

## **5. Procedure for Disposal of Consent/Authorization/Registration**

### **5.1 Introduction**

The section 25 of the Water Act, 1974 makes it mandatory for every person to obtain consent before taking any steps to establish an industry, operation or process, or any treatment and disposal system or an extension or addition thereto, which is likely to discharge sewage or trade effluent into a stream or well or sewer or on land.

Similarly, section 21 of the Air Act, 1981 makes it mandatory for a person to obtain consent before establishing or operating an industrial plant.

The Water Act, 1974 and the Air Act, 1981 provide that application for consent shall be made in the prescribed form to the State Board and shall contain the particulars of the industrial plant and such other particulars as may be prescribed.

The provisions of the Acts further provide that the State Board may make such inquiry as it may deem fit in respect of the application for consent and in making such inquiry shall follow such procedure as may be prescribed.

It is evident that the State Board has been conferred power to take such steps as are deemed necessary for the prevention, control and abatement of air pollution under the Air Act, 1981 and for the prevention and control of water pollution and for maintaining and restoring the wholesomeness of water under the provisions of the Water Act, 1974.

For good governance, expeditious disposal of matters and uniformity in decision making it is necessary, that the State Board restricts itself to the functions conferred upon it under the provisions of the respective Acts and do not interfere or get affected by the powers of the other departments or authorities to perform such acts as have been prescribed under any other law in force. It should also be understood that the grant or refusal of consent to establish or consent to operate to any industry or person does not absolve the industry or person from the other statutory provisions prescribed

under any other law. Therefore, the State Board needs not to secure the compliance of the provisions of any other law being enforced by the other agencies by calling for such documents/ information and/ or by imposing consent conditions to such effect which is redundant from the pollution control aspect.

In order to streamline the procedures for processing and disposal of consent/ authorization/ registration a list of standard set of documents to be obtained from the project proponent has been developed. The set of information/documents required along with guidelines to process the file and timelines are narrated as follows:

**General Guidelines to be considered while processing application as per respective flow chart**

- The application for consent/authorization/registration received in the Board shall be processed as shown in the respective flow charts for that application.
- An application, once accepted by the Pre-Screening Group shall not be returned to the applicant but has to be either granted or refused.
- On receipt of application in the Regional Office or Section of Head Office, the dealing Ministerial staff shall enter the details of the consent application in the MIS before processing the application (s) with the file.
- Once the application is entered in the MIS, it shall be monitored by group In-charge till its final disposal.
- Each official involved in the processing of application shall as far as possible shall adhere to the time limits specified in the applicable Flow Chart.
- In case an official fails to process the file within the specified time period, she/he shall record the reasons for delay. The next higher official may also seek reasons for delay in processing and may call the file directly, for further processing.
- Normally, inspection need not be conducted for processing an application for consent to establish.

**The auto renewal for the consent/authorization/registration may be considered subject to fulfillment of following conditions:-**

- The application complete in all respect will be considered for auto renewal.
- The auto renewal may be done on the basis of Self Certification and the industry/facility/project/process need not to be inspected.
- The auto renewal of consent/authorization/registration will be applicable when all conditions of earlier consent/authorization/registration have been complied with, and there is no repeated substantial violation in the intervening period of validity of last consent/authorization/registration as the case may be.
- The auto renewal of consent will be applicable when there is no increase in overall machinery, production or change in raw material, pollution sources, control measures or quantity of water/waste water or process. Appropriate affidavit to this effect is to be submitted by the project proponent.
- If there is any increase in capital investment, the industry shall pay the requisite fee for Consent to Establish for differential capital investment. However, application for CTE need not be asked for investment of less than 10% of plant and machinery, provided there is no change in production or process, or change in raw material or pollution sources or control measures or quantity of water consumption/water/waste water or in machinery.
- The auto renewal of authorization/registration will be applicable when there is no change in category, type and quantity of waste processed and generated and there is no change in storage, treatment, transportation and disposal facilities/methods/quantities.
- Appropriate affidavit to this effect is to be submitted by the project proponent.

**5.2 Consent to establish under the Air Act and the Water Act**

An application for consent to establish shall be processed as per flow chart number 5.1 A & B and accompanied with the following documents:-

<b>S No</b>	<b>Required Documents (in triplicate)</b>
1	Applications form in prescribed format under Air Act -1981/ Water Act-1974 duly filled and signed by the authorized signatory.
2	Fees for consent as prescribed under the Rajasthan Water (Prevention and Control of Pollution) Rules, 1975 and Rajasthan Air (Prevention and Control of Pollution) Rules, 1983.

3	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
4	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
5	Feasibility Report on pollution control measures (as per generic structure).
6	Copy of land ownership/conveyance documents.
7	Copy of land allotment / land conversion order for project for intended land use.
8	Site plan/Location Plan showing prominent features within a radius of 1 km.
9	Conceptual Building Plan/ Factory layout showing location of Plant/constructed area, facility area and green belt (In case of Red category and Projects Requiring Environmental Clearance).
10	Copy of Partnership deed/ Memorandum and Articles of Association (Except in case of Proprietorship Firms).
11	Copy of acknowledgement from DIC/ Secretariat for Industrial Assistance, Ministry of Commerce and Industry, New Delhi (in case of industries).
12	Copy of duly signed project report, certified by Chartered Accountant/ financial institutions.
13	Source of water (Ground water/PHED/Tanker etc) and Copy of the receipt of application submitted for abstraction of ground water to Central Ground Water Authority/ for supply of requisite quantity of water to Competent Authority/ Affidavit to the effect that ground water will not be extracted.
14	Copy of the receipt of application submitted for environment clearance (In case of Building construction projects) and copy of Environmental clearance (In case of all other projects requiring Environmental Clearance).
15	Copy of Mining Lease (In case of Mines/ Brick Kilns)
16	Copy of approved Mining Plan/ Draft Mining Plan with receipt of Appropriate Authority (in case of mines).
17	Copy of forest diversion from competent Authority (wherever applicable).
18	Route map of pipe line on G.T. Sheet with location of nearby features viz. National Park, Sanctuaries, Ecological Sensitive Area (In case of oil/ gas transportation pipeline project).
19	List of Name and addresses of all directors/partners.

### 5.3 Consent to Establish for Solar Power Plant/ Wind Power Plant

An application for consent to establish shall be processed as per flow chart number 5.2 A & B and accompanied with the following documents:-

S No	Required Documents
1	Application forms for consent to establish in prescribed format under Air Act -1981/ Water Act-1974, duly filled and signed by the authorized signatory.

2	Fees for consent as prescribed under the Rajasthan Water (Prevention and Control of Pollution) Rules, 1975 and Rajasthan Air (Prevention and Control of Pollution) Rules, 1983.
3	Authority letter in favor of Signatory/ Board Resolution/ Power of attorney.
4	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
5	Affidavit on non judicial stamp paper of Rs 100/- in prescribed format duly signed and notarized declaring that the proposed area does not involve (i) any wet land, (ii) any agriculture land, (iii) ecologically sensitive area, (iv) area rich in bio-diversity, (v) areas with large habitation. Affidavit should clearly state that all the conditions contained in MoEF office memorandum no. J-11013/41/2006-IA.II (I) dated 30/06/2011 have been/ will be complied
6	A feasibility Report on pollution control measures covering details of land area, product, process, sources of air and water pollution, details of pollution control measures and treatment systems, disposal of treated effluent/sludge, handling and disposal of waste oil/ other wastes.
7	Land allotment/ land conversion order for project for intended land use and ownership documents.
8	Site Plan/ Location Plan showing location of Solar Plant/ Wind Mills etc. with geographical co-ordinates.
9	Copy of Articles and Memorandum of Association/ Partnership deed (Except in Case of Proprietorship Firms)
10	Copy of duly signed project report by Chartered Accountant/certified by financial institutions.
11	Source of water (Ground water/PHED/Tanker etc) and Copy of the receipt of application submitted for abstraction of ground water to Central Ground Water Authority/ for supply of requisite quantity of water to Competent Authority/ Affidavit to the effect that ground water will not be extracted.
12	Forest Diversion from competent Authority (where diversion of forest land is involved).

- 5.3.1. Regional Officer should satisfy himself that the requirements as per the office memorandum no. J-11013/45/2006-IA.II (I) dated 30.06.2011 have been complied with by inspecting the area.
- 5.3.2. The Regional Officer/ Group In-charge shall be responsible for any delay in disposal of consent applications.
- 5.3.3. The letter for grant of consent to operate or its renewal shall be issued within 15 days of receipt of application.

#### 5.4 Consent to Operate under the Air Act and the Water Act

An application for consent to operate shall be processed as per flow chart number 5.3 A & B and accompanied with the following documents:-

S No	Required Documents
1	Applications form in prescribed format under Air Act -1981/ Water Act-1974, duly filled and signed by the authorized signatory.
2	Fees for consent as prescribed under the Rajasthan Water (Prevention and Control of Pollution) Rules, 1975 and Rajasthan Air (Prevention and Control of Pollution) Rules, 1983.
3	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
4	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
5	Certificate of capital investment in the project (without depreciation) as on date of application/end of financial year, in the format, in original certified by the Chartered Accountant.
6	Point wise evidence based compliance report of previously granted CTE/CTO including production figure, analysis and monitoring report from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB (in case the project has been commissioned).
7	Analysis /monitoring report of source emission/ambient air/ waste water/noise/sludge/ hazardous wastes, as applicable, from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB (Only in case the project has already been commissioned). Copy of accreditation of laboratory shall also be enclosed.
8	Evidence of remittance of Water Cess (Water consumption more than 10 KLD or all projects covered under HWMR).
9	Source of water (Ground water/ PHED/ RIICO/ Tanker etc) and Copy of the NOC from Central Ground Water Authority for abstraction of ground water / Commitment from Appropriate Authority for supply of requisite quantity of water/ Affidavit to effect that ground water will not be extracted/ contract with any agency for supply of water (as the case may be).
10	Copy of Environment Clearance (In case of the projects requiring Environment Clearance).
11	Point wise evidence based compliance report of Environment Clearance (In case of the projects requiring Environment Clearance).
12	In case of Mines, copy of approved Mining Plan/ Draft Mining Plan with receipt of Appropriate Authority (if earlier plan stands expired).
13	Environment Statement in prescribed format under Environment (Protection) Rules (For Red category Industries), not required in case of first application for CTO.

14	Self certified production figures (not required in case of first application for CTO and the plant has not been commissioned).
17	Copy of authorization and registration under HWMR (in case of Hazardous waste processing units).
18	Copy of valid insurance policy under Public Liability Insurance Act (wherever applicable).
19	List of name and addresses of all directors/partners.

- In case of the renewal of consent to operate, if there is any increase in capital investment, the industry shall pay the requisite fee for consent to establish for differential capital investment. However, application for CTE need not be asked for investment of less than 10% of plant and machinery, provided there is no change in production or process or change in raw material or pollution sources or control measures or quantity of water consumption/ water/ waste water or in machinery.

### 5.5 Consent to Operate under the Air Act and the Water Act (Auto Renewal)

An application for consent to operate shall be processed as per flow chart number 5.4 A & B and accompanied with the following documents:-

S No	Required Documents
1	Applications form in prescribed format under Air Act -1981/ Water Act-1974, duly filled and signed by the authorized signatory.
2	Fees for consent as prescribed under the Rajasthan Water (Prevention and Control of Pollution) Rules, 1975 and Rajasthan Air (Prevention and Control of Pollution) Rules, 1983.
3	Authority letter/ Board Resolution/ Power of attorney in favour of authorized signatory.
4	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
5	Affidavit on non judicial stamp paper of Rs 100/- in prescribed format duly signed and notarized declaring that the project is fully compliant with the conditions of consent and there is no increase in overall machinery, production, process, change in raw material, pollution sources, control measures and source of water.
6	Certificate of capital investment in the project (without depreciation) as on date of application/end of financial year, in the format, in original certified by the Chartered Accountant.

7	Point wise evidence based compliance report of previously granted CTE/CTO including production figure, analysis and monitoring report from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB.
8	Analysis /monitoring report of source emission/ ambient air/ waste water/ noise/sludge/ hazardous waste as applicable from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB. Copy of accreditation of laboratory shall also be enclosed.
9	Evidence of remittance of water cess (Water consumption more than 10 KLD or all projects covered under HWMR).
10	Point wise evidence based compliance report of Environmental Clearance (In case of the projects requiring Environmental Clearance).
11	In case of Mines, copy of approved Mining Plan/ Draft Mining Plan with receipt of Appropriate Authority (if earlier plan stands expired).
12	Environment Statement in prescribed format under Environment (Protection) Rules (For Red category Industries).
13	Self certified production figures.
14	Copy of authorization and registration under HWMR (in case of hazardous waste processing units).
15	Copy of valid insurance policy under Public Liability Insurance Act (wherever applicable).
16	List of name and addresses of all directors/ partners.

### 5.6 Consent to Operate under the Air Act and the Water Act for Solar Power Plant/ Wind Power Plant

An application for consent to operate or its renewal shall be processed as per flow chart number 5.2 A & B and accompanied with the following documents:-

S No	Required Documents
1	Applications for consent to operate in prescribed format under Air Act - 1981/ Water Act-1974, duly filled and signed by the authorized signatory.
2	Fees for consent as prescribed under the Rajasthan Water (Prevention and Control of Pollution) Rules, 1975 and Rajasthan Air (Prevention and Control of Pollution) Rules, 1983.
3	Authority letter in favor of Signatory/ Board Resolution/Power of attorney.
4	Affidavit/ undertaking on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
5	C.A. certified capital investment in the project (without depreciation) as on date of submission of application/end of financial year, in the format, in original.
6	Point wise evidence based compliance report of previous consent to establish/ consent to operate.



7	Analysis/ monitoring report of source emission/ ambient air/ waste water/ noise/ sludge/ hazardous waste from approved laboratory (in case of renewal of consent to operate).
8	Evidence of remittance of water cess (Water consumption more than 10 KLD or all projects covered under HWMR).
9	NOC for abstraction of ground water from Central Ground Water Authority/ Commitment from Competent Authority for supply of requisite quantity of water/ Affidavit to effect that ground water will not be extracted/ Contract with any agency for supply of water.

- 5.6.1. The grant of consent to operate or its renewal shall be done on the basis of Self Certification by Project Proponent.
- 5.6.2. The grant of consent to operate or its renewal will be applicable when all conditions of earlier Consent to operate have been complied with.
- 5.6.3. The grant of consent to operate or its renewal will be applicable when there is no increase in overall machinery, production, process, change in raw material, pollution sources, control measures and source of water. The Project Proponent shall submit a duly notarized affidavit on Rs. 10/- to this effect with the application for renewal of consent to operate.
- 5.6.4. If there is any increase in capital investment the industry shall pay the requisite fee for increased investment for Consent to Establish. However no application for consent to establish has to be filed for change in investment of less than 10% of plant and machinery.
- 5.6.5. Application complete in all respects will be considered for grant of consent to operate or its renewal.
- 5.6.6. In case of grant of consent to operate or its renewal the industry need not to be inspected, however inspection can be carried out as per schedule of inspection.
- 5.6.7. In case an official fails to process the file within the time period prescribed in the Flow Chart, the next higher official shall seek reasons for delay in processing the file and call the file for further processing. The Regional Officer/ Group In-charge shall be responsible for any delay in disposal of consent applications.
- 5.6.8. The letter for grant of consent to operate or its renewal shall be issued within 15 days of receipt of application.

### 5.7 Authorization under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules - 2008

An application for authorization shall be processed as per flow chart number 5.5 and accompanied with the following documents:-

S No	Required Documents
1	Applications for Authorization in prescribed format under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules, 2008 duly filled and signed by the authorized signatory.
2	Copy of consent to establish and/or consent to operate under Water Act, 1974 and/ or Air Act, 1981.
3	Authority letter/ Board resolution/ Power of attorney in favour of authorized signatory.
4	Copy of membership of Common Hazardous Waste Treatment and Disposal Facility/ agreement with authorized and registered recycler / re-processors of hazardous waste or authorized incinerator.
5	Details of production capacity, expected category wise generation of hazardous waste and its mode of storage, treatment and/or disposal, in prescribed format.
6	Photographic proof of installation of Display Board of size 4’X6’, at main gate, in english and local language.
7	Photographic proof of hazardous waste storage area in the premises along with display Board.
8	Point wise evidence based compliance report of previously granted Authorization (in case of renewal).
9	Copy of manifest of transport of hazardous waste in format prescribed under Rules (Form - 13) (in case of renewal).
10	Copy of Annual Report in format prescribed under Rules (Form - 4) (In case of renewal).

### 5.8 Authorization under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules – 2008 (Auto Renewal)

An application for authorization shall be processed as per flow chart number 5.6 and accompanied with the following documents:-

S No	Required Documents
1	Applications for Authorization in prescribed format under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules, duly filled and signed by the authorized signatory.

2	Copy of consent to establish and/or consent to operate under Water Act 1974 and/or Air Act 1981.
3	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
4	Affidavit on non judicial stamp paper of Rs 100/- in prescribed format duly signed and notarized declaring that the project is fully compliant with the conditions of authorization and/or registration and there is no change in category and quantity of hazardous waste and its storage, treatment, transportation and disposal facilities/methods.
5	Copy of membership of Common Hazardous Waste Treatment and Disposal Facility/ agreement with authorized and registered recycler / re-processors of hazardous waste or authorized incinerator
6	Details of production capacity, expected category wise generation of hazardous waste and its mode of storage, treatment and/or disposal, in prescribed format.
7	Photographic proof of installation of display board of size 4'X6', at main gate, in english and local language.
8	Photographic proof of hazardous waste storage area in the premises along with display board.
9	Point wise evidence based compliance report of previously granted Authorization (In case of renewal).
10	Copy of manifest of transport of hazardous waste in format prescribed under Rules (Form - 13).
11	Copy of Annual Report in format prescribed under Rules (Form - 4).

### 5.9 Registration as Recycler/ Actual user of Hazardous Waste under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules – 2008

An application for Registration shall be processed as per flow chart number 5.7 and accompanied with the following documents:-

S No	Required Documents
1	Applications for registration in prescribed format under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules, duly filled and signed by the authorized signatory.
3	Authority letter/Board Resolution/ Power of attorney in favour of authorized signatory.
4	Copy of valid consent to operate under Water Act, 1974 and/ or Air Act, 1981.
5	Copy of authorization under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules.

6	Affidavit on non judicial stamp paper of Rs 50/- in prescribed format duly signed and notarized, stating that all the equipments / machinery required for recycling of hazards waste have been installed & ready for commissioning (in case of new industry).
7	Annual report in prescribed format.
8	Point wise evidence based compliance report of previously granted CTO including production figure, analysis and monitoring report from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB. Copy of accreditation of laboratory shall also be enclosed.
9	Point wise evidence based compliance report of previously granted authorization.
10	Point wise evidence based compliance report of previously granted registration (in case of renewal).
11	Copy of the complete/exhausted pass book (in case of renewal).

#### 5.10 Registration as Recycler/ Actual user of Hazardous Waste under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules – 2008 (Auto Renewal)

An application for Registration shall be processed as per flow chart number 5.8 and accompanied with the following documents:-

S No	Required Documents
1	Applications for registration in prescribed format under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules, duly filled and signed by the authorized signatory.
2	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
3	Copy of valid consent to operate under Water Act, 1974 and Air Act, 1981.
4	Copy of authorization under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules.
5	Affidavit on non judicial stamp paper of Rs 100/- in prescribed format duly signed and notarized declaring that the project is fully compliant with the conditions of authorization and registration and there is no change in category, type and quantity of hazardous waste processed and generated and its storage, treatment, transportation and disposal facilities/methods.
6	Annual report in prescribed format.
7	Point wise evidence based compliance report of previously granted CTO including production figure, analysis and monitoring report from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB. Copy of accreditation of laboratory shall also be enclosed.

8	Point wise evidence based compliance report of previously granted authorization.
9	Point wise evidence based compliance report of previously granted registration.
10	Copy of the complete/ exhausted pass book.

### 5.11 Authorization for Transportation of Hazardous Waste under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules – 2008

An application for authorization shall be processed as per flow chart number 5.9 and accompanied with the following documents:-

S No	Required Documents
1	Applications for Authorization in prescribed format under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules, 2008 duly filled and signed by the authorized signatory.
2	A Bank Guarantee of Rs. 1,00,000/- in favour of Member Secretary, Rajasthan State Pollution Control Board, Jaipur, having validity of 5½ years.
3	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
4	Affidavit on non judicial stamp paper of Rs 100/- in prescribed format duly signed and notarized.
5	TREM Card for each vehicle, in Form 11 prescribed under the Rules.
6	Copy of the Registration Certificate(s) of Vehicle(s) issued by Department of Transport, Government of Rajasthan.
7	Copy of the Pollution Under Control certificate(s) of vehicle(s).
8	Copy of the Insurance Policy of vehicle(s).
9	Copy of the goods carrier permit(s) of the vehicle(s).
10	Copy of the 10 <sup>th</sup> pass certificate(s) and experience certificate(s) of the driver(s).
11	Copy of the driving license(s) of the driver(s).
12	Copy of the registration certificate of Central Board of Excise & Customs.
13	Photographic proof of the vehicle showing following features:- (i) “Hazardous Waste” painted on all four sides of vehicle in Blue Colour on white colored strip of 15 to 30 cm width. (ii) First aid kit, fire extinguisher etc. (iii) Emergency phone no. (iv) Roll on-roll off cover.

### 5.12 One Time Registration for Import and Export of Waste under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules – 2008

An application for Registration shall be processed as per flow chart number 5.10 and accompanied with the following documents:-

S No	Required Documents
1	Applications for One Time Registration in prescribed format for Export/Import of Hazardous Waste under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules, 2008 duly filled and signed by the authorized signatory.
2	Authority letter/ Board Resolution/ Power of attorney in favor of authorized signatory.
3	Copy of acknowledgement from DIC/ Secretariat for Industrial Assistance, Ministry of Commerce and Industry, New Delhi (In case of Industries).
4	Copy of certificate of TIN/ VAT Number.
5	Copy of the Registration with Director General of Foreign Trade (IEC Number).
6	Copy of the Photo Identity and address proof of the applicant.
7	Affidavit on non judicial stamp paper of Rs 10/- duly signed and notarized, stating that they do not have any godown and the goods will be delivered directly to the user (For those who do not own godown or wish to transport the waste directly from port of import to the actual users).

### 5.13 Authorization for e-Waste collection centre under e-Waste (Management and Handling) Rules - 2011

An application for Authorization shall be processed as per flow chart number 5.11 and accompanied with the following documents:-

S No	Required Documents
1	Applications for Authorization in prescribed format under e- Waste (Management and Handling) Rules, 2011 duly filled and signed by the authorized signatory.
2	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
3	Copy of land ownership/ conveyance documents.
4	Copy of land allotment/ land conversion order for project for intended land use.
5	Site plan/ Location Plan showing prominent features within a radius of 1 km.

6	Affidavit on non judicial stamp paper of Rs 50/- in prescribed format duly signed and notarized.
7	Memorandum of Understanding/ Agreement with authorized and registered recycler/ dismantler of e-Waste.
8	Feasibility report containing details of the type & quantity of e-waste proposed to be collected, total area of the collection centre, details of covered, open area and green area, details of the pollution sources and arrangement for treatment, prevention and control of pollution, details of facilities for handling/ arresting leakages of compressor oils, CFCs/ HCFs, if any. Justification for the storage capacity for which the authorization has been applied for.
9	Details of buyback scheme to maximize e-waste at the collection centre.

#### 5.14 Authorization under e-Waste (Management and Handling) Rules - 2011 for e-Waste dismantlers/ recycler/producer

An application for authorization shall be processed as per flow chart number 5.12 and accompanied with the following documents:-

S No	Required Documents
1	Applications for authorization in prescribed format under e-Waste (Management and Handling) Rules, 2011 duly filled and signed by the authorized signatory.
2	Copy of consent to establish and consent to operate under Water Act, 1974 and/ or Air Act, 1981.
3	Authority letter/ Board Resolution/ Power of attorney in favour of authorized signatory.
4	Copy of membership of Common Hazardous Waste Treatment and Disposal Facility/ agreement with authorized and registered recycler/ re-processors of hazardous waste or authorized incinerator.
5	Copy of acknowledgement from DIC/ Secretariat for Industrial Assistance, Ministry of Commerce and Industry, New Delhi (In case of Industries).
6	Copy of land ownership/conveyance documents.
7	Copy of land allotment / land conversion order for project for intended land use.
8	Site plan/ Location Plan showing prominent features within a radius of 1 km.
9	Conceptual Building Plan/ Factory layout showing location of Plant/ constructed area, facility area and green belt.
10	Affidavit on non judicial stamp paper of Rs 50/- in prescribed format duly signed and notarized.
11	A feasibility Report on pollution control measures (as per generic structure, including details of installed plant & machinery, e-waste handled).

12	Copy of authorization under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules.
13	Evidence based compliance of the responsibilities and duties as listed in the e-Waste Rules.

### 5.15 Registration under e-Waste (Management and Handling) Rules - 2011 for e-Waste dismantlers/ recycler/producer

An application for registration shall be processed as per flow chart number 5.13 and accompanied with the following documents:-

S No	Required Documents
1	Applications for registration in prescribed format under e- waste (Management and Handling) Rules, 2011 duly filled and signed by the authorized signatory.
2	Authority letter/Board Resolution/ Power of attorney in favour of authorized signatory.
3	Copy of authorization under e- Waste (Management and Handling) Rules.
4	Copy of Authorization under Hazardous Waste (Management, Handling and Trans-Boundary Movement) Rules.
5	Affidavit on non judicial stamp paper of Rs 50/- in prescribed format duly signed and notarized, stating that all the equipments/ machinery required for recycling of e-waste have been installed & ready for commissioning (in case of new industry).
6	Evidence based compliance of the conditions of the authorization granted previously under the e-Waste Rules.
7	Evidence based compliance of the conditions of the registration granted previously under the e-Waste Rules (in case of renewal).
8	Evidence based compliance of the responsibilities and duties as listed in the e-Waste Rules.

### 5.16 Authorization under Municipal Solid Waste (Management and Handling) Rules – 2000

An application for authorization shall be processed as per flow chart number 5.14 and accompanied with the following documents:-

S No	Required Documents
1	Applications for authorization in prescribed format under Municipal Solid Waste (Management and Handling) Rules, 2000 duly filled and signed by the authorized signatory.



2	Copy of valid consent to operate or application for consent to operate, under Water Act, 1974 and/or Air Act, 1981.
3	Authority letter/ Board Resolution/ Power of attorney in favour of authorized signatory.
4	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
5	Point wise evidence based compliance report of previously granted Authorization (in case of renewal).
6	Point wise evidence based compliance report of previously granted Consent to Operate (in case of renewal).
7	Annual Report in format prescribed under Rules (in case of renewal).
8	Evidence of remittance of water cess (water consumption more than 10 KLD).

5.16.1. The associated application for consents shall be examined and processed as detailed in section related with consent.

### 5.17 Authorization under Bio-Medical Waste (Management and Handling) Rules – 1998

An application for authorization shall be processed as per flow chart number 5.15 A & B and accompanied with the following documents:-

S No	Required Documents
1	Applications for authorization in prescribed format under Bio-Medical Waste (Management and Handling) Rules, 1998 duly filled and signed by the authorized signatory.
2	Copy of valid consent to operate or application for consent to operate, under Water Act, 1974 and/or Air Act, 1981.
3	Fee for authorization.
4	Authority letter/Board Resolution/Power of attorney in favour of authorized signatory.
5	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
6	Assessment of compliance of Rules in prescribed format.
7	Copy of membership of Common Bio-Medical Waste Treatment and Disposal Facility/ agreement with authorized and registered recycler/ re-processors of Bio-Medical waste or authorized incinerator.
8	Point wise evidence based compliance report of previously granted Authorization (in case of renewal).
9	Point wise evidence based compliance report of previously granted CTO including bed capacity & facilities, analysis and monitoring report from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB (in case of renewal).

	Copy of accreditation of laboratory shall also be enclosed.
10	Annual accident Report in format prescribed under Rules (in case of renewal).
11	Annual Report in format prescribed under Rules (in case of renewal).
12	Evidence of remittance of water cess (water consumption more than 10 KLD).

5.17.1. The associated application for consent submitted by the health care facility shall be examined and processed as detailed in section related with consent.

### **5.18 Authorization under Bio-Medical Waste (Management and Handling) Rules – 1998 (Auto Renewal)**

An application for authorization shall be processed as per flow chart number 5.16 A & B and accompanied with the following documents:-

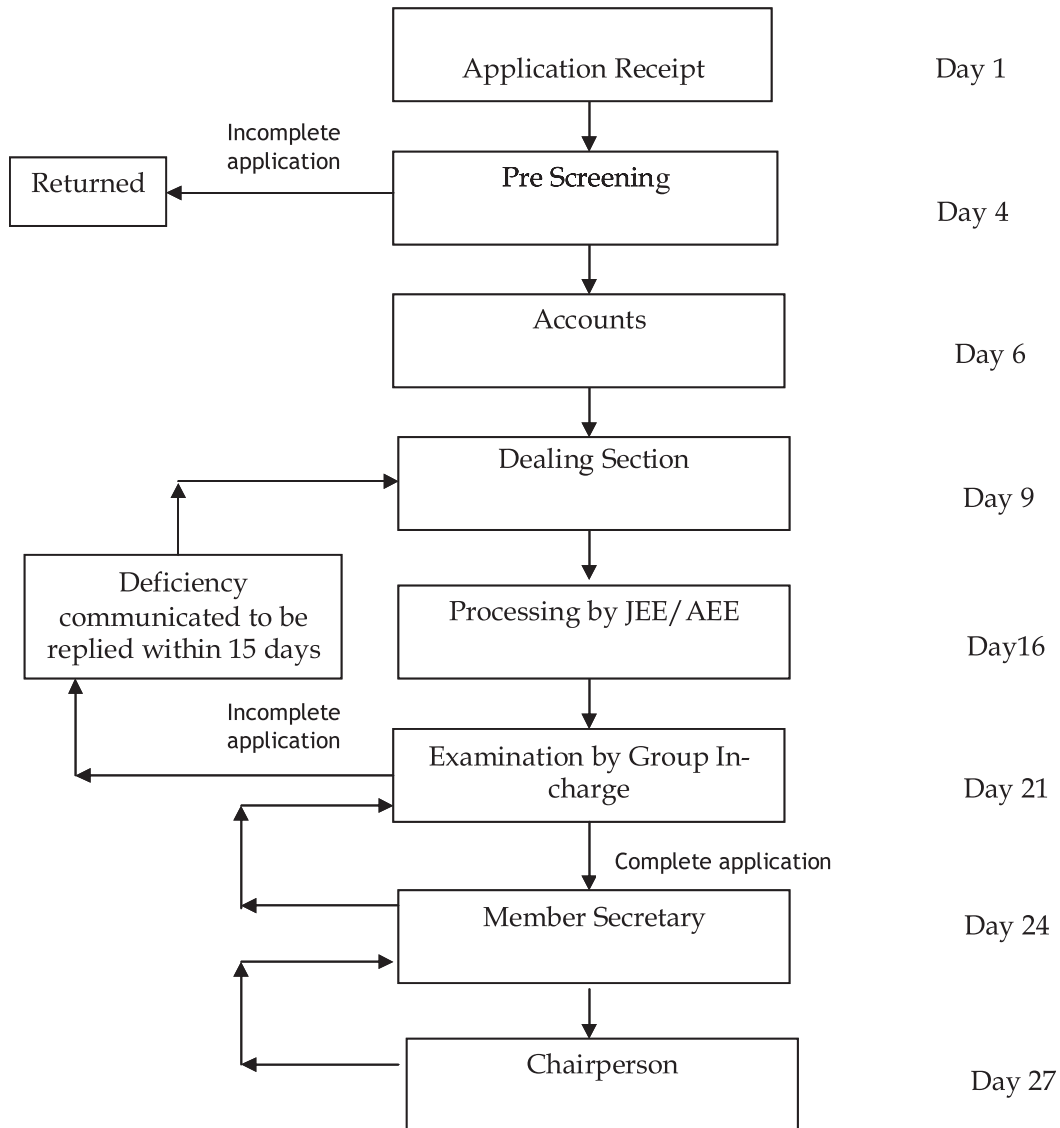
<b>S No</b>	<b>Required Documents</b>
1	Applications for authorization in prescribed format under Bio-Medical Waste (Management and Handling) Rules, 1998 duly filled and signed by the authorized signatory.
2	Copy of valid consent to operate or application for consent to operate, under Water Act, 1974 and/or Air Act, 1981.
3	Fee for authorization.
4	Authority letter/ Board Resolution/ Power of attorney in favour of authorized signatory.
5	Affidavit on non judicial stamp paper of Rs 10/- in prescribed format duly signed and notarized.
6	Affidavit on non judicial stamp paper of Rs 100/- in prescribed format duly signed and notarized declaring that the project is fully compliant with the conditions of authorization and/or consent and there is no change in bed capacity and facilities, category and quantity of wastes and its storage, treatment, transportation and disposal facilities/methods.
7	Assessment of compliance of Rules in prescribed format.
8	Copy of membership of Common Bio-Medical Waste Treatment and Disposal Facility/ agreement with authorized and registered recycler / re-processors of bio-medical waste or authorized incinerator.
9	Point wise evidence based compliance report of previously granted authorization.
10	Point wise evidence based compliance report of previously granted CTO including bed capacity and facilities, analysis and monitoring report from Laboratory of State Board or recognized laboratories as notified by RSPCB or MoEF or CPCB. Copy of accreditation of laboratory shall also be enclosed.
11	Annual Accident Report in format prescribed under Rules.

12	Annual Report in format prescribed under Rules (in case of renewal).
13	Evidence of remittance of water cess (water consumption more than 10 KLD).

5.18.1. The associated application for consent submitted by the health care facility shall be examined and processed as detailed in section related with consent.

Process Flow Chart for Consent to Establish - Head Office

Flow Chart- 5.1-A

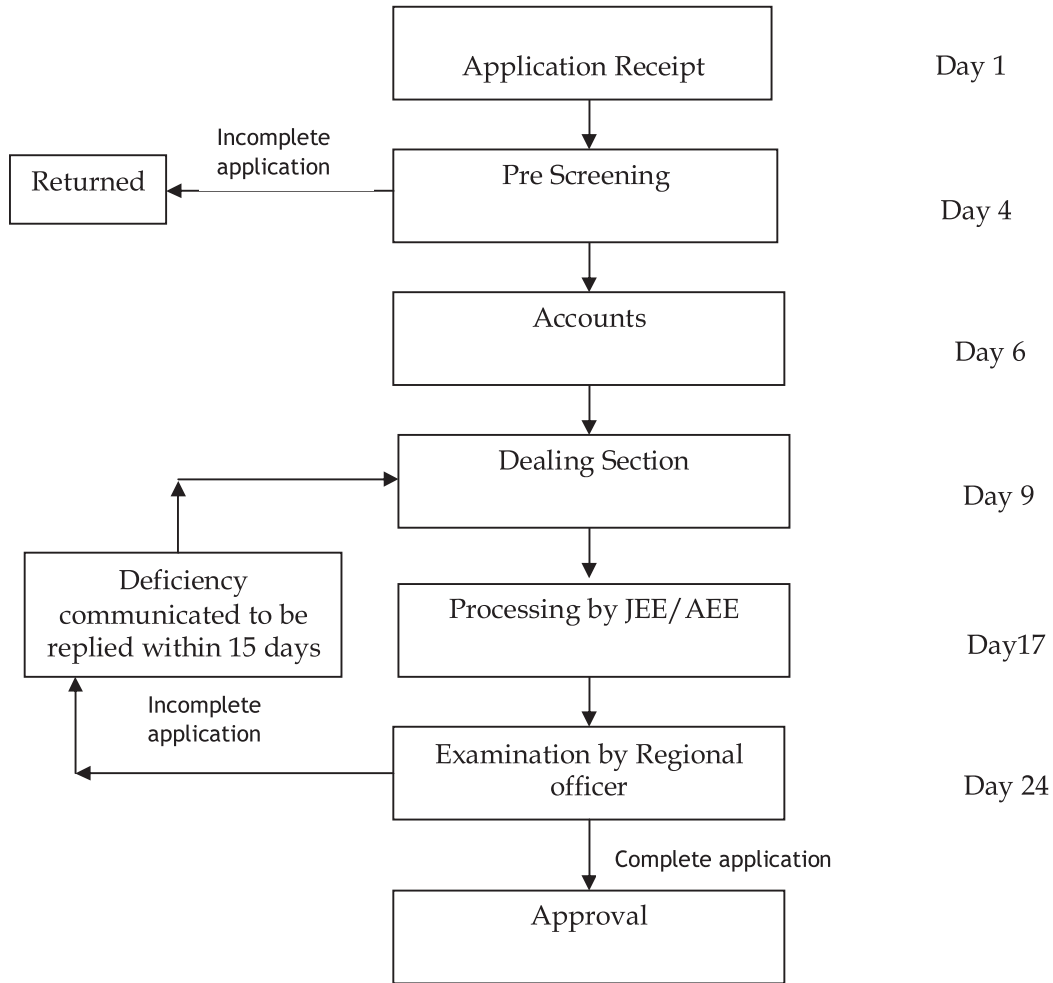


Note:-

1. All days to be counted are working days.
2. Consent Letter should be issued within seven days of approval by Chairperson.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter, file shall be further processed.

Process Flow Chart For Consent to Establish – Regional Office

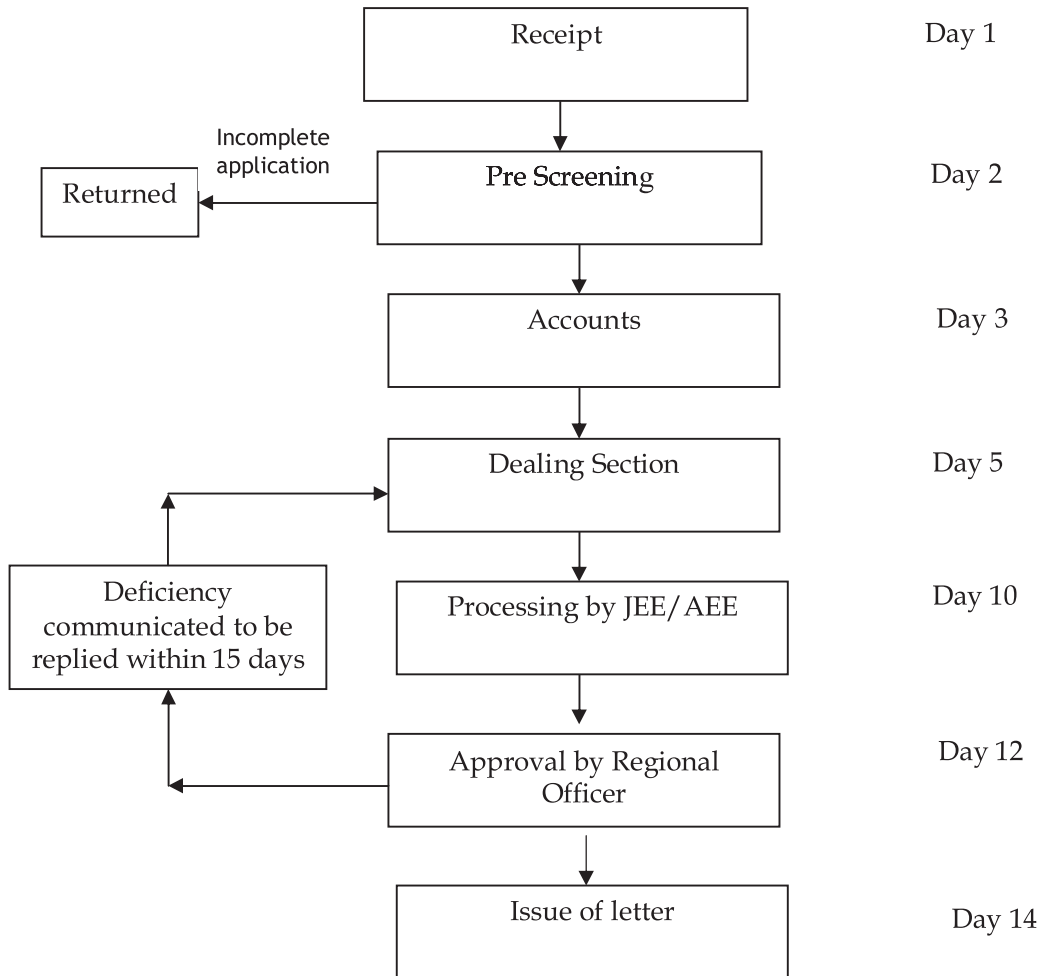
Flow Chart-5.1-B



Note:-

1. All days to be counted are working days.
2. Consent Letter should be issued within seven days of approval by Chairperson.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter, file shall be further processed.

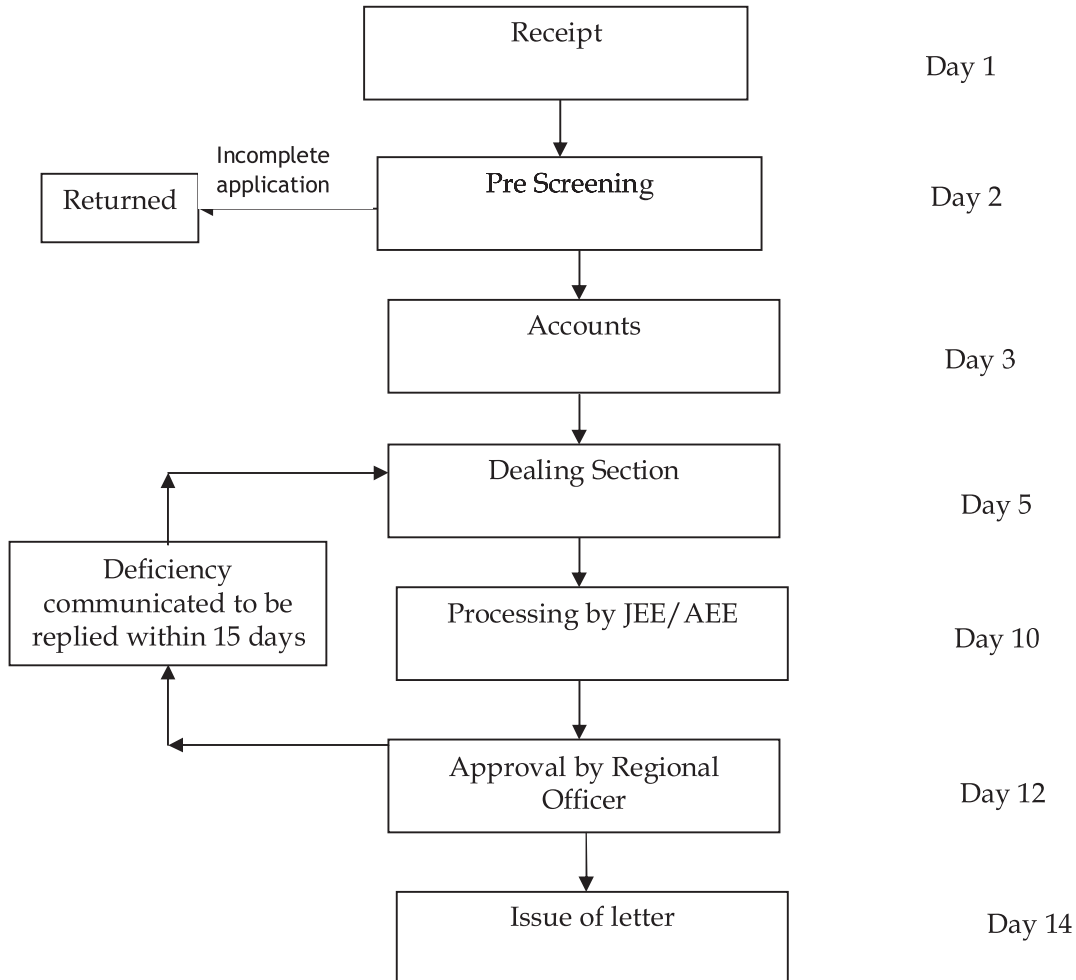
Process Flow Chart for Consent to Establish/ Operate for Renewable Energy  
(Solar/Wind Mill) - Head Office  
FLOW CHART- 5.2-A



**Note:-**

1. All days to be counted are working days.
2. Deficiency letter should be issued within 12 days of receipt of application.
3. In case reply of deficiency letter is not received within 21 days of issue of letter, the file be further processed.
4. Inspection Report is not required and file can be processed on the basis of compliance report submitted and self certification by the Proponent.

Process Flow Chart for Consent to Establish/ Operate for Renewable Energy  
(Solar/Wind Mill) - Regional Office  
FLOW CHART- 5.2-B

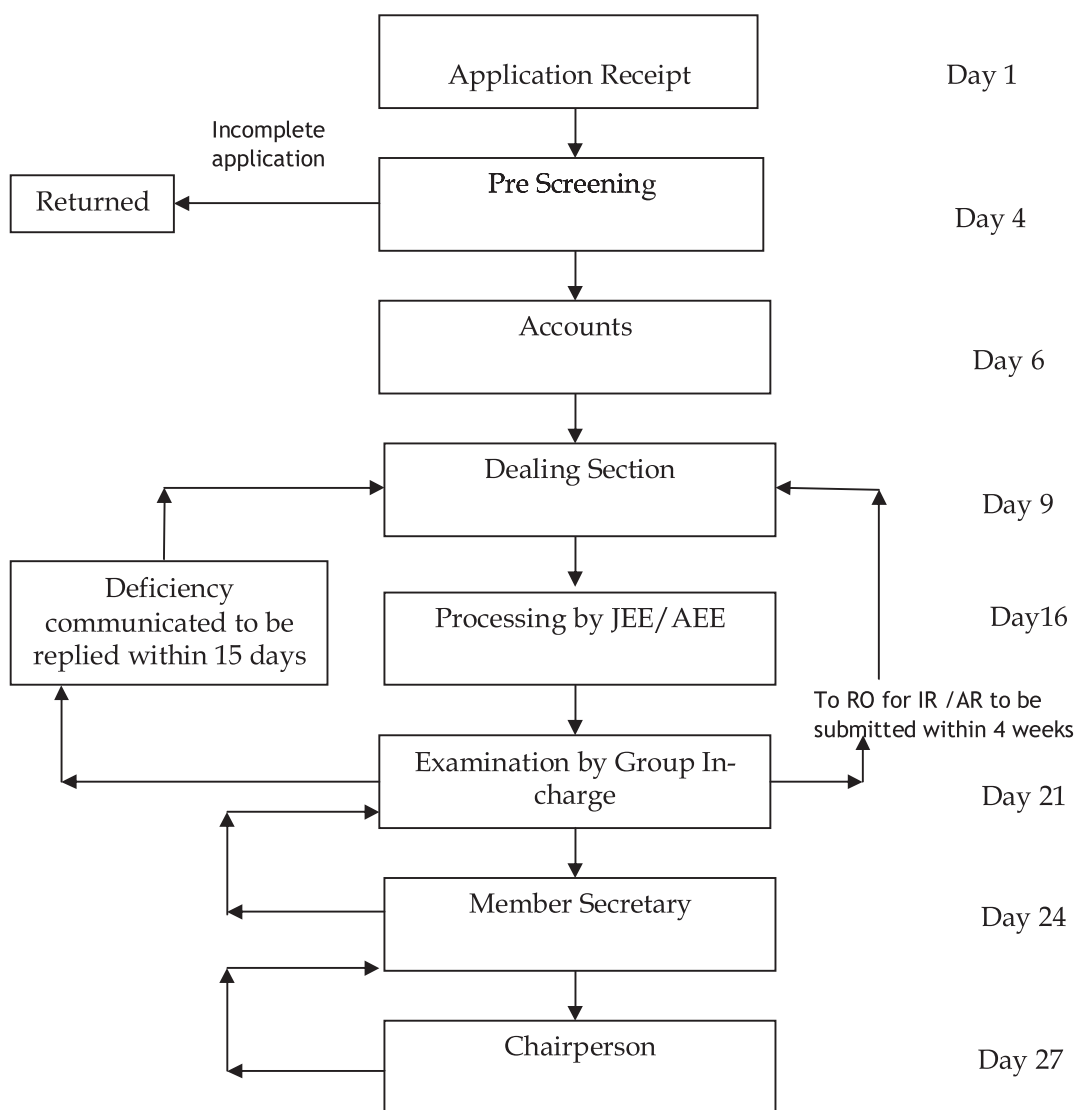


**Note:-**

1. All days to be counted are working days.
2. Deficiency letter should be issued within 12 days of receipt of application.
3. In case reply of deficiency letter is not received within 21 days of issue of letter, the file be further processed.
4. Inspection Report is not required and file can be processed on the basis of compliance report submitted and self certification by the Proponent.

Process Flow Chart for Consent to Operate - Head Office

Flow Chart-5.3-A



Note:-

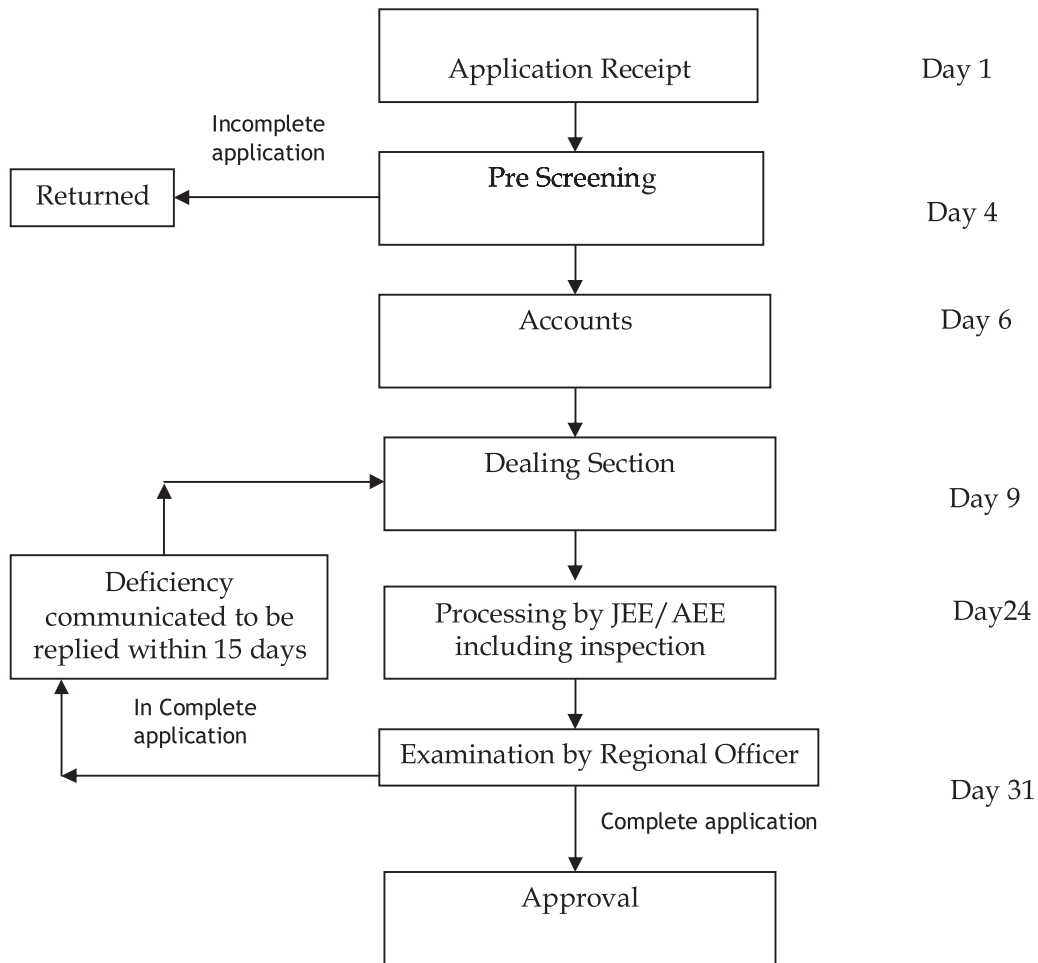
1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks (additional number of days). In case the Regional officer fails to send Inspection Report within prescribed time limit, Group In Charge shall be free to get it inspected at its own level.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Consent Letter should be issued within seven days of approval by Chairperson.





Process Flow Chart for Consent to Operate - Regional Office

Flow Chart-5.3-B

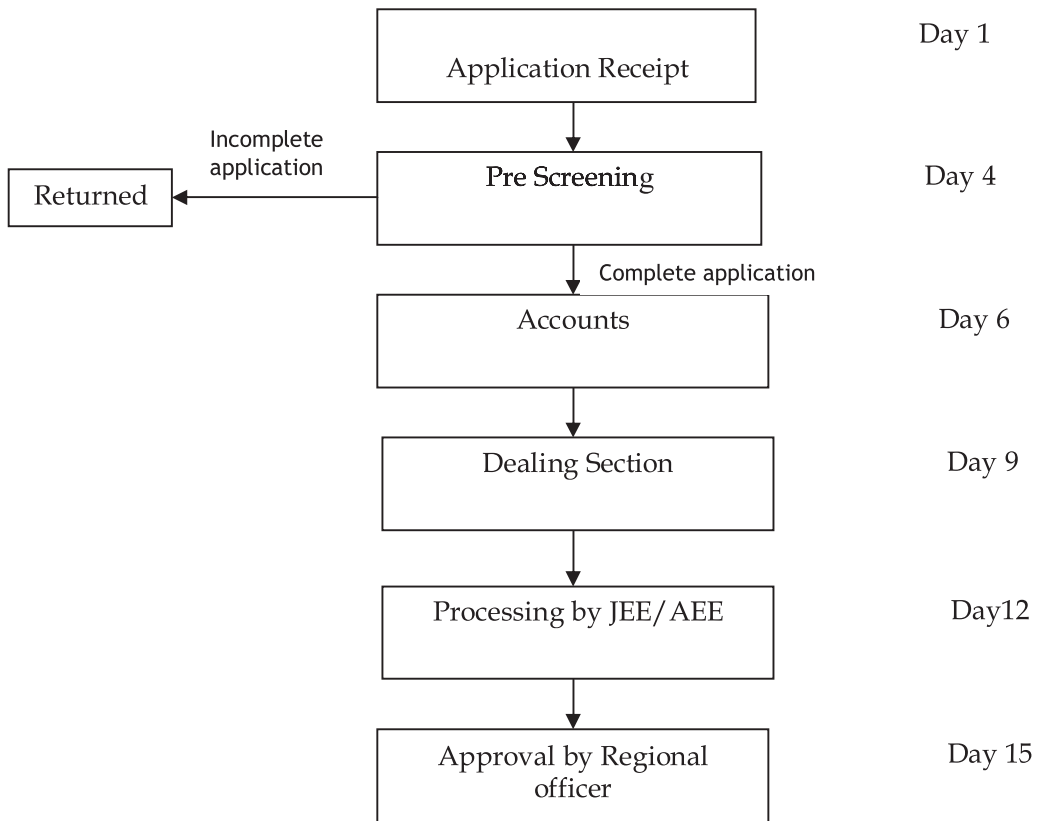


Note:-

1. All days to be counted are working days.
2. Inspection shall be conducted if scrutiny of application warrants so, after approval of the Regional Officer.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Consent Letter should be issued within seven days of approval.

Process Flow Chart for Consent to Operate - Regional Office- Auto Renewal

Flow Chart- 5.4 B

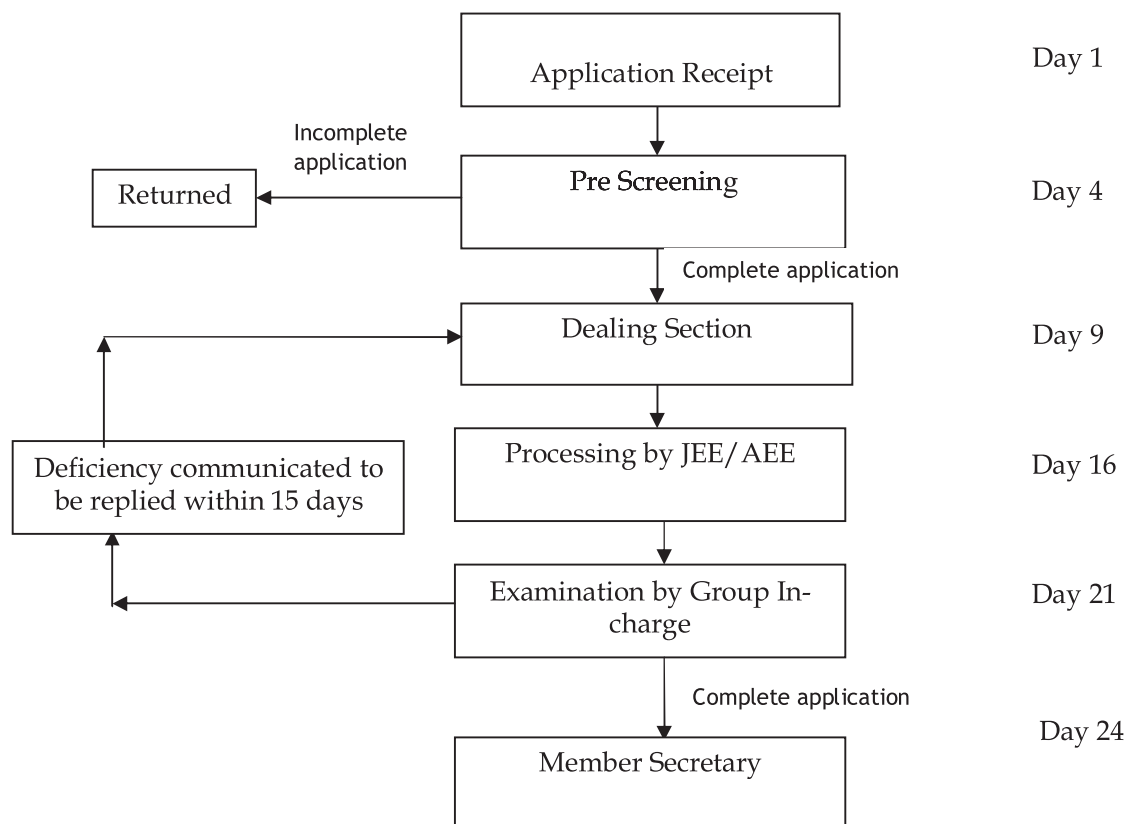


Note:-

1. All days to be counted are working days
2. Consent Letter should be issued within seven days of approval.

## Process Flow Chart for Authorization under HWMR

Flow Chart-5.5

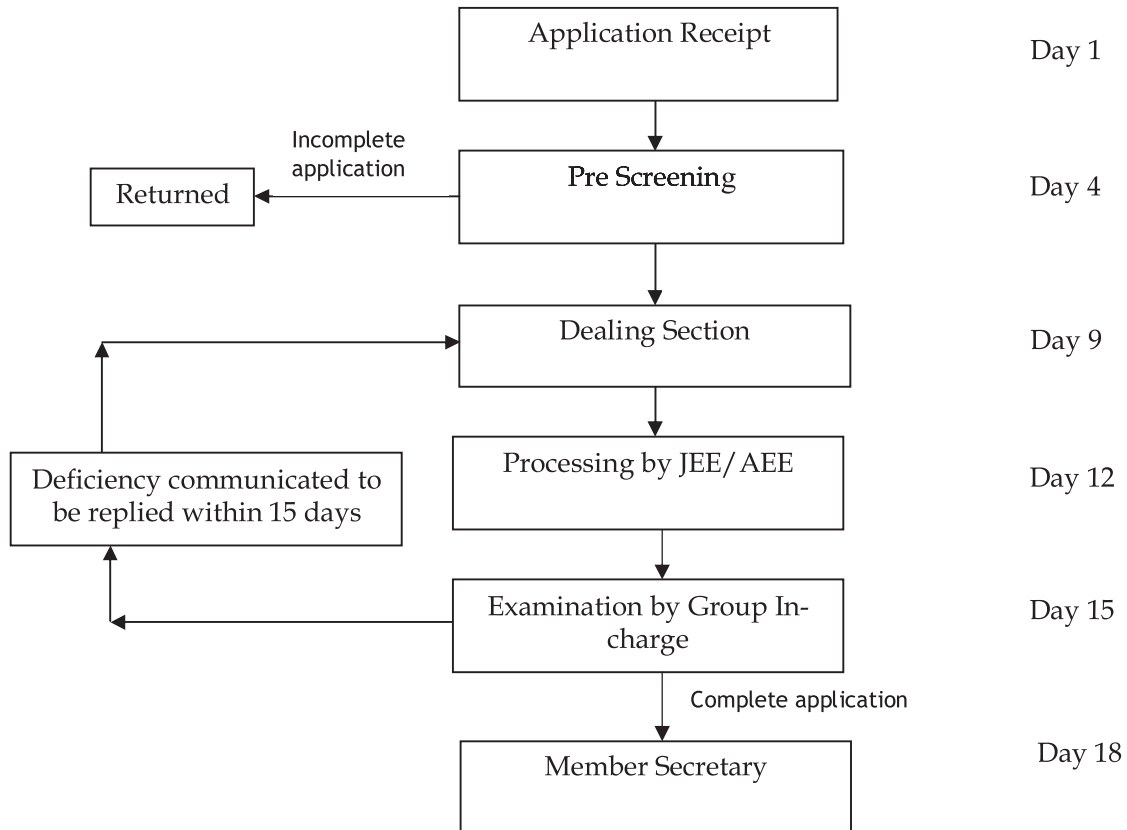


### **Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional Officer fails to send Inspection Report within prescribed time limit the In-charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization Letter should be issued within seven days of approval.

Process Flow Chart for Authorization under HWMR- Auto Renewal

Flow Chart-5.6

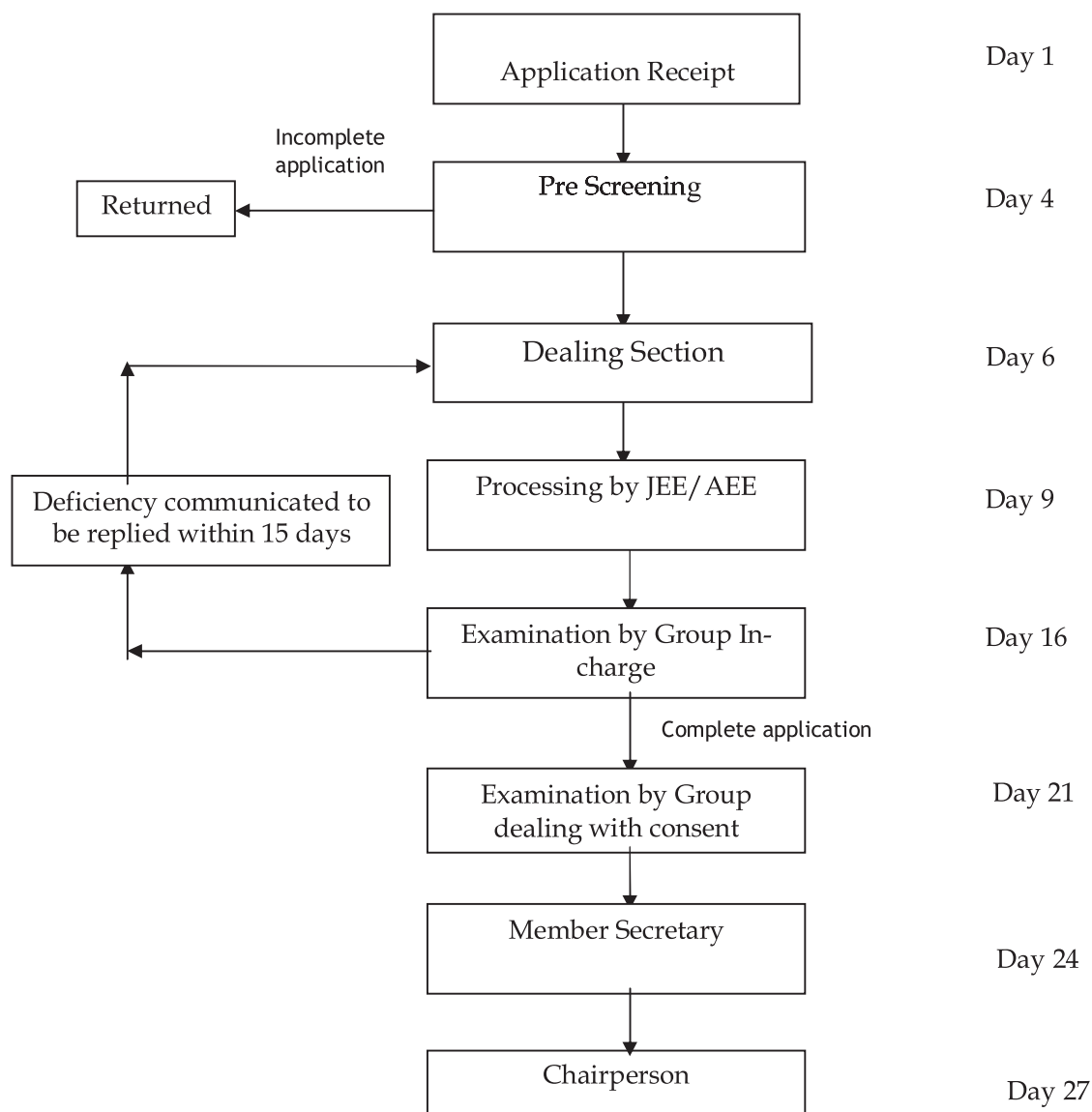


**Note:-**

1. All days to be counted are working days.
2. Auto renewal is on self certification and inspection is not required.
3. Authorization Letter should be issued within three days of approval

## Process Flow Chart for Registration under HWMR

Flow Chart-5.7

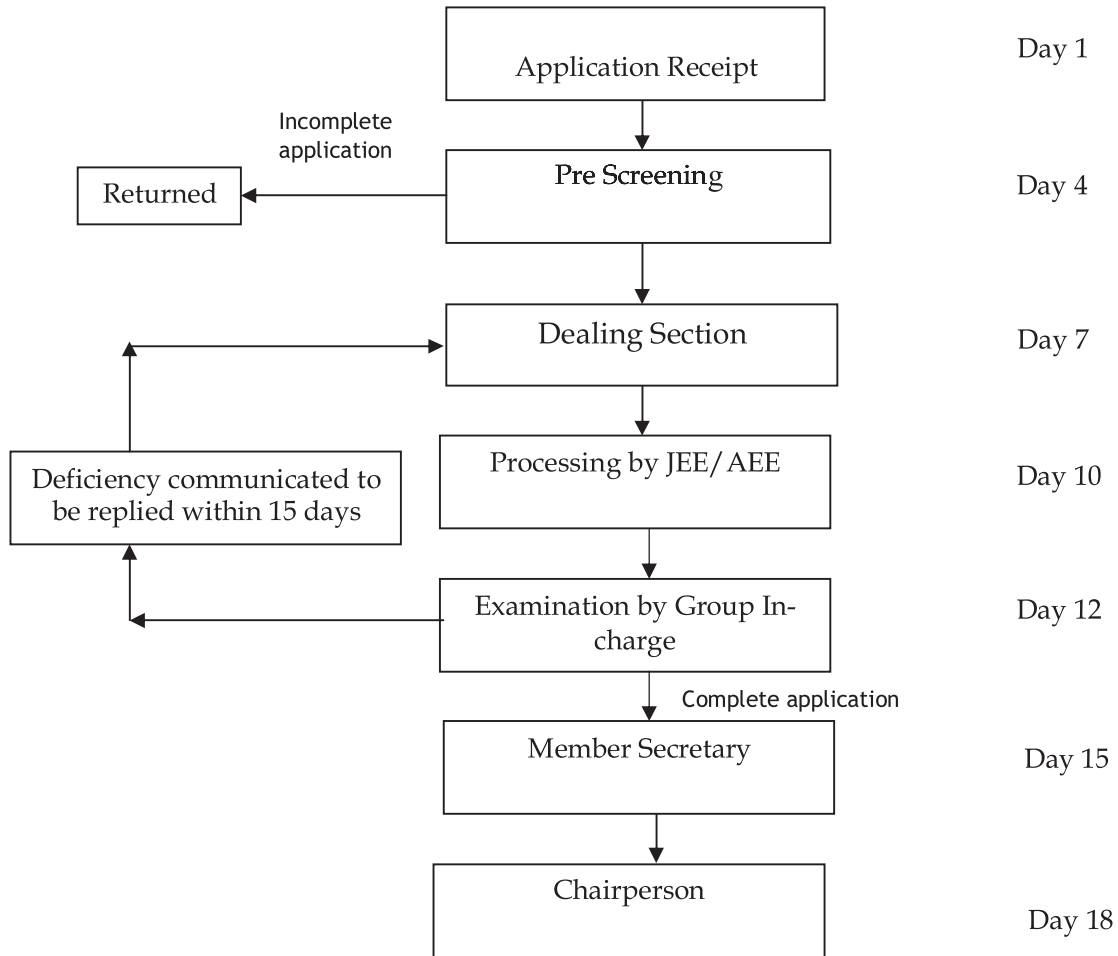


**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional Officer fails to send Inspection Report within prescribed time limit the In-charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Registration Letter should be issued within seven days of approval.

Process Flow Chart for Registration under HWMR- Auto Renewal

Flow Chart- 5.8

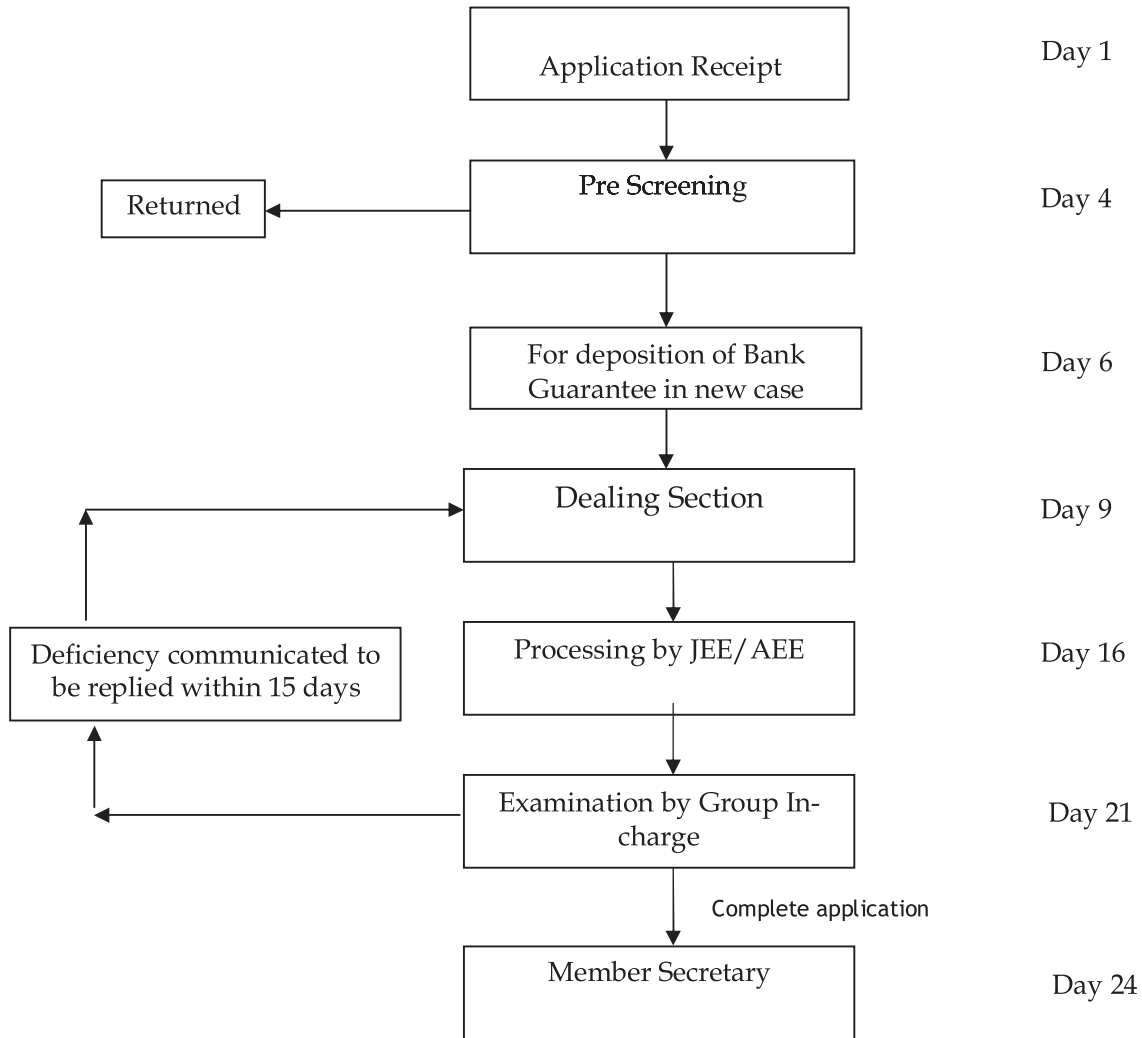


**Note:-**

1. All days to be counted are working days.
2. Auto renewal is on self certification and inspection is not required.
3. Authorization letter should be issued within three days of approval by Chairperson.

Process Flow Chart for Authorization for Transportation of Hazardous Waste under  
HWMR

Flow Chart-5.9

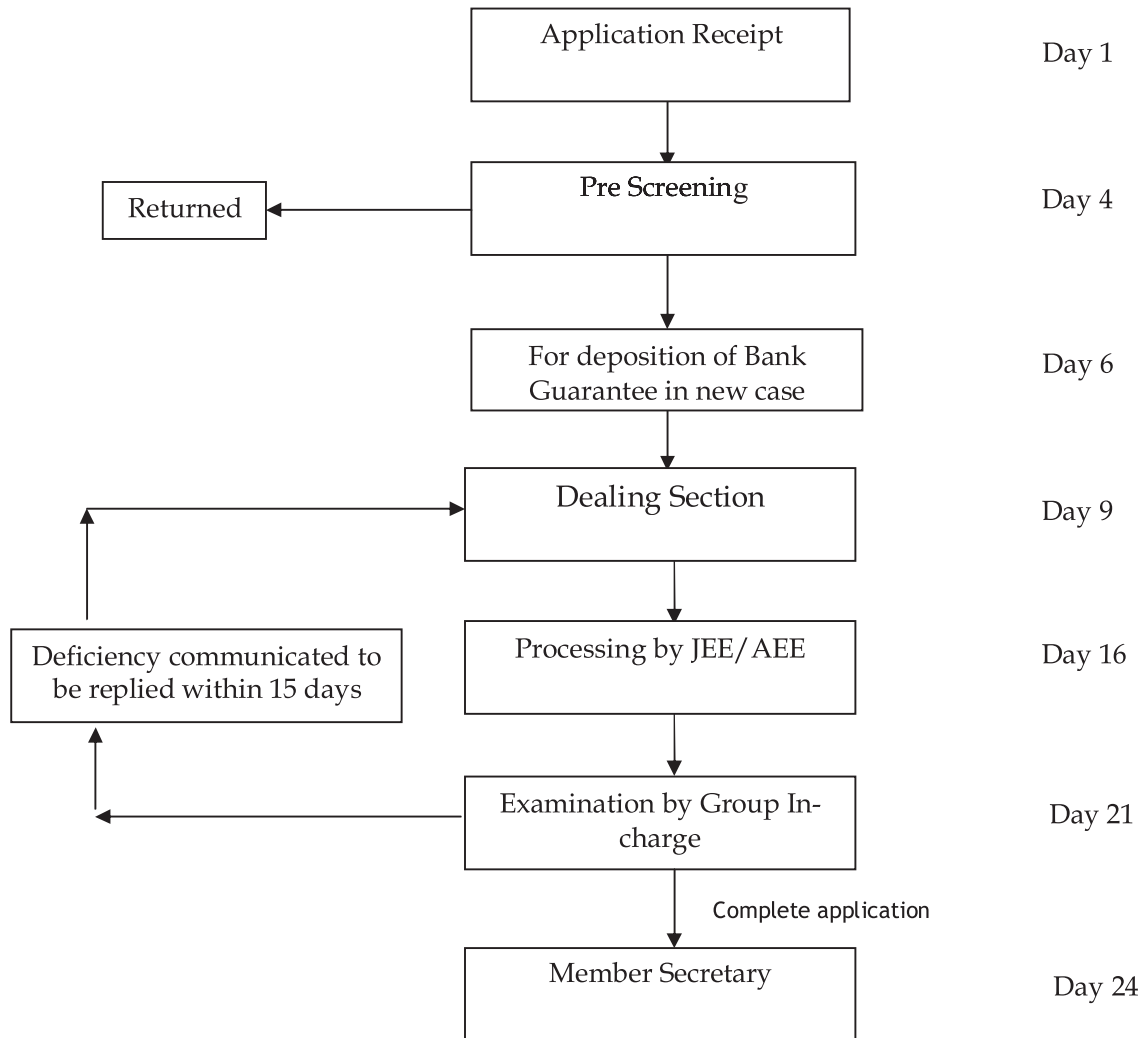


**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In-charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization for Transportation of Hazardous Waste Letter should be issued within seven days of approval.



Process Flow Chart for One Time Registration for Import of Non- Hazardous Waste  
under HWMR  
Flow Chart-5.10



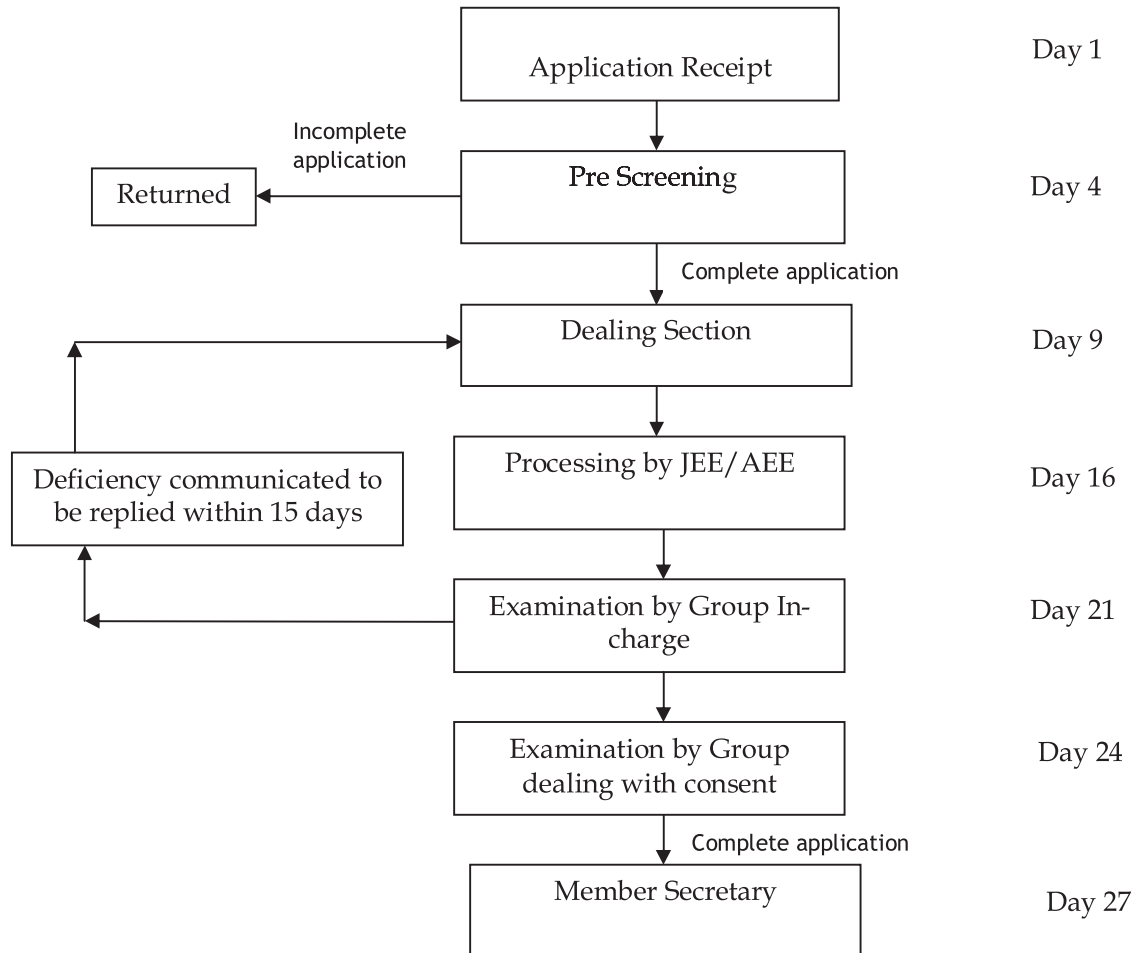
**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional Officer fails to send Inspection Report within prescribed time limit the In-charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization for Transportation of Hazardous Waste Letter should be issued within seven days of approval.

## Process Flow Chart for Authorization under e- Waste (Management & Handling)

### Rules

#### Flow Chart-5.11



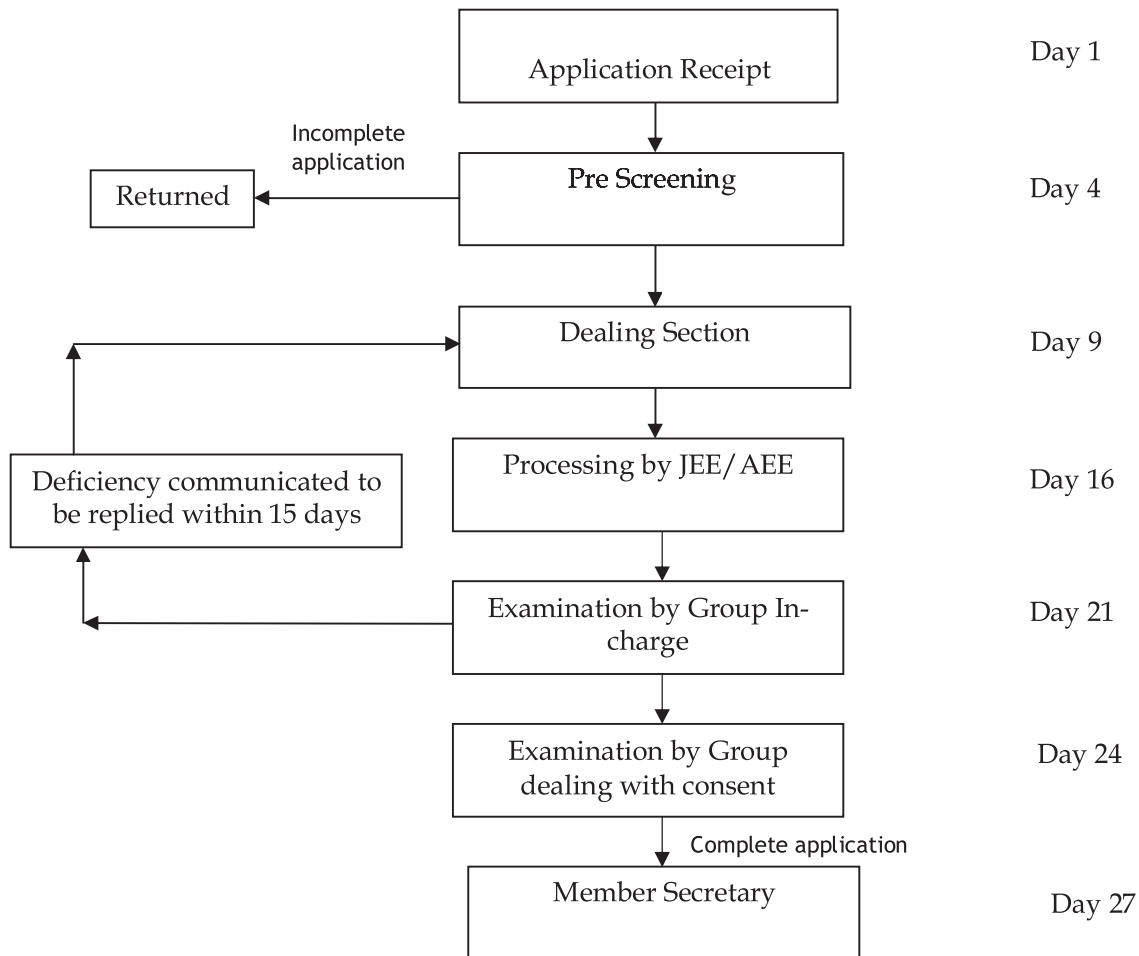
#### **Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization/ Pass Book Letter should be issued within seven days of approval

## Process Flow Chart for Authorization under e- Waste (Management & Handling)

### Rules

#### Flow Chart-5.12

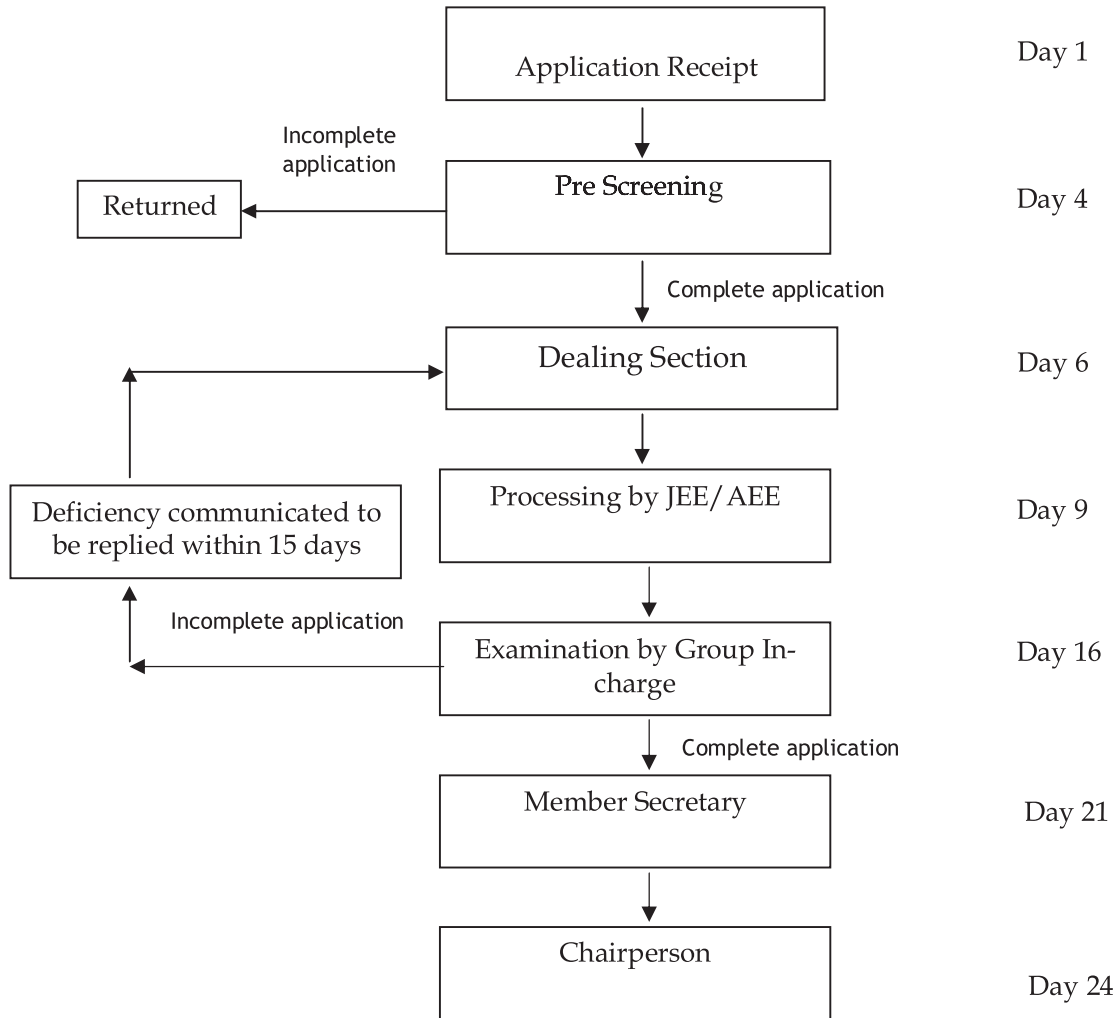


#### **Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization/ Pass Book Letter should be issued within seven days of approval.

Process Flow Chart for Registration under e- Waste (Management & Handling) Rules

Flow Chart-5.13

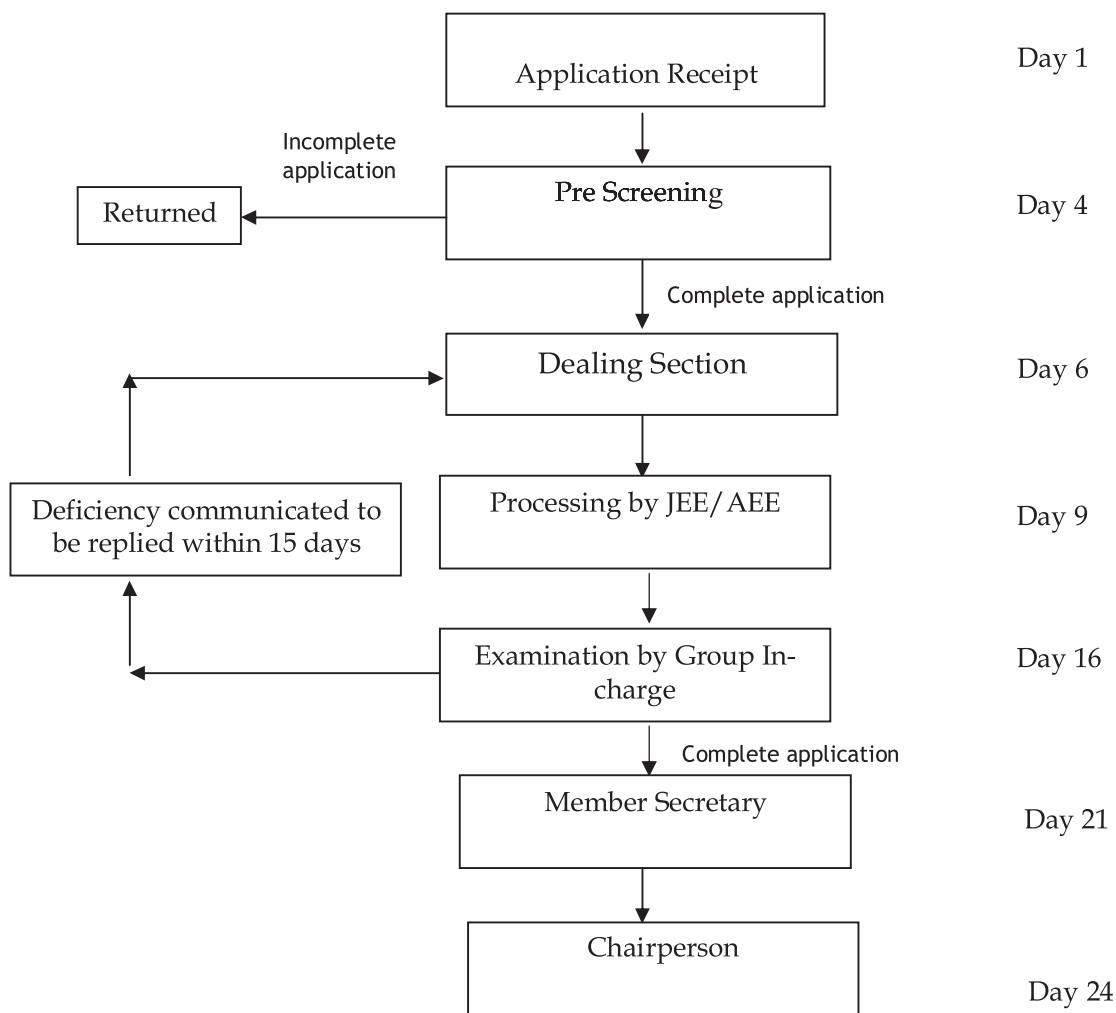


**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In-charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Registration under e- Waste Letter should be issued within seven days of approval.

Process Flow Chart for Authorization under Municipal Solid Waste (Management and Handling) Rules – 2000

Flow Chart – 5.14

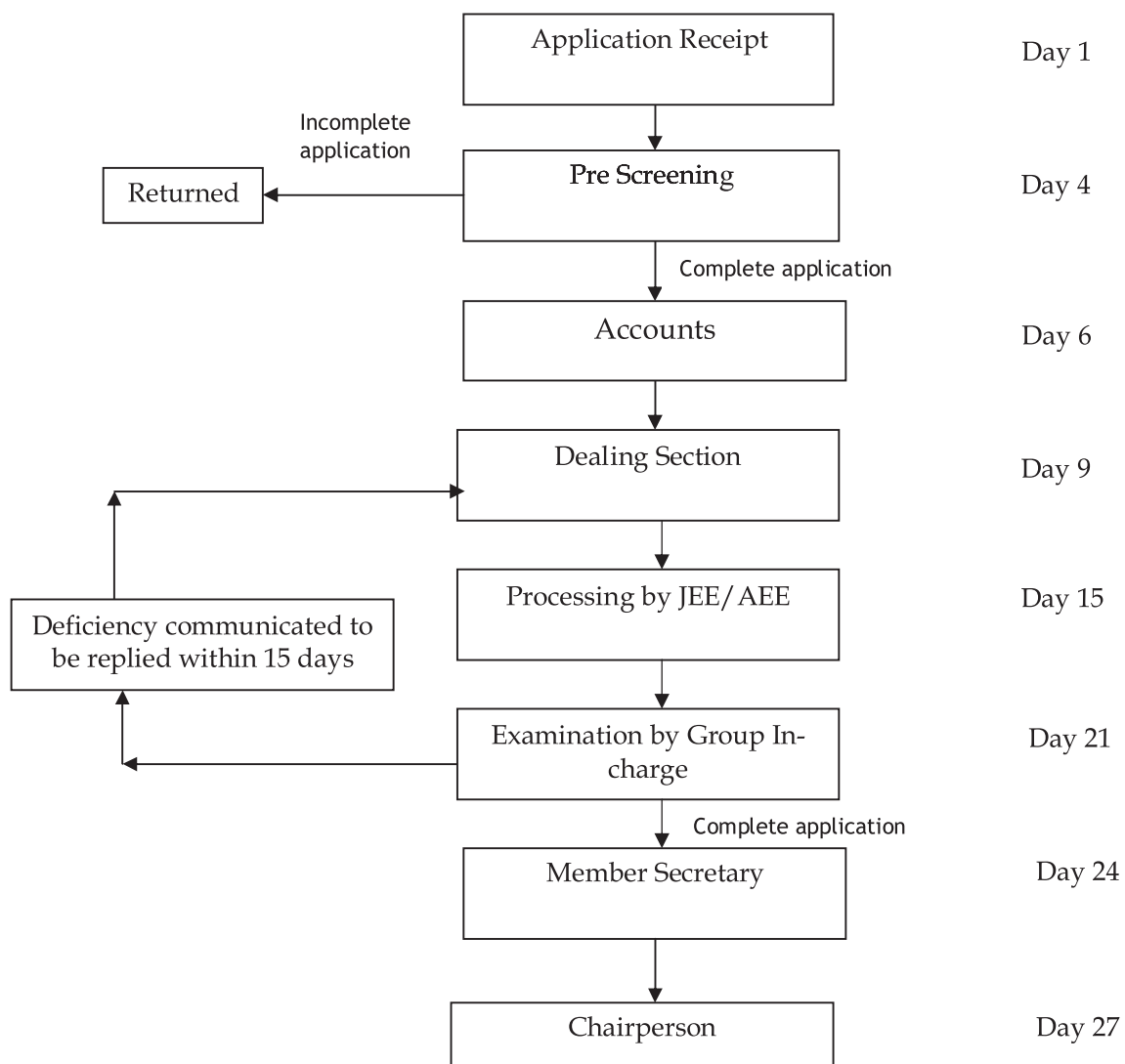


**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In-charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Registration Letter should be issued within seven days of approval.

Process Flow Chart for Authorization under BMWR- Head Office

Flow Chart-5.15 (A)

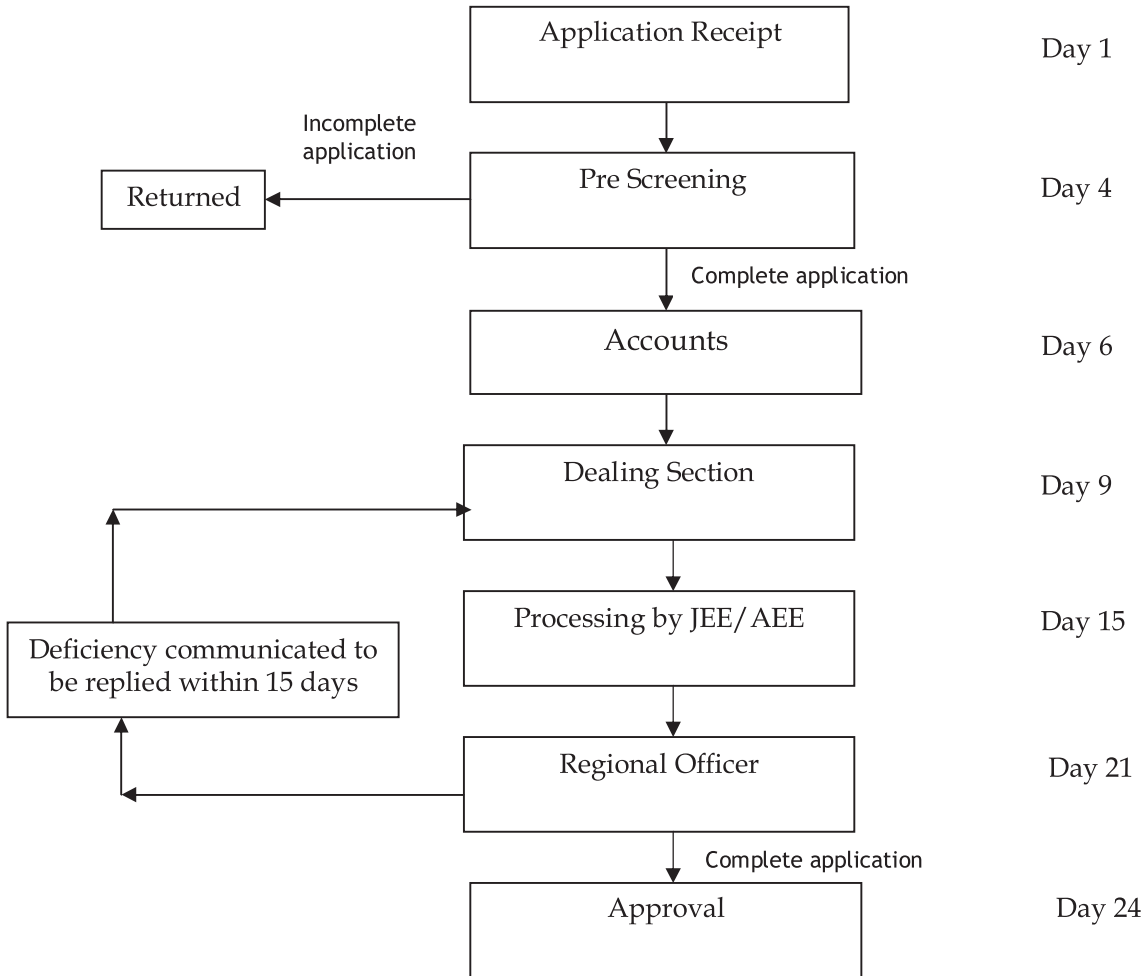


**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization Letter should be issued within seven days of approval.

Process Flow Chart for Authorization under BMWR- Regional Office

Flow Chart-5.15 (B)

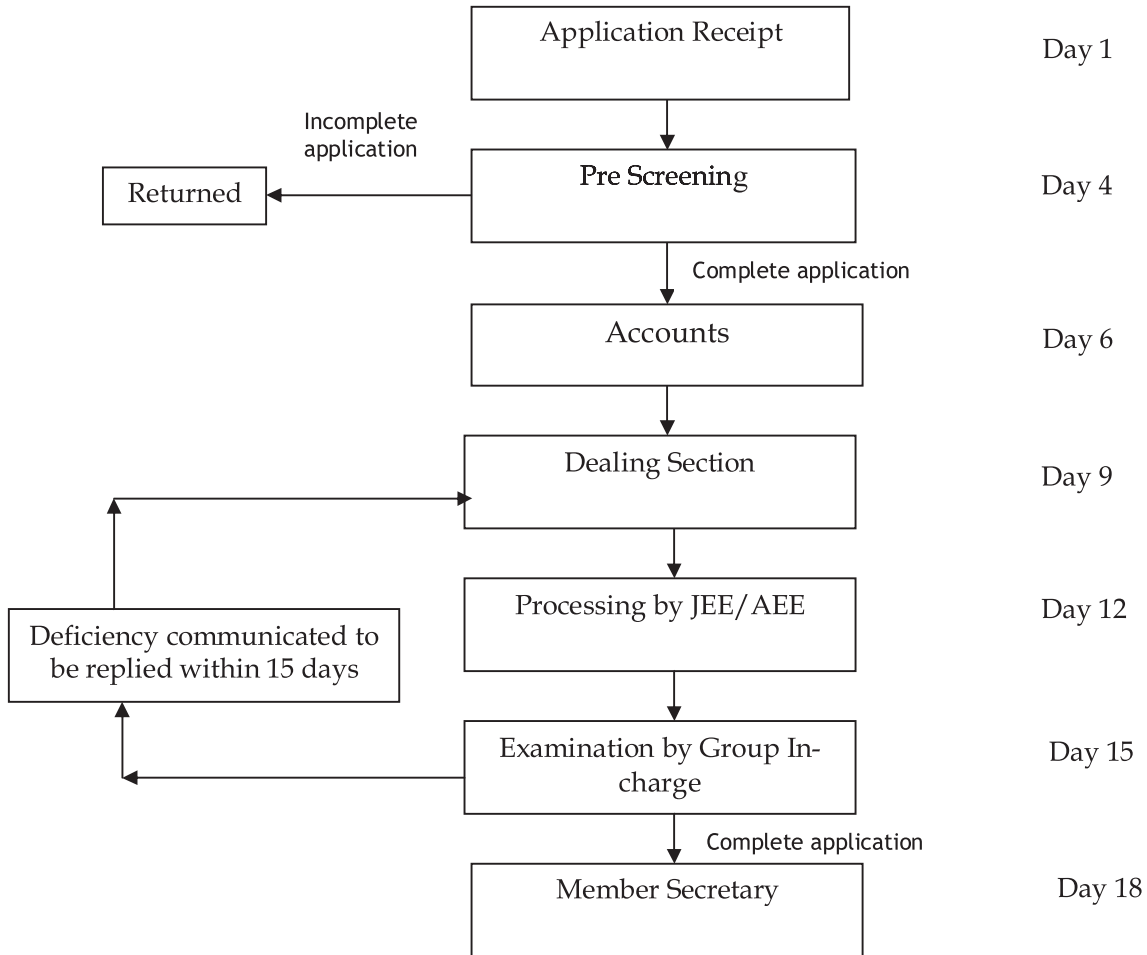


**Note:-**

1. All days to be counted are working days.
2. If the scrutiny warrants any site inspection, the same shall be completed within four weeks. In case the Regional officer fails to send Inspection Report within prescribed time limit the In charge will be at liberty to get it inspected from H.O.
3. Deficiencies shall be communicated in form of show cause notice within 3 days of approval.
4. In case reply of deficiency letter is not received within 21 days of issue of letter file be further processed.
5. Authorization Letter should be issued within seven days of approval.

Process Flow Chart for Authorization under BMW- Auto Renewal- Head Office

Flow Chart-5.16 (A)



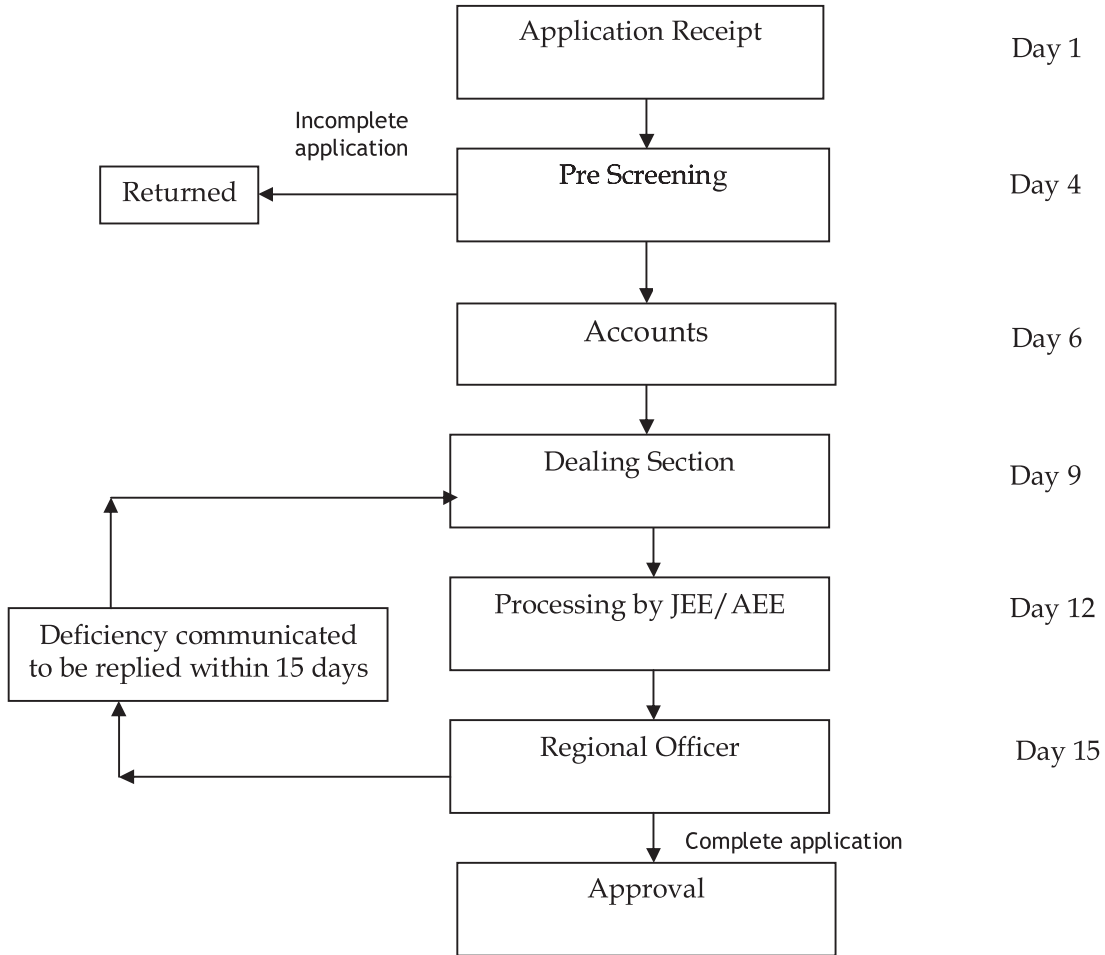
**Note:-**

1. All days to be counted are working days.
2. Auto renewal is on self certification and inspection is not required.
3. Authorization Letter should be issued within three days of approval by Member Secretary.



Process Flow Chart for Authorization under BMWR - Auto Renewal- Regional Office

Flow Chart-5.16 (B)



**Note:-**

1. All days to be counted are working days.
2. Auto renewal is on self certification and inspection is not required.
3. Authorization Letter should be issued within three days of approval by Member Secretary.