

Queries related to pre-screening of applications

FAQs

Q1. What is the Procedure for Consent/Authorization/Registration at the Pre-Screening stage?

Ans. (The State Board accepts application for Consent/Authorization/Registration through online system only and there is no requirement for hard copies of the documents)

For New Users:

Step1. Registration for new users can be done either through:

Rajasthan Single Sign On facility available at www.sso.rajasthan.gov.in or

Apply online facility available at the State Board's website <https://environment.rajasthan.gov.in/content/environment/en/rajasthan-state-pollution-control-board/Applyonline.html#>

Step2. Applicant will receive a Login Id & Password on the mobile number & E-mail Id provided by the applicant during registration.

Step3. Use the above received Login Id for filling the application.

Step4. Before starting the process of online filling; please refer the manual/ guidelines available on our website.

Step5. Keep scanned copies of required documents in PDF format ready so that the same can be uploaded easily. ([Click here for checklist of different type of applications](#))

Step6. Thereafter, Log in and start filling application. Fields marked with an asterisk(*) are mandatory fields.

Step7. Using the Payment Option tab generate a challan number, against which the Pre-Screening fee is required to be paid.

Step8. Payment can be made by electronic transfer modes like NEFT/RTGS/Net/Online Banking. At e-Mitra Kiosks payment can be made through cash or debit cards.

Step9. After payment of pre-screening fee, upload the required documents with the respective entries in the checklist. Please do not make payment of consent fee at this stage. It should be paid only when your application gets cleared from the pre-screening process & you are advised to pay consent fee thereafter.

Step10. Check all the information and proceed for submission. Notification regarding submission is sent to the registered mobile number.

Step11. Incomplete application(s) shall be returned back online to applicant registered mobile number, Email address and SSO ID through a deficiency letter.

Step12. The applicant shall re-submit the application with all the necessary information against respective entries within 15 days, failing which the application shall be rejected and applicant shall be required to re-apply through pre-screening process to obtain Consent/Authorization/Registration from the State Board following all the steps from 3 to 10.

Step13. After confirmation from Pre- Screening Cell, applicant can make payment of consent fee within 10 days, failing which the application shall be rejected and applicant shall be required to re-apply through pre-screening process to obtain Consent/Authorization/Registration from the State Board following all the steps from 3 to 10.

For Existing Users:

Step1. Check the recent guidelines regarding your sector on the State Board's website.

Step2. Follow all the steps from 3 to 13.

Q2. What is pre-screening process?

Ans. It is a process in which applications will be screened at the preliminary level in terms of documents and subsequently deficiencies will be issued to the industry if found incomplete. The completed application will be asked to deposit consent fee as per Department of Environment, Fee Notification, 2016. ([Click here for pre-screening process](#))

Q3. Why is pre-screening necessary?

Ans. Pre-screening is meant to escalate the process of examination of applications and to eliminate the chances of refusal of applications with respect to deficiency of documents.

Q4. Why the pre-screening fee is there when already a consent/ authorization/ registration fee is being charged?

Ans. Nominal handling charges are being levied for the applications at pre-screening level. Further, it will eliminate unnecessary applications.

Q5. Are pre-screening and consent/ authorization/ registration fees are being charged collectively?

Ans. No, you have to deposit only pre-screening fee at first. You will be asked to deposit consent/ authorization/ registration fee only when your application is found complete in respect of documents & pre-screening fee.

Q6. How much time will be provided to the industry for completing the deficiencies?

Ans. After issuing the deficiencies, industry is required to submit all the deficient documents & pre-screening fee within 15 days failing which the application shall be rejected by the Pre-Screening Cell and industry shall be required to re-apply via pre-screening process along with fresh pre-screening fee.

Q7. How much time will be provided to the industry for making payment of consent/ authorization/ registration fees?

Ans. After requesting for making payment of consent/ authorization/ registration fees, industry is required to deposit consent/ authorization/ registration fees within 10 days failing which industry is required to reapply through the same pre-screening process along with fresh pre-screening fee.

Q8. What shall be the pre-screening fee for different categories of industries?

Ans. 1. Green Category- Rs. 100

2. Orange Category- Rs. 1000

3. Red Category- Rs. 2000

Q9. What shall be the action taken after the application is scrutinized by Pre-Screening Cell?

Ans. The application is complete:

1. The complete application(s) shall be retained and marked to concern Group/Regional Office for further processing.

2. The application(s) shall also be marked to concern Regional Officer for information and inspection as per requirement.

3. The concerning Group/ Regional Office will process application only after deposition of adequate consent fee. [\(Click here for fee notification dt 26.05.2016\)](#)

The application is incomplete:

1. Incomplete application(s) shall be returned back online to applicant registered mobile number, Email address and SSO ID through a deficiency letter with information about documents which the Project Proponent need to re-submit at the time of re-application.

2. The unit shall re-submit complete applications within 15 days, failing which the application shall be rejected and applicant shall be required to re-apply to obtain Consent/Authorization/Registration from the State Board through the same process along with Pre-Screening fee.

Days in consideration:

1. The Project Proponent's Pre-Screening fees will remain valid for a **period of 15 days** from the date of communication of online deficiency and they should complete all the documents within this period failing which the application will be rejected by the Pre-Screening Cell and

proponents will be required to re-apply to obtain consent/authorization/registration from the State Board through the same process.

2. After confirmation from Pre- Screening Cell, applicant can make their final payment within **10 days**, failing which the application shall be rejected and applicant shall be required to re-apply to obtain Consent/Authorization/Registration from the State Board.

Q10. Am I required to deposit any hard copy of the documents/ application?

Ans. No, all the documents/ application will be uploaded in PDF form only. Industry is not required to deposit any hard copy. However, if the concerned group/ regional officer after examination finds that some document/ information is still lacking, he may ask for the same which may be deposited in hard copy.

Q 11. Am I required to enclose information regarding EIA (Environment Impact Assessment) Notification, 2006/ Aravali Notification, 1992 as applicable, copy of NBWL (National Board for Wild Life) certificate and certificate of concerned DCF (Deputy Conservator of Forest) in prescribed format?

Ans. Project proponent has to upload self declaration regarding non-applicability of EIA Notification/ NBWL/ certificate of concerned DCF. However, in case of any of these documents are applicable, copy of the same must be uploaded.

Q 12. Whether I am required to submit analysis/ monitoring of different sources of emission / effluent/ applicable from State Board Laboratory or Laboratory recognized by MOEF or CPCB along with copy of accreditation of laboratory?

Ans. Project proponent has to submit the laboratory monitoring report, if applicable. In case of non-applicability- project proponent will self declare it ab initio in the prescribed format.

Q. 13. Can I select any sector from the previous categorizations ?

Ans. You are required to select the sector only from latest categorization issued vide Board's order dt 02.06.2020. ([Click here for Board's categorization dt 02.06.2020](#))

Q.14. Can I upload old C.A. certificate with my application?

Ans. You are required to upload only latest C.A. certificate (current financial year) with the application. Old C.A. certificates are not acceptable.

Q.15. What should I do in case of difficulty in submission of fee?

Ans. You can contact to Group In-charge-IT (mobile no-09413902443, email ID- acp.rpcb@gmail.com), in case of any difficulty related to online fee submission.

Q.16. How shall I submit my application through E-mitra?

Ans. Unit owner has to create its own SSO ID and link it with application. Unit has to fill project proponent's phone number and e-mail ID for further correspondences. Please do not use SSO ID/email ID/Mobile number of E-Mitra operator as you will not be able to obtain the communication being sent by

the State Board through e-mail and whatsapp subsequently. Please note that in this case issuance of deficiency letters and other related communications will be done only through e-mail and whatsapp via pre-screening process.

Q.17. Can I include cost of land and building in project report/C.A. certificate in case of rented land and building ?

Ans. Yes, you are required to include cost of land and building in project report/C.A. certificate in case of rented land and building. (Cost may be included as per DLC rate).

Q.18. Am I required to submit owner lease deed with rent agreement in land papers?

Ans. Yes, Project proponent required to submit owner lease deed with rent agreement.

Q. 19. Am I required to submit fee in additional payment option at the time of pre-screening?

Ans. No, project proponent is not required to submit any fee in additional payment option at the time of pre-screening.