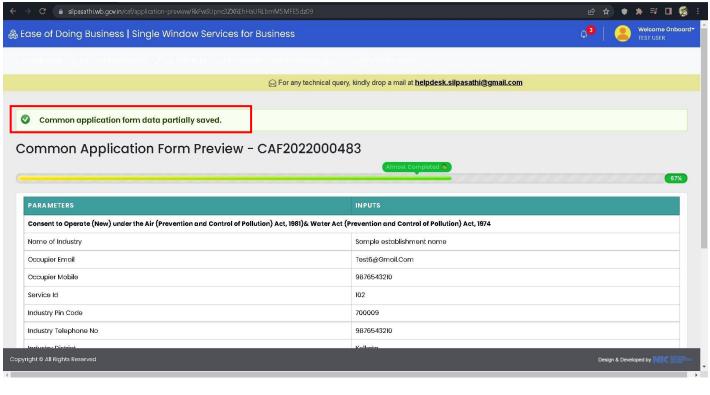
Application Form Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB) 🙈 Ease of Doing Business | Single Window Services for Business Common Application Form - CAF2022000483 Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974 Select Establishment * Name of Industry * Occupier Email * Sample establishment name Sample establishment name Test6@Gmail.Com Service Id * Occupier Mobile * Industry Pin Code * 9876543210 102 700009 Industry Telephone No * Industry District * Industry Address * 9876543210 Kolkata Sample Address First Name * Last Name * Industry Email * Sample first name Test8@Gmail.Com Sample last name

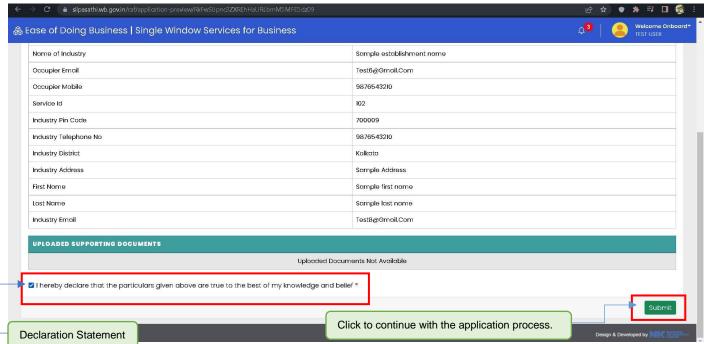


The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to <u>'Submit'</u> button, as illustrated in the screenshots below.

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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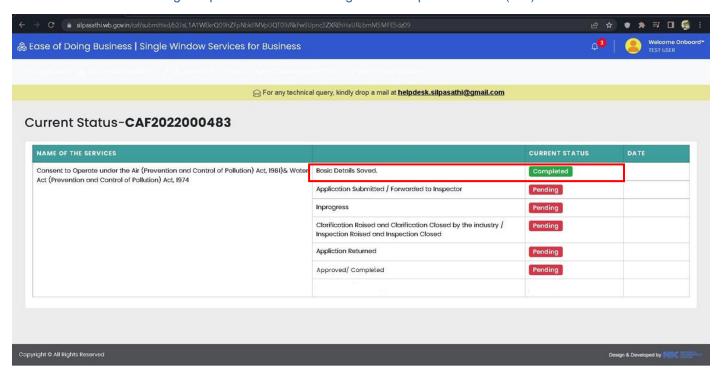


Upon completion of the application process the applicant clicks on the <u>'Submit'</u> button for final submission of the application. Please refer to the screenshots below for detailed illustrations.

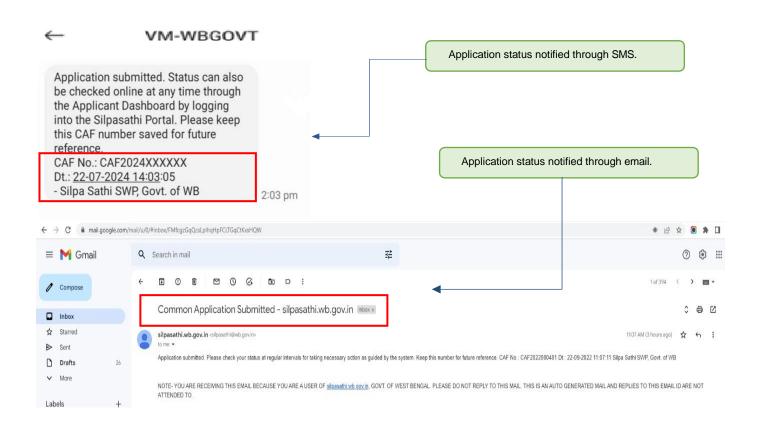
On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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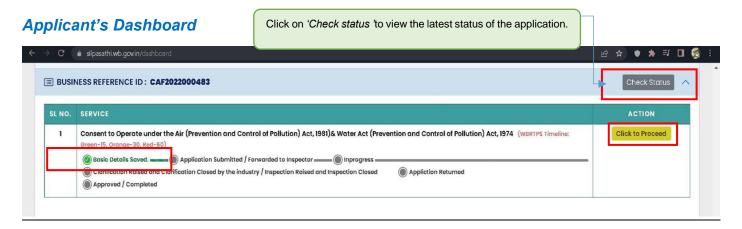
The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



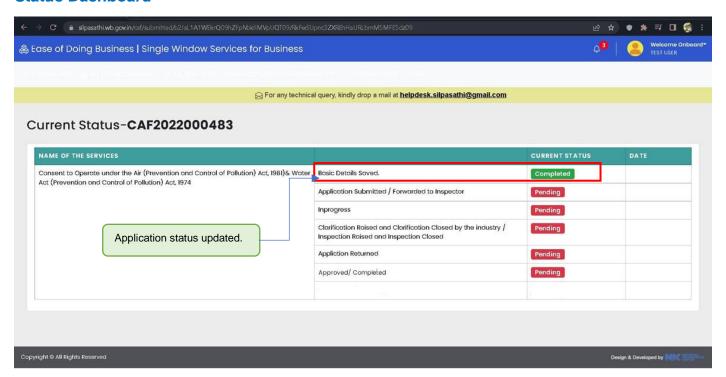
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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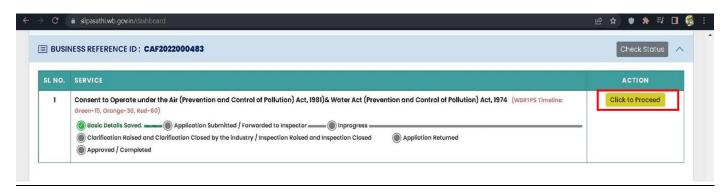
2. Track Status of Application



Status Dashboard



<u>The</u> applicant clicks on 'Click to Proceed' button to further processing of the application. The applicant can now view the Departmental Application page and proceed with the application.



Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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Note: Latest status can be seen any time through Applicant's Dashboard

Process illustrated in the screenshots below:

The applicant can now view his submitted applications in the West Bengal Pollution Control Board (WBPCB) page.

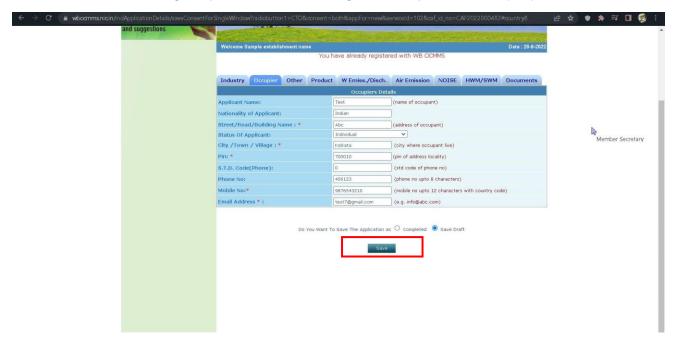
Once reviewed, the application will be submitted successfully with **a unique application** ID along with the downloadable form, as mentioned in the preceding screenshots below:

Step 1: Enter details about Industry.

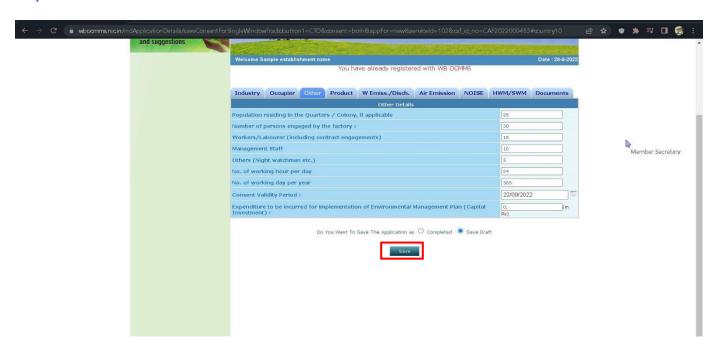


Step 2: Enter details about Occupier.

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

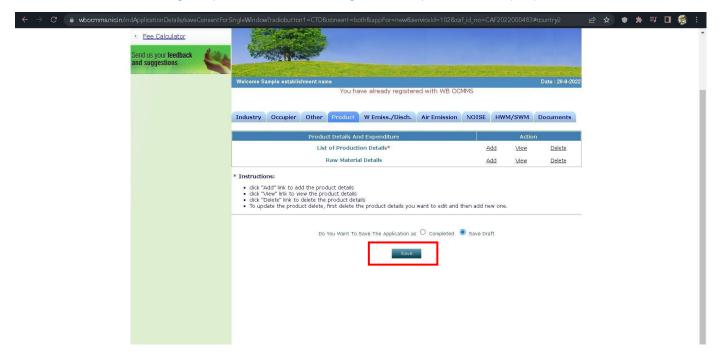


Step 3: Additional details

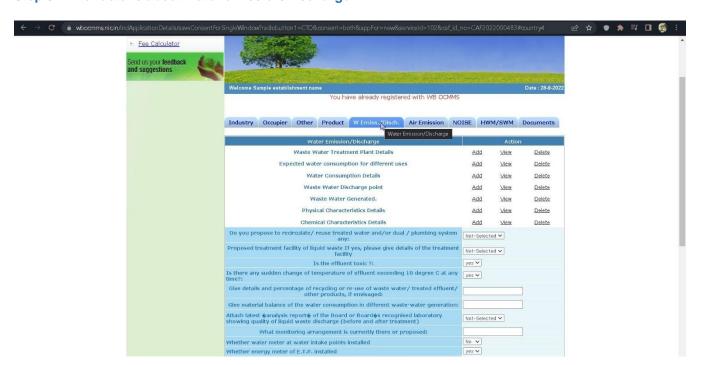


Step 4: Enter details about product.

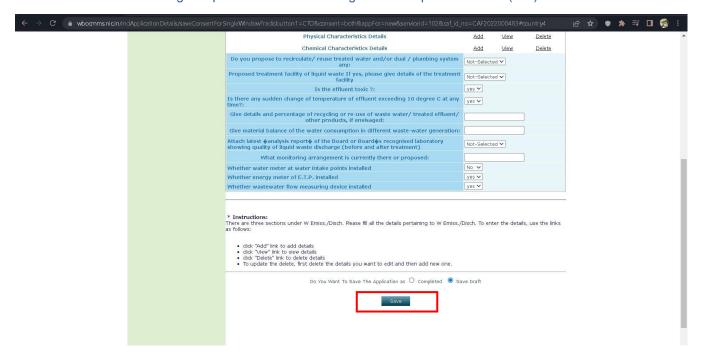
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974



Step 5: Enter details about water emission/Discharge



Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

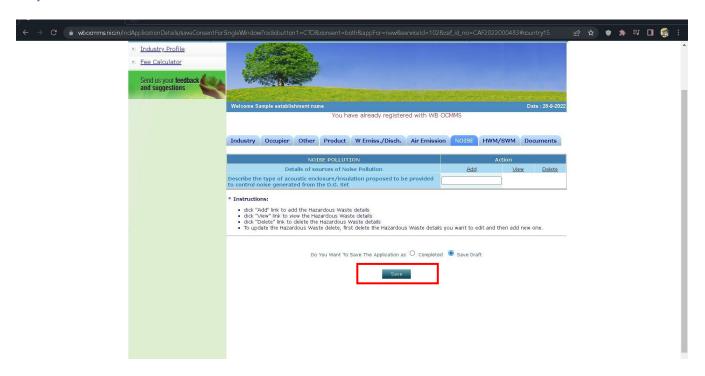


Step 6: Enter details about air emission

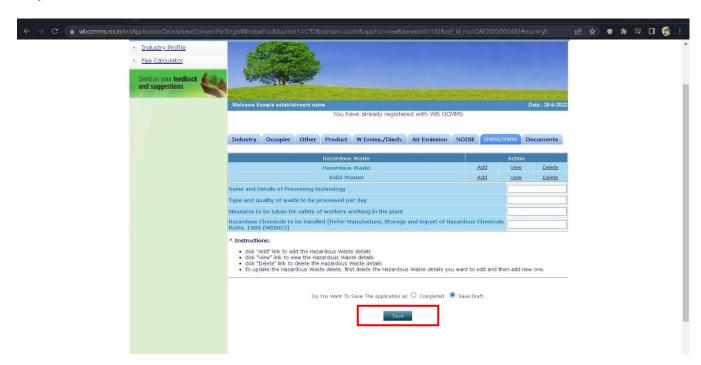


Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

Step 7: Enter details about noise



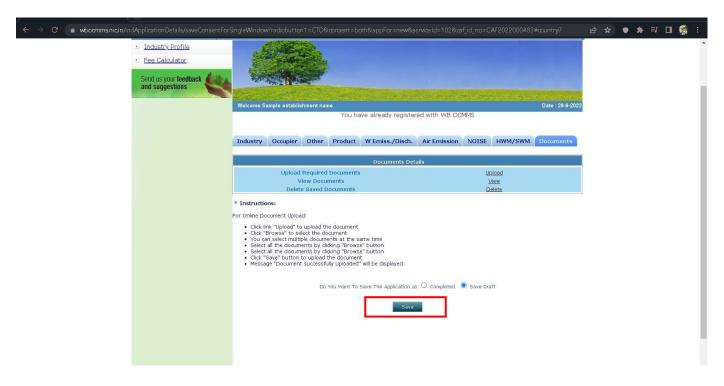
Step 8: Enter details about HWM/SWM.



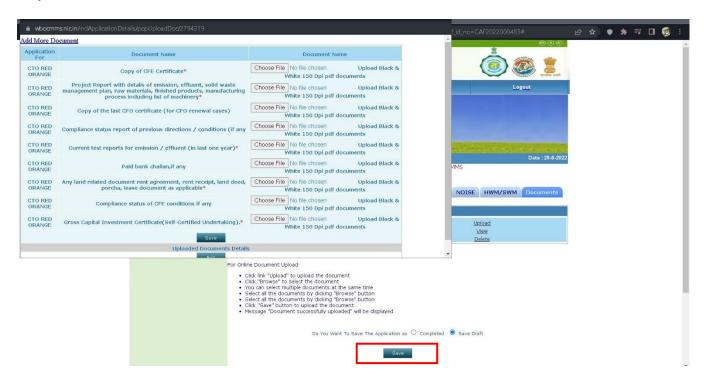
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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Step 9: Upload documents



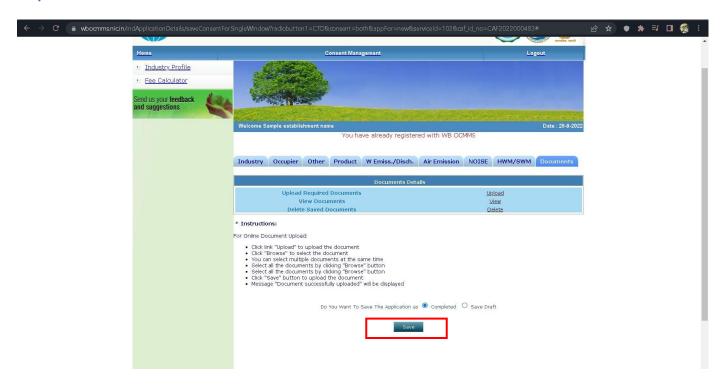
Step 10: Add documents.



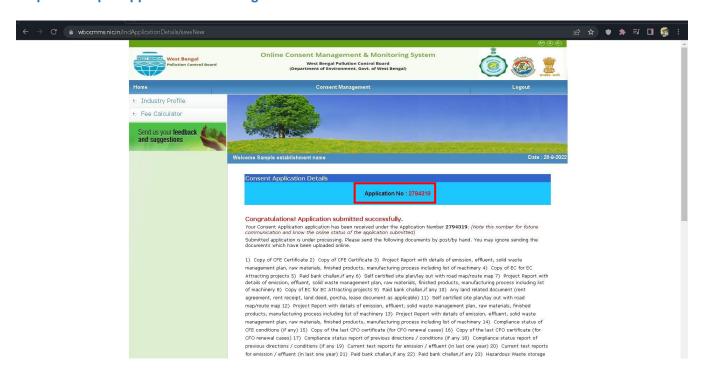
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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Step 11:

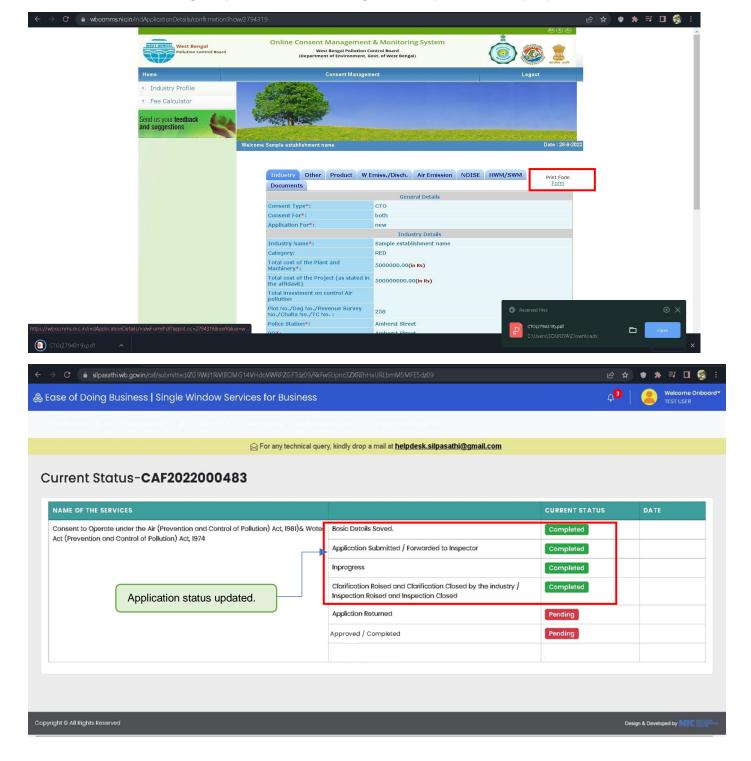


Step 12: Unique Application Number generated



Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



Note: Latest status can be seen any time through Applicant's Dashboard

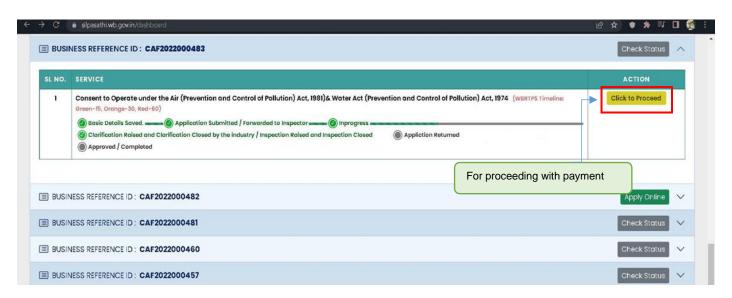
Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

3. Online Payment of fees

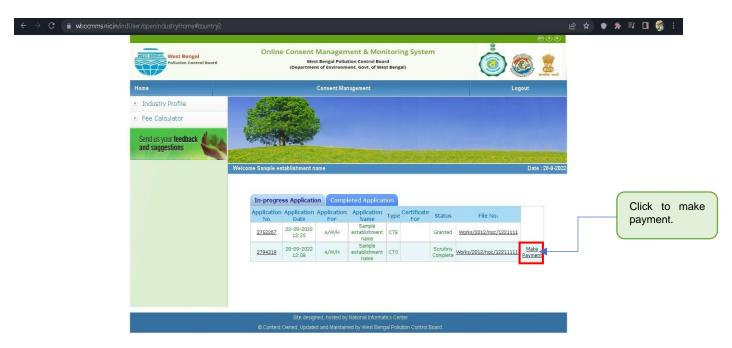
The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Click to Proceed' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard



The applicant can now view the Departmental Page which is the official website of **West Bengal Pollution Control Board** and complete the payment process. The payment procedure has been illustrated as per the following screenshots.

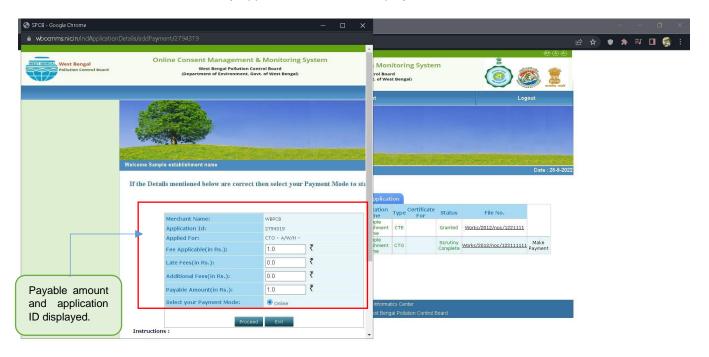
The applicant can click on 'Make Payment' option as illustrated in the screenshot.



Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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The fees details and other necessary application details as displayed.

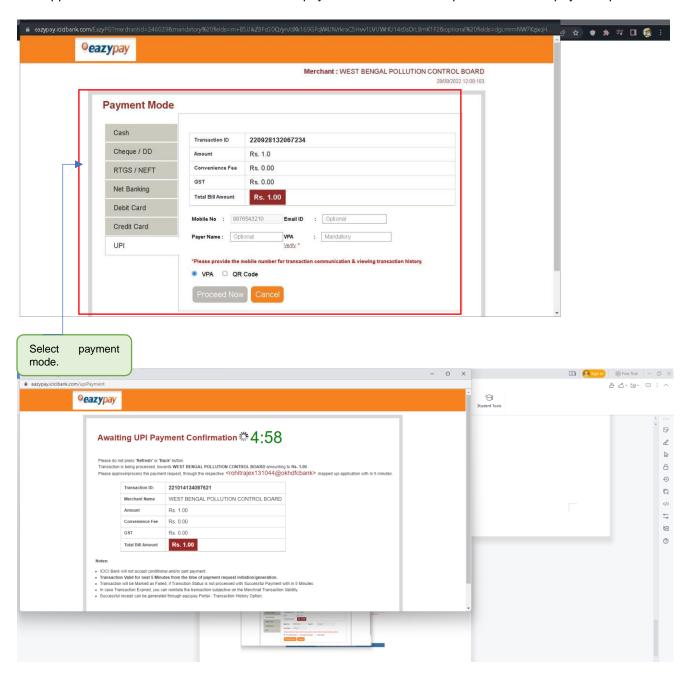




Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

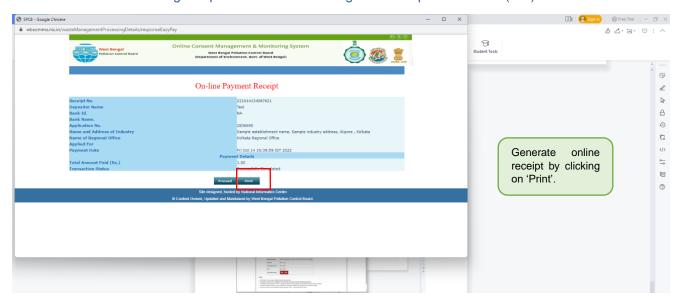
The applicant has to enter the correct details for payment transaction and proceed with the payment process.



The applicant can view the online receipt as generated. He can also print the same for reference.

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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The applicant shall click on 'Proceed' and view the application as submitted.

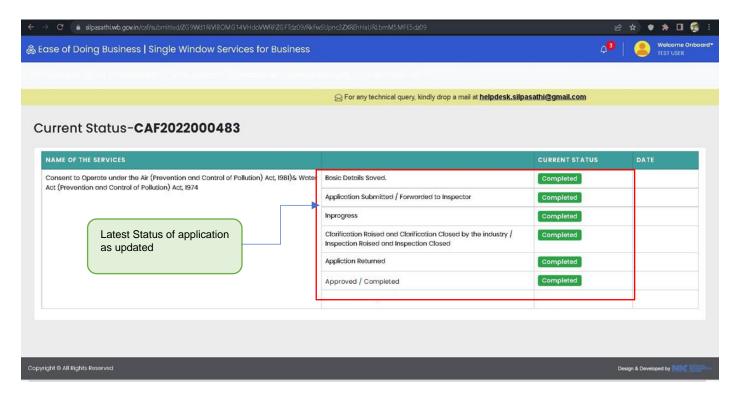


The applicant can now view his application status in the SilpaSathi page.

Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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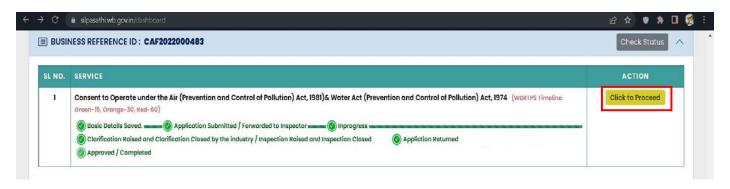
Status Dashboard



4. Online Download of final approval certificate

The applicant can now click on 'Click to Proceed' to download the final certificate.

Applicant's Dashboard

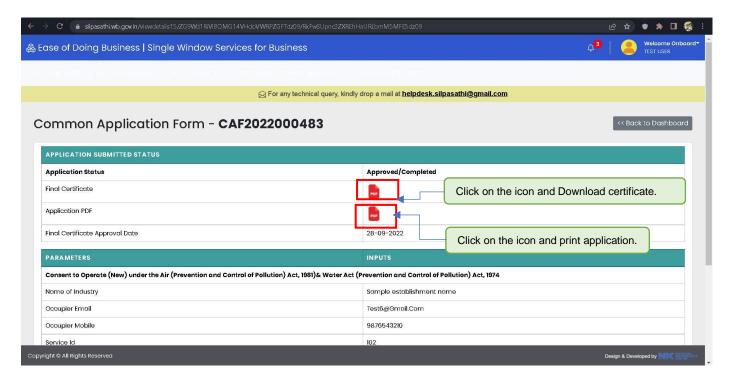


The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on 'PDF' icon to download the Final Approval Certificate issued.

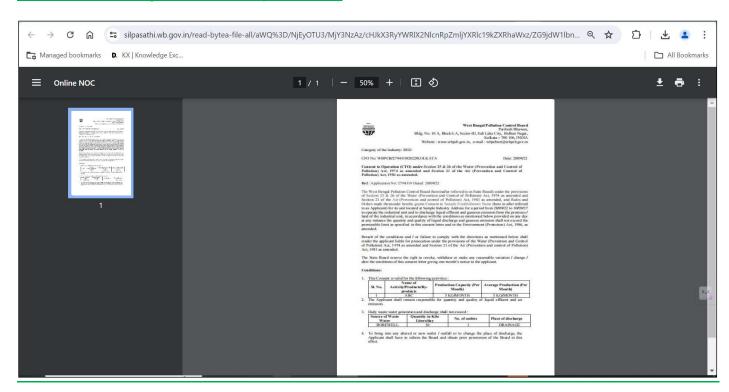
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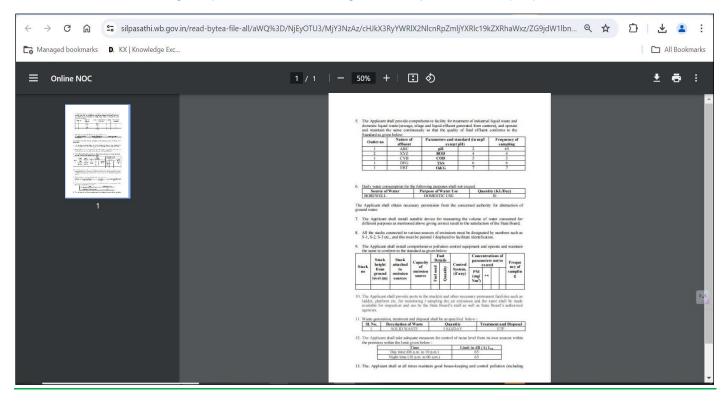
The certificate as downloaded has been illustrated in the screenshot below:

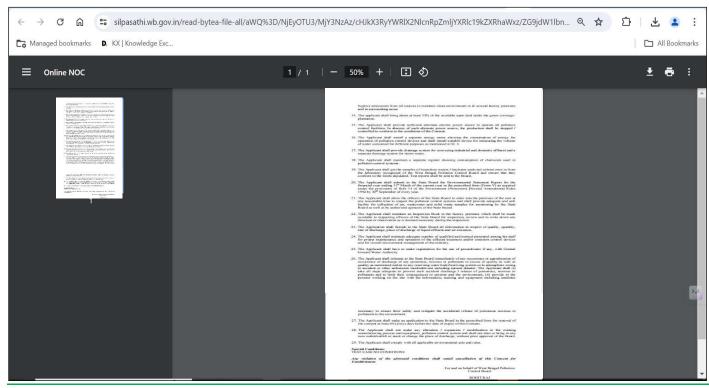


The Final Certificate gets downloaded (Screenshot)



Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974





Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981)& Water Act (Prevention and Control of Pollution) Act, 1974

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One Approval certificate document has been illustrated below:



West Bengal Pollution Control Board Paribesh Bhawan,

Paribesh Bhawan,
Bldg. No. 10 A, Block-LA, Sector-III, Salt Lake City, Bidhan Nagar,
Kolkata – 700 106, INDIA
Website: www.wbpcb.gov.in, e-mail: wbpcbnet@wbpcb.gov.in

Category of the Industry: RED

CFO No: WBPCB/2794319/2022/KOLKATA

Consent to Operation (CTO) under Section 25 & 26 of the Water (Prevention and Control of Pollution) Act, 1974 as amended and Section 21 of the Air (Prevention and Control of Pollution) Act, 1981 as amended.

The West Bengal Pollution Control Board (hereinafter referred to as State Board) under the provisions of Section 25 & 26 of the Water (Prevention and Control of Pollution) Act, 1974 as amended and Section 21 of the Air (Prevention and control of Pollution) Act, 1981 as amended, and Orders made thereunder hereby grants Consent to Sample Establishment Name (here in after referred to as Applicant) for its unit located at Sample Industry Address for a period from 280/92/2 to operate the industrial unit and to discharge liquid effluent and gaseous emission from the premises/land of the industrial unit, and cordance with the conditions as mentioned below provided on any day at any instance the quantity and quality of liquid discharge and gaseous emission shall not exceed the permissible limit as specified in this consent letter and in the Environment (Protection) Act, 1986, as amended.

Breach of the conditions and I or failure to comply with the directions as mentioned below shall render the applicant liable for prosecution under the provisions of the Water (Prevention and Control of Pollution) Act, 1974 as amended and Section 21 of the Air (Prevention and control of Pollution) Act, 1981 as amended.

The State Board reserve the right to revoke, withdraw or make any reasonable variation l change l after the conditions of this consent letter giving one month's notice to the applicant.

Conditions:

1 This Concept is valid for the following activities:

Sl. No.	Name of Activity/Products/By- products	Production Capacity (Per Month)	Average Production (Per Month)
1	ABC	5 KG/MONTH	5 KG/MONTH

2. The Applicant shall remain responsible for quantity and quality of liquid effluent and air

3. Daily waste water generation and discharge shall not exceed:

Source of Waste Quantity in Kilo Under Liters/day		No. of outlets	Place of discharge
BOREWELL	10	1	DRAINAGE

To bring into any altered or new outlet I outfall or to change the place of discharge, the Applicant shall have to inform the Board and obtain prior permission of the Board in this effect.

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The Applicant shall provide comprehensive facility for treatment of industrial liquid waste and domestic liquid waste (sewage, silage and liquid effluent generated from canteen), and operate and maintain the same continuously so that the quality of final effluent conforms to the Standard as given below:

Outlet no	Nature of effluent	Parameters and stan- except pH	Frequency of sampling		
1	ABC	pH	2	45	
2	XYZ	BOD	4	4	
1	CVB	COD	5	5	
1	DFG	TSS	6	6	
1	ERT	O&G	7	7	

6. Daily water consumption for the following purposes shall not exceed

Source of Water Purpose of Water Use Quantity (KL/Day)

BOREWELL DOMESTIC USE 10

The Applicant shall obtain necessary permission from the concerned authority for abstraction of ground water.

- The Applicant shall install suitable device for measuring the volume of water consumed for different purposes as mentioned above giving correct result to the satisfaction of the State Board.
- All the stacks connected to various sources of emissions must be designated by numbers such as S-1, S-2, S-3 etc., and this must be painted / displayed to facilitate identification.
- The Applicant shall install comprehensive pollution control equipment and operate and maintain
 the same to conform to the standard as given below:

	Stack	Stack	Capacity		uel tails	50 00 N		ntratio		Freque
Stack	height	attached	of	Pa	A	Control		exceed	E TOTAL	nev of
no	from ground level (m)	to emission sources	emission source	Fuel use	Quantity	System, (if any)	PM (mg/ Nm³)	**		sampli n g

10. The Applicant shall provide ports in the stack(s) and other necessary permanent facilities such as ladder; platform etc. for monitoring / sampling the air emissions and the same shall be made available for inspection and use by the State Board's staff as well as State Board's authorized agencies.

11. Waste generation, treatment and disposal shall be as specified below:

| Sl. No. | Description of Waste | Quantity | Treatment and Disposal | 1 | SOLID WASTE | 5 KG/DAY | ETP

12. The Applicant shall take adequate measures for control of noise level from its own sources within the premises within the limit given below.

13. The. Applicant shall at all times maintain good house-keeping and control pollution (including

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fugitive emissions) from all sources to maintain clean environment in & around factory premi and in surrounding areas. 14. The applicant shall bring about at least 33% of the available open land under the green coverage-15. The Applicant shall provide sufficient alternate electric power source to operate all pollution control facilities. In absence of such alternate power source, the production shall be stopped / controlled to conform to the conditions of the Consent, 16. The Applicant shall install a separate energy meter showing the consumption of energy for operation of pollution control devices and shall install suitable device for measuring the volume of water consumed for different purposes as mentioned in Sl. 3. The Applicant shall provide drainage system for conveying industrial and domestic effluent and a separate drainage system for storm-water. The Applicant shall maintain a separate register showing consumption of chemicals used in pollution control systems. 19. The Applicant shall get the samples of hazardous wastes /leachates analyzed at least once in from the laboratory recognized of the West Bengal Pollution Control Board and ensure that they conform to the limit stipulated. Test reports shall be sent to the Board. 21. The Applicant shall allow the officers of the State Board to enter into the premises of the unit at any reasonable time to inspect the pollution control systems and shall provide adequate and safe facility for collection of air, wastewater and solid waste samples for monitoring by the State Board as well as by authorized agencies of the State Board. 22. The Applicant shall maintain an Inspection Book in the factory premises which shall be made available to inspecting officers of the State Board for inspection, review and to write down any direction or observation as is deemed necessary during the inspection. 23. The Application shall furnish to the State Board all information in respect of quality, quantity, rate of discharge, place of discharge of liquid effluent and air emission. 24. The Applicant shall maintain adequate number of qualified and trained personnel among his staff for proper maintenance and operation of the effluent treatment and/or emission control devices and for overall environment management of the industry. 25. The Applicant shall have to make registration for the use of groundwater if any, with Central Ground Water Authority. 26. The Applicant shall intimate to the State Board immediately of any occurrence or apprehension of occurrence of discharge of any poisonous, noxious or pollutants in excess of quality as well as quality as mentioned earlier to any receiving water body/freciving system or to atmosphere owing to accident or other unforescen incident/event including natural disaster. The Applicant shall (i) take all steps adequate to prevent such accident discharge? I release of poisonous, noxious or pollutants and to limit their consequences to persons and the environment, (ii) provide to the persons working on the site with the information, training and equipment including arridotes necessary to ensure their safety and mitigate the accidental release of poisonous noxious or pollutants to the environment. 27. The Applicant shall make an application to the State Board in the prescribed form for renewal of the consent at lease 60 (sixty) days before the date of expiry of this Consent. 28. The Applicant shall not make any alteration / expansion / modification in the existing manufacturing process and equipment, pollution control system and shall not alter or bring in any new outlet/outfall or stack or change the place of discharge, without prior approval of the Board. 29. The Applicant shall comply with all applicable environmental acts and rules. Special Conditions: TEST CASE NO CONDITIONS Any violation of the aforesaid conditions shall entail cancellation of this Consent for Establishment. ROHITRAJ

5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate without logging into the portal.

Third party verification process

The applicant or any user has to log in to https://silpasathi.wb.gov.in/

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

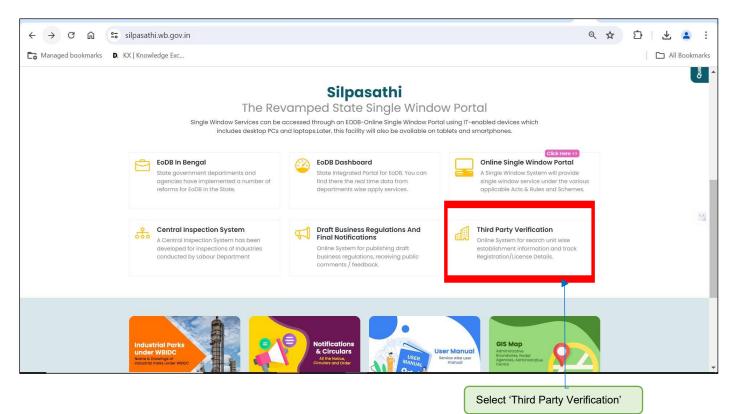
(Screenshots below):

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SilpaSathi Homepage

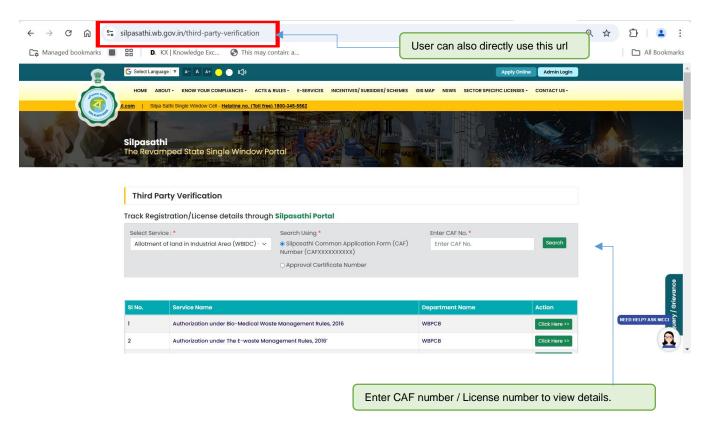




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Applicant selects the service and then enter the Certificate/ Approval number or CAF number in the text box beside it and clicks on 'Search' to view details of certificate.



The third party can view the details as illustrated below:

