

**PROCEDURE
FOR CONSENT TO ESTABLISH IN
ONLINE CONSENT MANAGEMENT & MONITORING SYSTEM**



**STATE POLLUTION CONTROL BOARD, ODISHA
(DEPARTMENT OF FOREST & ENVIRONMENT, GOVT. OF ODISHA)
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PROCEDURE FOR CONSENT TO ESTABLISH IN ONLINE CONSENT MANAGEMENT AND MONITORING SYSTEM

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 15.04.2015 to discuss consent to establish 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.

PART - A

1. For making an application for obtaining consent to establish 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”.
2. Registration : Before submitting the application online, the applicant has to register , for the new users user ID and password is to be 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.

State Pollution Control Board, Odisha
ରାଜ୍ୟ ପ୍ରଦୂଷଣ ନିୟନ୍ତ୍ରଣ ବୋର୍ଡ, ଓଡ଼ିଶା

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About Us | Acts & Rules | Guidelines & Notifications | Consent Mgmt. | Waste Mgmt. | Lab facility | Trainings | Tender & Advertisement | RTI

Mr. Bikram Keshari Anukha
Hon'ble Minister of Forest & Environment, Govt. of Odisha

Mr. Aditya Prasad Padhi, IAS
Chairman, SPCB, Odisha

Sri Rajiv Kumar, IFS
Member Secretary, SPCB, Odisha

Programmes & Projects
Ongoing | Completed
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Public Hearing Status
Completed Public Hearing
Forth Coming Public Hearing

What's New
Notice to all Health Care Unit having 100 beds and above for obtaining Consent from the Board for Discharge of Waste Water
Change of Address of Ministry of Environment, Forest & Climate Change

Citizen Forum
Citizen Charter
Citizen Forum

Vision & Mission
Vision
To help Odisha pursue its cherished aspiration of sustainable development with its inhabitants and their future generations assured to breathe clean
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Online Consent Management and Monitoring System

Water Cess

Environmental Monitoring Data

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.

The screenshot displays the home page of the Online Consent Management & Monitoring System (OCMMS) for the Odisha State Pollution Control Board. The page features a header with the Government of India logo, the Ministry of Environment & Forest, and the Odisha State Pollution Control Board. The main navigation bar includes links for Home, Faqs, Environment Policy, Tenders, Notices, and Contact Us. A large banner image shows an industrial facility. On the right side, there is a login section with radio buttons for SPCB Login and Industrial Login, input fields for User ID and Password, a CAPTCHA image showing the number 459385, and an Enter button. Below the login section, there are links for New Industry Registration and Forget Password. The main content area is divided into three columns: 'about spcb' with a brief description of the board's role, 'news corner' with a list of recent news items, and 'important link' with links to the Odisha State Pollution Control Board and the Ministry of Environment & Forests. A green box on the right encourages users to send feedback and suggestions. At the bottom, there is a 'Latest updates' section with three news items: Hazardous Waste, Water & Air Pollution, and Biomedical Wastes. On the right side of the bottom section, there is a 'Fee Calculator' tool with radio buttons for Consent Type (CTE, CTO), Consent For (Air, Water, Both), and Ind Category (Red, Orange, Green), along with input fields for Capital Investment (in Lakhs) and Consent Fee, and a Calculate button.

Home

The Pollution Control Board has been established as a regulatory authority for implementing various pollution control laws. The board is committed to provide pollution free environment to the people of state. The board has undertaken various studies of underground water, soil and air to take remedial steps to control pollution.

Send us your **feedback and suggestions**

click here for any kind **complaints or query**



MINING INDUSTRY

Industry Name *	<input type="text"/>	(max 50 characters)
Industry Address *	<input type="text"/>	(enter industry/mine address)
City Survey No./Revenue Survey No.:	<input type="text"/>	(enter plot number)
City:	<input type="text"/>	(enter city of industry locality)
District: *	Not Selected ▼	
Tehsil:	▼	(enter industry tehsil)
Pin :	<input type="text"/>	(enter PIN of industry address)
Phone Number *	<input type="text"/>	(STD Code - Number)
Fax No. With Code :	<input type="text"/>	(STD Code - Number)
E-Mail Address :	<input type="text"/>	e.g. info@abc.com

(I) Fill up - Industry details

MINING INDUSTRY

Industry Name *	<input type="text"/>	(max 50 characters)
Industry Address *	<input type="text"/>	(enter industry/mine address)
City Survey No./Revenue Survey No.:	<input type="text"/>	(enter plot number)
City:	<input type="text"/>	(enter city of industry locality)
District: *	Not Selected ▼	
Tehsil:	▼	(enter industry tehsil)
Pin :	<input type="text"/>	(enter PIN of industry address)
Phone Number *	<input type="text"/>	(STD Code - Number)
Fax No. With Code :	<input type="text"/>	(STD Code - Number)
E-Mail Address :	<input type="text"/>	e.g. info@abc.com
Category: *	Not Selected ▼	
Industry Type: *	▼	
Whether industry process declared as prohibited Area:	NO ▼	
Working Seasons per year :	From Jan ▼ To Jan ▼	
Scale of Industry :	Micro ▼	
Industry Status *	Operational ▼	(select current status)
Commissioning Month/Year:	January ▼ 1925 ▼	
Industry Registration/License/DISE No./Date/Registered Authority: *	<input type="text"/>	31/10/2014
Enter Capital Investment (in lakhs)		
(Plant & Machinery) *	(Land)	(Building) (Total)
0	0	0
Shifts in Industry :	General Shift ▼	
No. of persons attending the factory per day:	<input type="text"/>	
No. of persons residing in the premises:	<input type="text"/>	

Fields marked * are mandatory

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 .

The screenshot shows the 'Occupier Details' form with the following fields and options:

- Occupier Name* (maximum 50 chars)
- Designation* (designation of occupant)
- Address* (address, max 100 chars)
- City/Village* (city of address)
- District* (write district/state)
- Tehsil* (select tehsil)
- Pin* (PIN of occupant address)
- Phone No. With Code* (STD Code - Number)
- Fax No. With Code* (STD Code - Number)
- Mobile No* (occupant mobile no)
- E-Mail Address* (e.g. info@abc.com)
- Status of Applicant: Individual
- Name, Address and Telephone of the Chairman/Managing Director/Partner/Owner/Board of Directors (with an example provided)
- Hint Question* (What is your Nickname? - select question)
- Your Answer* (answer of hint question)
- Click to generate Password* (Generate button) Click here to generate password
- Generated Password* 155 This is one time password
- Do you want to send login Credential in mail? (yes selected, no unselected)

Fields marked * are mandatory

Save Reset

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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 it 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 ESTABLISH APPLICATION ONLINE

1. The applicant can apply their consent application by clicking on “apply for consent”. The applicant has to select Consent to Establish and select the type of consent to establish is required i.e consent to establish require for “ New / Expansion / Mordernisation “.

STEPS REQUIRED BY THE USER FOR FILLING UP CONSENT TO ESTABLISH (CTE) 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.
- . 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** **Water & Waste** **Water Disch.** **Air Emission** **Documents**

Fee Details		
Category:	RED B	
Capital Investment (In Lakhs):	12.0	
Fee Applicable (In Rupees):	₹ <input type="text"/> Calculate (Click to calculate fee)	
Bank Details		
Add	View	Delete

Do You Want To Save The Application as Completed In Progress

Fee Details	
Category:	RED B
Capital Investment (In Lakhs):	12.0
Fee Applicable (In Rupees):	₹ <input type="text"/> Calculate (Click to calculate fee)
Bank Details	
Add	View
Delete	

Do You Want To Save The Application as Completed In Progress

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 Name	Amount(In Rs.)
<input type="text" value="176826"/>	<input type="text" value="22/03/2010"/> <small>(select date)</small>	<input type="text" value="PNB"/> <small>(max 250 chars)</small>	<input type="text" value="BHUBANESWAR"/> <small>(max 250 chars)</small>	<input type="text" value="₹ 480000"/> <small>(max 25 digits)</small>
<input type="button" value="Add"/>				
Please Attach Scan Copy Of all Drafts/Cheques <input type="button" value="Choose File"/> No file chosen <input type="button" value="Attach"/>				
list of DD Details added.				
DD No./Cheque No.	Date	Bank Name	Branch Name	Amount(In Rs.)
67	18/03/2013	sbi	b	₹ 14000.0
<small>Scanned Copy of Drafts/Cheques :</small>				

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

Other Details		
Surrounding of Site	Add	View
		Delete

Surronding of site:	<input type="text" value="Village ab"/> (east)	<input type="text" value="Nallah CDE"/> (west)	<input type="text" value="baerren"/> (north)	<input type="text" value="XYZ Unit"/> (south)
Present use of land:	<input type="text" value="Any Other"/>			
Manufacturing Process:	<input type="text"/> (Give Details) <small>*Upload only non-editable files as Gif,pdf or Jpg files</small>			
Total area of the factory premises:	<input type="text" value="203.44"/> Buildup area	<input type="text" value="33.21"/> Vacant area	(in acres)	
Proposed Factory Address:	<input type="text" value="ABC"/>			
Site Location:	<input type="text" value="Municipality"/>		<input type="text" value="88"/> Distance(in meters)	
Details of cost of Pollution control:	<input type="text" value="999"/>			
Distance from the nearest human habitation :	<input type="text" value="1500"/> (in meters)			
Proposal if any for waste water recirculation/reuse :	<input type="text" value="YES"/>			

Do You Want To Save The Application as Completed In Progress

“Product tab is used to enter product detail Raw material Detail, Fuel Detail and Plant Facility Details with quantity ”

Product Details	Add	View	Delete
Raw Material Details	Add	View	Delete
plant facility	Add	View	Delete
Fuel consumption	Add	View	Delete

“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](#) [Water & Waste Water Disch.](#) [Air Emission](#) [Documents](#)

Water & Waste Water Disch.	Action
Source of Water, Use and Consumption Details	Add View Delete
Waste Water Treatment Details	Add View Delete
Solid Wastes Details	Add View Del

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

[Fee](#) [Other](#) [Product](#) [Water & Waste Water Disch.](#) [Air Emission](#) [Documents](#)

Air Emission	Action
Stack Details	Add View Delete
Flue Gas Emission Details	Add View Delete
Air Pollution Control Equipment details	Add View 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 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.



- Please select “**yes**” if you want to send the documents By post/by hand



- 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	<input type="text"/> <input type="button" value="Browse..."/>
Site Plan	<input type="text"/> <input type="button" value="Browse..."/>
Land Ownership Documents (Registration)	<input type="text"/> <input type="button" value="Browse..."/>
Revenue Department Khasara & Naksha	<input type="text"/> <input type="button" value="Browse..."/>
Copy of Environmental Clearance (if any)	<input type="text"/> <input type="button" value="Browse..."/>
Water Balance Chart	<input type="text"/> <input type="button" value="Browse..."/>
Effluent Treatment Plant Scheme along with Flow Chart	<input type="text"/> <input type="button" value="Browse..."/>
Copy of Partnership Deed	<input type="text"/> <input type="button" value="Browse..."/>
Department or copy of Industrial Entrepreneur Memorandum (IEM)	<input type="text"/> <input type="button" value="Browse..."/>
Project Report	<input type="text"/> <input type="button" value="Browse..."/>
Environment Impact Assessment Report (if any)	<input type="text"/> <input type="button" value="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).

Do You Want To Save The Application as Completed In Progress

- 2.
3. In progress application will not submitted to OSPCB office and can be modified by the user.
4. 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 In Progress

5. Then application will be automatically submitted to the Head Office / Regional Office depending upon the type of industry and investment.
[NOTE- Please note down the application number for future reference.](#)

Consent Application Details	
Application No : 8375	
Congratulations! Application submitted successfully.	
<small>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)</small>	
<small>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.</small>	

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

Note: [The same procedure may be followed in Consent to Establish online application for Consent to Establish \(Mines\).](#)

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 CTE 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.