

# MAHARASHTRA POLLUTION CONTROL BOARD

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No.AST/IMIS/Web-portal/ 1180

Date: 26/03/2018

## CIRCULAR – Amendment

Sub: Implementation of Web-portal – “ec-MPCB”

Ref: 1. Board's Circular No.AST/IMIS/Web-portal/429 dated 28/01/2016

2. Board's Circular No.AST/IMIS/Web-portal/3715 dated 14/09/2017

With reference to aforementioned Circular, Board has implemented Web-portal from 1<sup>st</sup> February 2016 which states – Steps for processing online applications and in this regard Board has simplified the processes as below w.e.f. 1<sup>st</sup> March 2017;

- Entrepreneur need not have to visit MPCB field office for Physical Verification of the industry credentials at the time of 'Registration' process. Instead of this step now, entrepreneur have been facilitated with 'one time mobile verification' process and 'one time online document verification' process, as detailed in attached Annexure – A ( Updated Online Registration Process).
- As directed by DIPP, GoI, under EoDB project, Online applications for Consent To establish, Consent To Operate, Consent to Renewal and Authorisation under Hazardous Waste Rules were compulsorily routed through 'MAITRI Portal' from 18<sup>th</sup> September 2017 [Refer above Ref.2 Circular] but later, all remaining online application forms were compulsorily routed through 'MAITRI Portal' as per DIPP's GoI mandate from 7<sup>th</sup> November 2017.

All the Field Officers, Sub-Regional Officers, Regional Officers and Technical HoDs will adhere-to above amended Web-portal processes.

(Dr. P Anbalagan, IAS)

Member Secretary

## **Guidelines for Entrepreneur:**

### **Updated online Industry Registration Process :**

#### **Step-1**

Fill-up online application form for REGISTRATION

#### **Step-2**

Password will be sent to email Id mentioned in above REGISTRATION Form

#### **Step-3**

Industry has to Log-In with Email & Password to complete Registration Process

#### **Step-4**

User will have to enter OneTime Password received to User's Mobile No. via SMS

#### **Step-5**

User will have to upload 5 documents -

- (i) Company's Authorization Letter in the name of authorized person for filling-up online application form. [Format provided on the portal]
- (ii) PAN Card copy of Industry . (If industry is not having PAN Card then in this case - Self Certification of not having Industry's PAN card be submitted)
- (iii) Aadhaar card or PAN card copy of authorized person
- (iv) Industry's Board Resolution or list of Directors
- (v) Company Registration Document

#### **Step-6**

REGISTRATION Process completes here and email is sent about successfully Registration completed.

[This is not applicable to entrepreneur's whose Physical Verification process is already complete as on 1<sup>st</sup> March 2017]

## **Guidelines for MPCB Officers :**

### **Internal MPCB level : 5 documents verification process inlieu of Physical Verification process :**

**PLEASE NOTE THAT THIS ONE TIME VERIFICATION PROCESS IS APPLICABLE TO THE ENTREPRENEUR'S WHO ARE 'REGISTERING TO WEB-PORTAL' FOR THE FIRST TIME i.e. THIS PROCESS IS APPLICABLE FOR FIRST ONLINE APPLICATION ONLY.**

### **Consent Application & Authorisation**

#### **Step-1**

online Application will be received at SRO level & will verify receipt of all 5 documents  
If all 5 documents are not received, SRO may reject the application and if all 5 documents are marked as 'Received' then only SRO forward to concerned FO

#### **Step-2**

Application will be received at FO level

#### **Step-3**

Application Scrutiny at FO level which will include separate check box for physically verified above 5 documents submitted at the time of Registration

FO will forward the application to SRO with necessary comments

#### **Next Step**

Further normal same task-flow process follows

**Other online application forms**

**Step-1**

online Application will be received at SRO level & will verify receipt of all 5 documents  
If all 5 documents are not received, SRO may reject the application and if all 5 documents are marked as 'Received' then only SRO forward to concerned FO

**Step-2**

Application will be received at FO level

**Step-3**

FO will forward the application to SRO with necessary comments

**Next Step**

Further normal same task-flow process follows