



# Pollution Control Board:: Assam Bamunimaidam; Guwahati-21

(Department of Environment & Forests :: Government of Assam)

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Website: [www.pcbassam.org](http://www.pcbassam.org)

No. WB/COM-13/10-11/216

Dated Guwahati, the 11<sup>th</sup> April, 2024

## Notification

**Sub: Processing of Consent /Authorization applications-reg**



It has come to notice that despite of repeated instructions, the Regional Officers are still returning applications without valid reasons (i.e scrutiny status incomplete). Furthermore, Regional Officers are requesting clarification even though it has been clearly directed that once the application is completed in all aspects (Scrutiny Status completed) and received, the applications shall not be subjected to further clarifications.

In line with the principles of Ease of Doing Business, the government emphasizes minimizing the documentation process. Therefore, all the ROs are once again reminded not to send queries (clarifications) once scrutiny is completed and to adhere to the "SOP", attached herewith.

(Shantanu Kr. Dutta)  
Member Secretary

Memo No. WB/COM-13/10-11/216-A,

Copy to:

Dated Guwahati, the 11<sup>th</sup> April, 2024

1. All the Regional Heads, for information and necessary action .

2. PA to the Chairman, PCBA for kind appraisal of the Hon'ble Chairman

(Shantanu Kr. Dutta)  
Member Secretary



### SOP for CTE/CCA

1. The ROs should check the applications properly and have to return/ accept (Payment request should be initiated) within 3 working days.
2. The RO shall inform the applicant over the telephone and email that the application is returned for the specific reasons. Copy of the same should be marked as CC to Member Secretary.
3. After the scrutiny status is completed and payment is done no applications should be sent for further query/Clarification.
4. The Regional Head shall forward the applications to Head office (those applications which jurisdiction is not under ROs) within 20 days after the payment process is done.
5. The applications, against which Certificates could be issued from the RO, shall be issued within one month.

### Documents for CTE

(All the documents should be in PDF format)

1	Project Report (Project report should also highlight the total project cost certified by CA/Self Declaration or affidavit regarding project cost/Duly countersigned by Financing Bank/Institution).
2	Land Documents / Lease Document with Jamabandi, Affidavit regarding submission of application regarding conversion of the land to industrial Class/commercial class (If any).
3.	Site Plan
4.	NOC from Local body.
5.	Process Flow Chart with Proposed Capacity
6.	Google Earth Satellite map with co-ordinate at the centre covering 1 km radius
7.	Photograph of site (Maximum 2 no's) showing the entire area, especially the area in which plant shall be established.

### Documents for CCA

(All the documents should be in PDF format)

1	AADHAR/PAN/VOTER CARD of the Director/Partner.
2	Photo of the Banner as per Board's Notification
3.	Photograph of site (Maximum 2 no's) showing the entire area, especially the area in which plant shall be established.
4.	CTE certificate
5.	CTO Certificate
5.	Process Flow Chart with Proposed Capacity
6.	Google Earth map showing 1 KM Radius
7.	ETP photograph, if applicable