MAHARASHTRA POLLUTION CONTROL BOARD

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No.AST/IMIS/Web-portal/429 Date: 28.01.2016

CIRCULAR

Sub: Implementation of Web-portal - **"ec-MPCB"**

Maharashtra Pollution Control Board has been covered under the Maharashtra Right to Services Act, 2015, ensuring grant/refusal/disposal of applications for grant of consent and authorization under the provisions of the Water (P&CP) Act, 1974, the Air (P&CP) Act 1981 and the Hazardous Waste(MH&TB) Rule 2008 respectively and Maharashtra Government as an initiative of 'Ease of Doing Business' in the State of Maharashtra has adopted the procedure for online submission of various applications for various statutory permissions, so as to dispose of the application for such statutory permissions from various Government departments within stipulated statutory period. The Environment Department, Govt. of Maharashtra with the approval of State Government has issued GR in this regard which is hosted on the State of Maharashtra website (https://www.maharashtra.gov.in/1145/Government-Resolutions)

Accordingly, Maharashtra Pollution Control Board has developed Web Portal for online submissions of applications for consents under Water and Air Act along with an application for Authorization under the HW Rule 2008 & amendment thereof. Now, entrepreneurs can submit their applications online through this Web-portal – **"ec-MPCB"**, which link is available on Board's website with URL: www.ecmpcb.in and also at 'Aaple Sarkar' portal. The detailed steps involved for processing these applications through web-portal and standing orders for FOs, SROs and ROs are attached as Annexure A, B & C.

Since above services have been covered under Maharashtra Right to Services Act, 2015 for ensuring disposal of consent application within statutory period, to avoid any penal action, all the field office staff should ensure that online applications be received through Web-portal from 1st February 2016 (i.e. no manual applications be accepted after 1st February 2016).

(Dr P Anbalagan, IAS)
Member Secretary

Hon'ble Chairman, M.P.C. Board, Mumbai.
To,
All HODs/TA, CC-CAC Cell, M.P.C. Board, Sion, Mumbai.
All ROs/All SROs/All FOs, M.P.C. Board
D.A.: 1. Steps for processing online applications (Annexure A)
2. Online application flow chart (Annexure B)
3. User Manual (Annexure C)

Annexure - A

The detailed steps for processing online applications and Standing Orders for FO/SRO/RO are as below;

1. For the online application, industry have to register with MPCB Web-Portal (i.e. ec-MPCB), industry authority shall submit the basic necessary information like Name, e-mail I'd, telephone no, Address and industry registration ID. After the registration, industry representative have to visit the local MPCB office for the first time to physically verify the industry credentials before applying online through this Web-Portal. This is the basic requirement to file online consent application through the web-portal.
2. The concerned SRO shall depute one FO for the above referred verification activity (the said work shall be carried out on rotation basis amongst the FO working under concerned SRO's jurisdiction). The desk formulated by the SRO will physically verify the documents submitted for one time verification, which will be followed by clicking activation link by concerned FO. The desk will store all the physical documents received from the Industry personnel and give acknowledgement on photocopy of the submitted documents. SRO is supposed to maintain separate Register of physically verified industries. The laid down procedure of processing online application should be strictly followed by all the field offices of the Board. In case of non-attendance of the authorized person with requisite document for one time physical verification within stipulated period of three days on computerized selected date, a fresh date for enrolment/authentication will have to be sought and same shall be mentioned in the Web-Portal, immediately. If Industry personnel does not visit MPCB office for physical verification within one month from the date of Registration on the Web-portal, their web-portal Registration account will get expired (in this case Industry will have to re-Register on the portal for online applying after one month). Authorized signatory will submit online application duly complete in all respectalong withcompulsory documents and DD/NEFT/RTGS details. DD will be physically submitted to the concerned local field office which will be authenticated by the concerned HA/AAO/Clerk identified by the respective SRO/RO.Once payment receipt is authorized by the concerned Accounts personnel, the online application will land in SRO's browser. At present Consent fees below and equal to Rs.15,000/- can be collected by DD and Consent fees above Rs. 15,000/- must be collected by NEFT / RTGS only. Fees transferred through NEFT / RTGS will be deposited in the centralized HQ's Bank Account (Bank details available on the portal).
3. After receipt of online application in the SRO's browser, concerned SRO should mark the application to the concerned Field Officer for further processing within two working days. If SRO fails to mark the application to the FO within two working days, then the said application will be marked to any other FO working under his jurisdiction, automatically. The failure on the part of SRO to mark the

application complete in all respect within two days' time will be treated as non-compliance in the performance of official duties which will attract poor gradation while assessing his CR. Ten or more such non-compliance will reduceCR grade for lower grade than whatever he is normally entitled. More than twenty five such non-compliance will be responsible for stoppage of one increment and further bad performance will be responsible for disciplinary action.

4. The concerned FO should push the said application from Web-Portal to IMIS within Two working days. Failing which the said pendency will be communicated to SRO/RO/HOD through mail. FO is also entitled for similar disciplinary action(mentioned in above point no.3) for non-compliance in pushing application to the IMIS. FO should process above complete application in the IMIS with his remarks within Fifteen days' time including seven days scrutiny period, so that the next processing officer i.e. SRO can process it within stipulated period granted by the Board for processing at the SRO level.For failure on the part of concerned FO will also be responsible form above mentioned actions.
5. Industry will have to submit all the online applications through Web-portal irrespective of Industry Category (i.e. Red, Orange or Green). The online Green form is simplified with less form fields and concerned granting officer should process these Green applications, immediately. The RED and ORANGE applications must be processed as per delegation of powers within stipulated period at each stage as circular issued earlier in this regards. Failure on their part will automatically transfer pending application complete in all respect to next stage, so as to ensure the disposal of application within stipulated statutory period of four months. The next processing office will also be liable for above actions (mentioned in above point no.3) for failure on their part to comply with processing and disposal of applications within stipulated period for them.
   Since MPCB services are now covered under Maharashtra Right to Services Act, 2015 for ensuring disposal of Consent application within statutory period, to avoid any penal action as per the GR.

6. In case of non-disposal of application for consent within stipulated statutory period of four months, the application will be directly process at single window cell being constituted at Mantralaya. Besides that non disposal of consent applications within statutory period will further responsible for the 1st and 2nd Appeal under Maharashtra Right to Services Act, 2015, which should be noted by all the concerned processing officers.
7. While processing applications for grant of consent, the concerned processing officer should ensued that;
   A) Application for Green category industry consent received in simplified format through web-portal should be processed in simplified manner and within stipulated period mentioned for the simplified category of less polluting industries (Within 30 days).
   B) Application for ORANGE/RED category industry consent received throughWeb-Portal should be processed in simplified manner and within

stipulated period mentioned for the simplified category of less polluting industries (Within 60 days)

C) The application for Auto renewal should be encouraged as per procedure prescribed for auto renewal, so as to expedite grant of consent and concentrate more on monitoring and compliance (Within 7 days) as per Board's Circular dated 3rd December 2015.

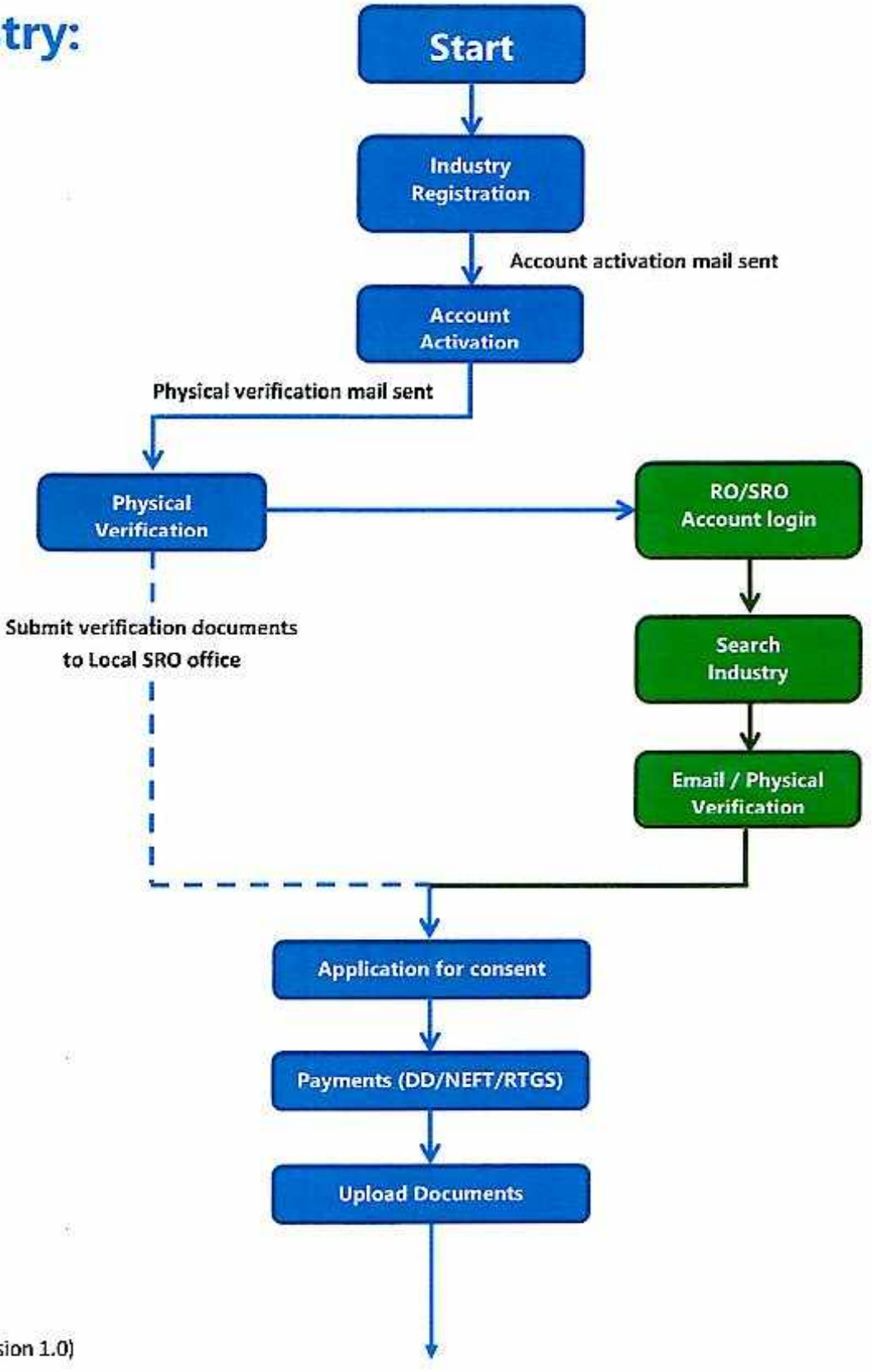
8. It is mandatory that all the applications should be received online only and not in the form of hard copies without written permission of Head Quarter. This standing order will be made operational with effect from 1stFebruary, 2016.

महाराष्ट्र प्रदूषण नियंत्रण मंडळ

Annexure - B

e-MPCB

Industry:

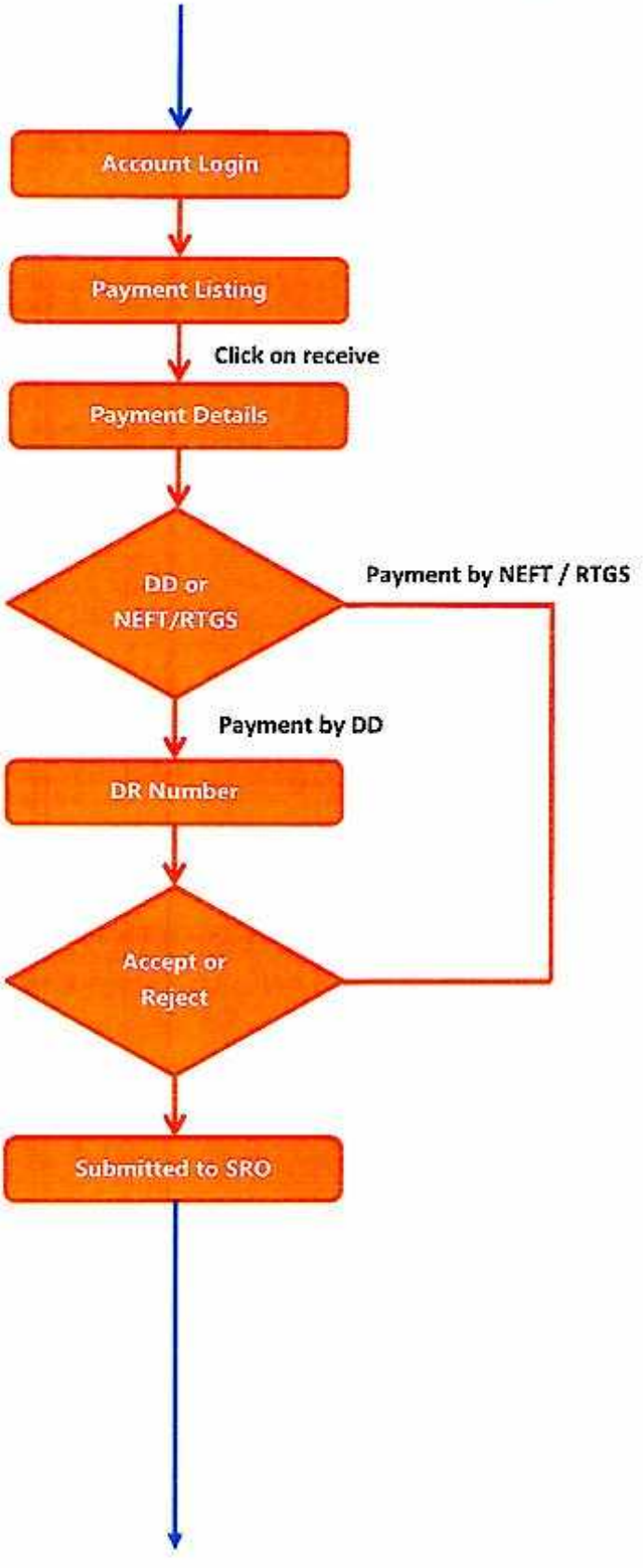


महाराष्ट्र प्रदूषण नियंत्रण मंडळ

Annexure - B

e-MPCB

Accounts:

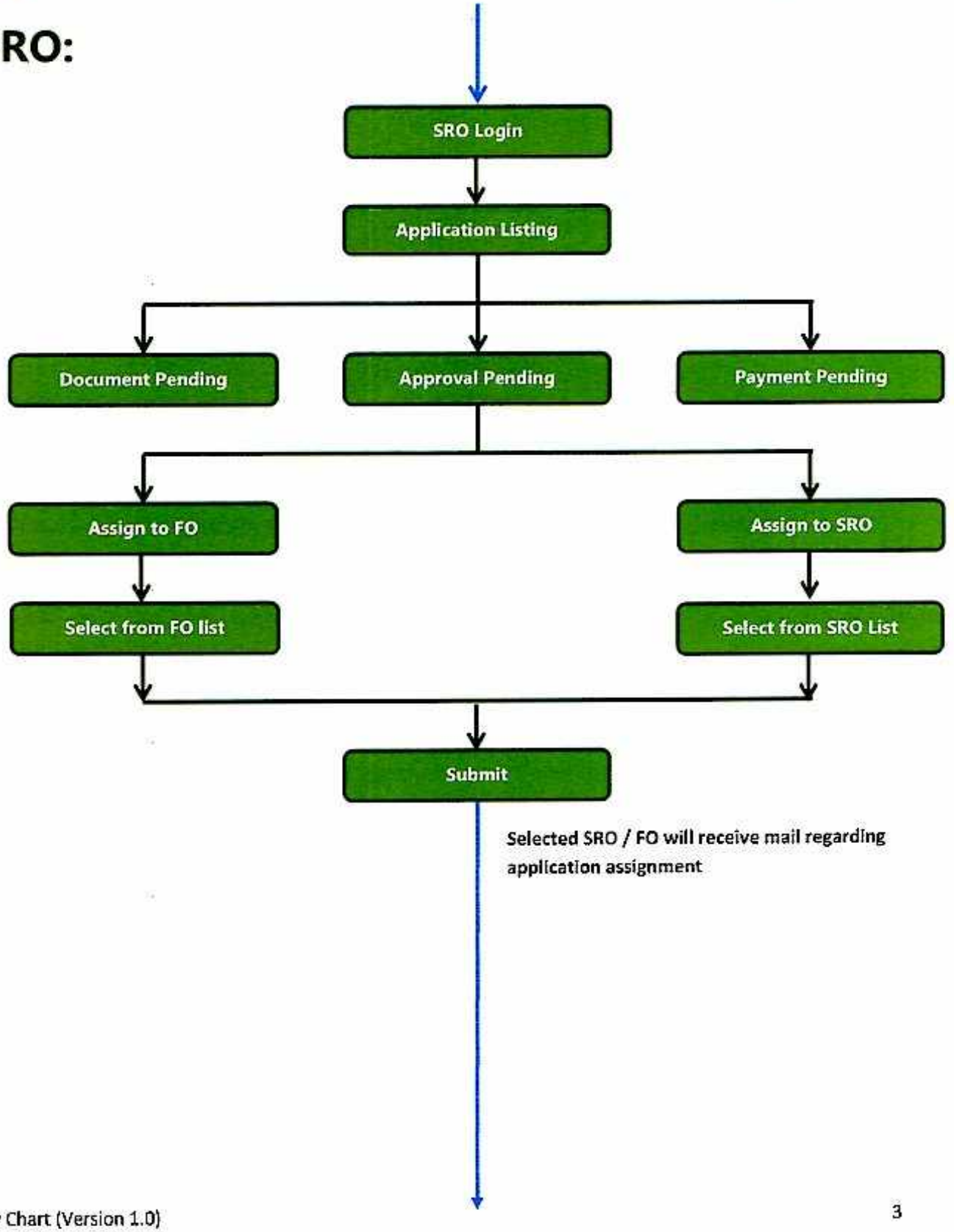


महाराष्ट्र प्रदूषण नियंत्रण मंडळ

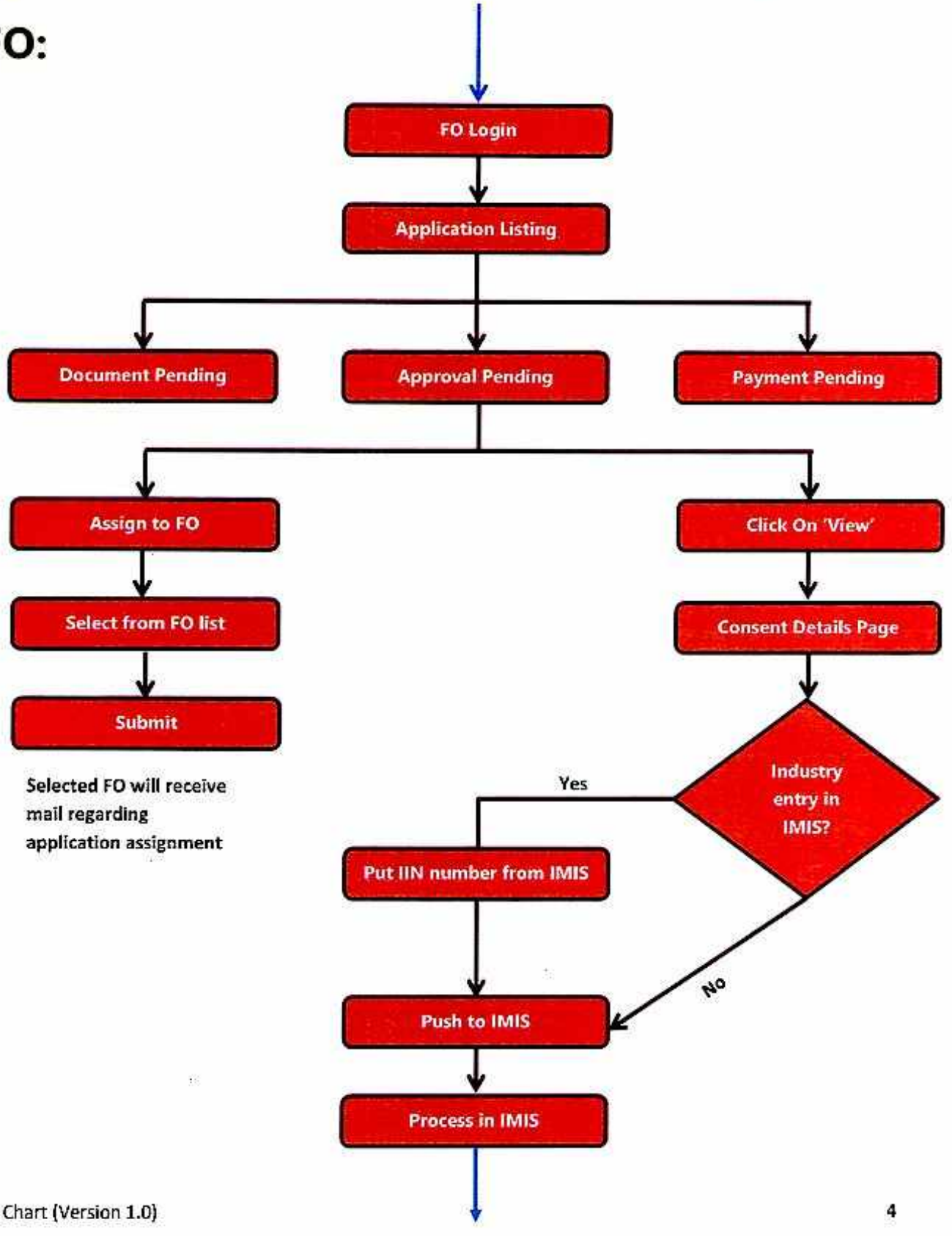
Annexure - B

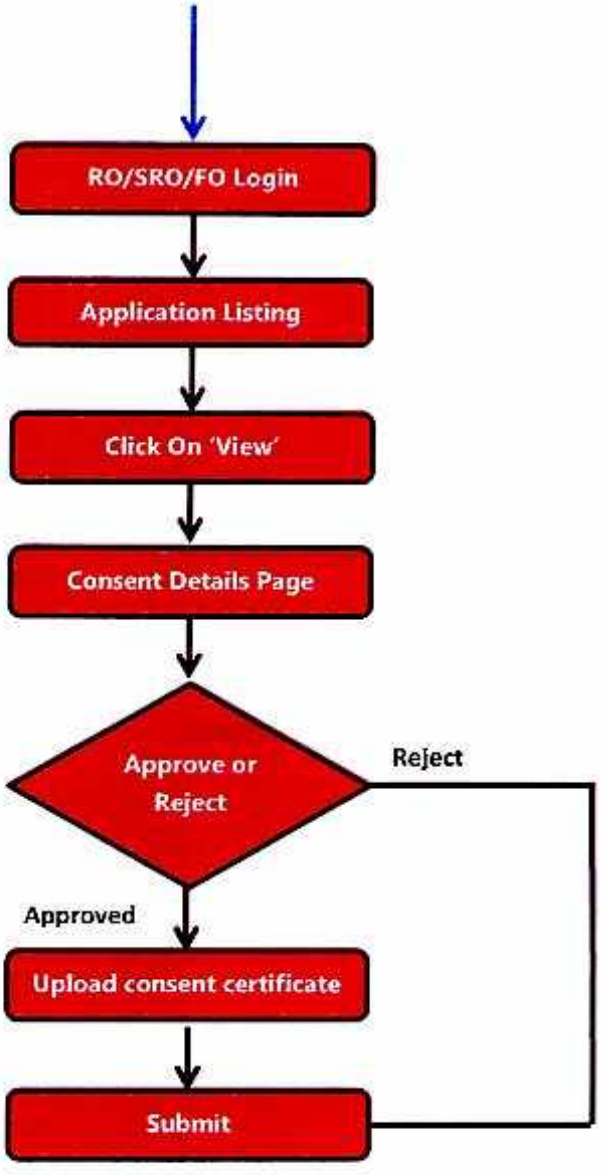
ec-MPCB

SRO:



FO:


FO Login
Application Listing
Document Pending
Approval Pending
Payment Pending
Assign to FO
Select from FO list
Submit
Selected FO will receive mail regarding application assignment
Click On 'View'
Consent Details Page
Industry entry in IMIS?
Yes
No
Put IIN number from IMIS
Push to IMIS
Process in IMIS


RO/SRO/FO Login
Application Listing
Click On 'View'
Consent Details Page
Approve or Reject
Reject
Approved
Upload consent certificate
Submit

Physical & Email Verification

1. Go to admin link provided. After visiting this page you will see following screen figure 1.0

Figure 1.0

2. Login with Username same as IMIS username and password provided by MPCB. After successfully login user will be directed to dashboard. s

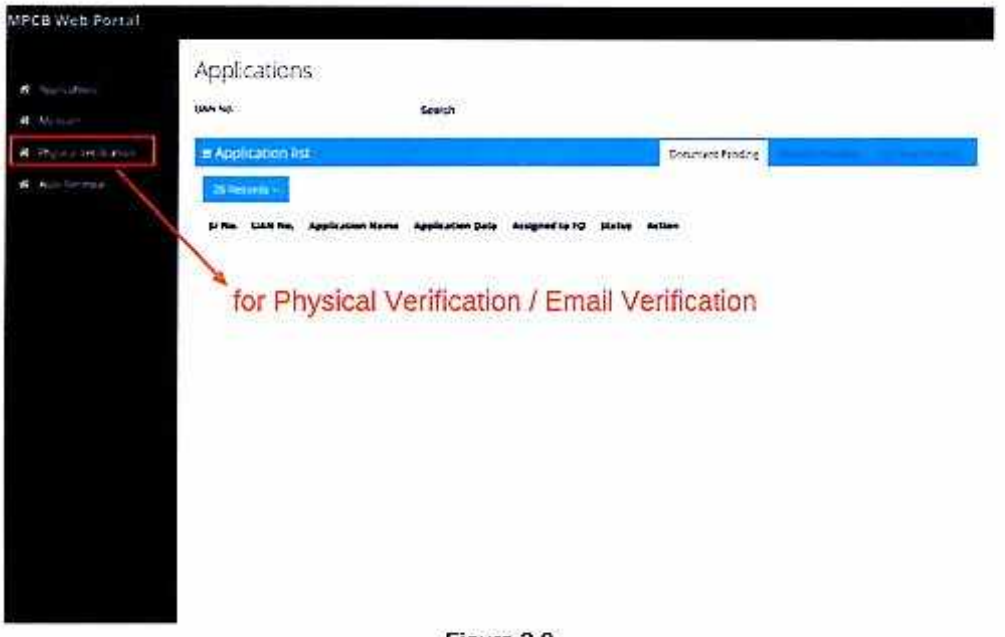


Figure 2.0

Click on **'Physical Verification'** link from sidebar menu, See Figure 2.0

3. Following picture shows physical verification page

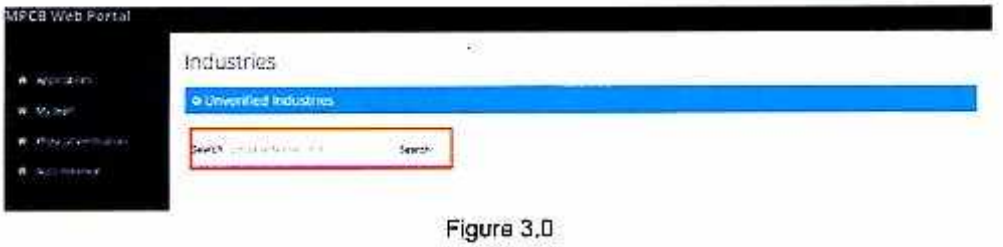


Figure 3.0

You can search industry using following industry details(Refer Figure 3.0)

- Industry Name
- Industry Email (Used for registration)
- Industry Id (Received on email)

After searching industry based on details from above list result will be as follows (Refer Figure 3.1)

Figure 3.1

Above details will contain Industry ID, Industry name, Email and PAN No. Respective SRO/FO should verify each details listed in above search with documents carried by industry representative while physical verification

4. After verifying all documents you can mark physical activate for specified industry by clicking on 'Physical Activate' link, Refer Figure 4.0

Figure 4.0

5. After successfully verifying industry, now industry can submit application for consent.

6. If industries email verification is pending, respective SRO can activate the industries account by clicking on **Email Activate** Link(Refer Figure 5.0)

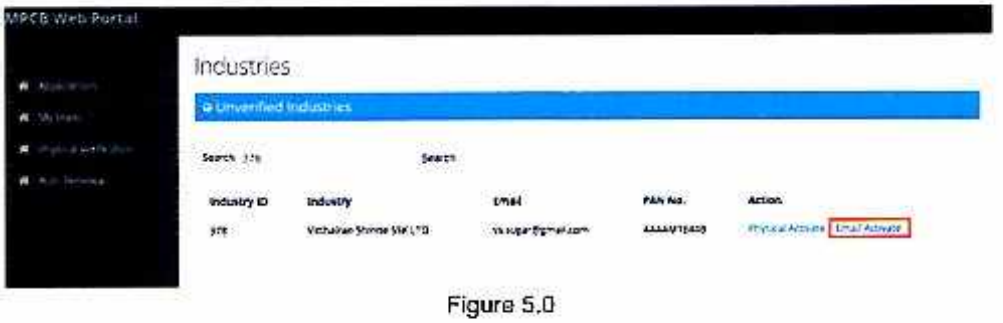


Figure 5.0

7. If Industry does not receive password via email tell them to contact portalsupport@mpcb.gov.in

Account User Guide

1. Go to admin link provided. After visiting this page you will see following screen (Fig 1.0).

Figure 1.0

2. Login with Username same as username and password provided by MPCB. After successfully login user will be directed to payment dashboard. See Figure 2.0.

Figure 2.0

After clicking on received link, it will show payment details page (see Figure 2.1)

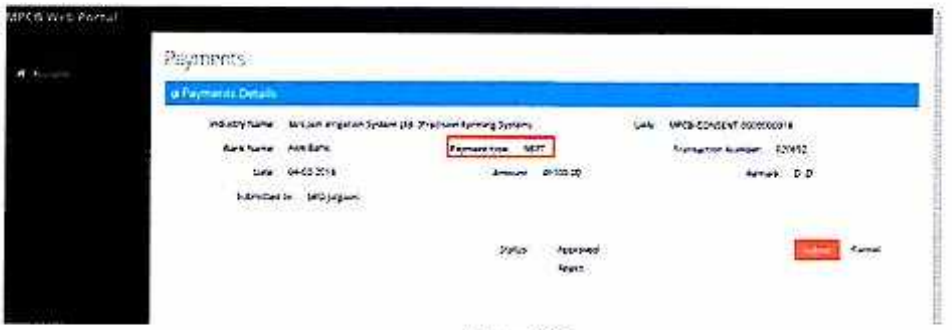


Figure 2.1

3. Payment details page indicates whether payment is done using DD or RTGS/NEFT.
- If payment is made using DD then it will show DR number.
- If payment is made using RTGS/NEFT then there will not be DR Number.

4. Accountant has to verify all payment details and click on Approved/Reject. After providing required details for payments click on submit to mark payment is received.

SRO User Guide

1. Go to admin link provided. After visiting this page you will see following screen (Fig 1.0).

Figure 1.0

2. Login with Username same as IMIS username and password provided by MPCB. After successfully login user will be directed to application dashboard. See Figure 2.0.

Figure 2.0

This list will show all application with different stage i.e Document pending, Payment Pending and Approved pending.

Assign to FO - After application submitted to SRO. SRO can assign this application to FO by clicking on 'Assign to FO' link. Refer Figure 2.1

Figure 2.1

After clicking on 'Assign to FO' link one popup will open as follows (Figure 2.2)

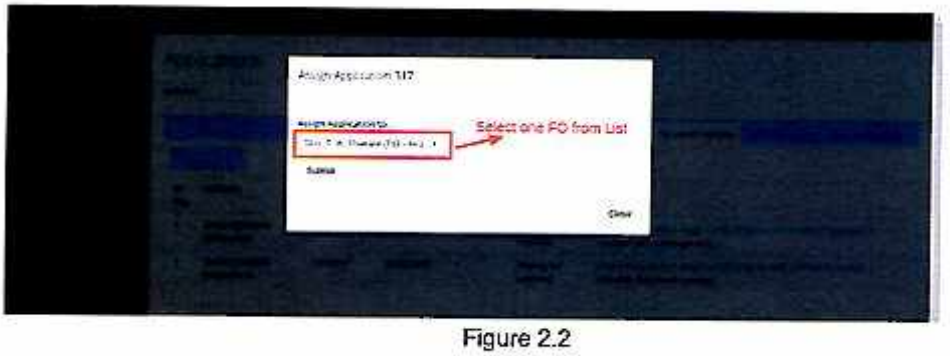


Figure 2.2

Select one FO from list and submit. After successfully assigning selected FO will receive mail regarding application assigned.

Note: If SRO failed to assign the consent to FO within 2 days it will be automatically assign to SRO and same will be escalated to RO / HOD.

3. If SRO want to transfer specific application to other SRO office then click on 'Assign to SRO' link(Refer Figure 3.0)

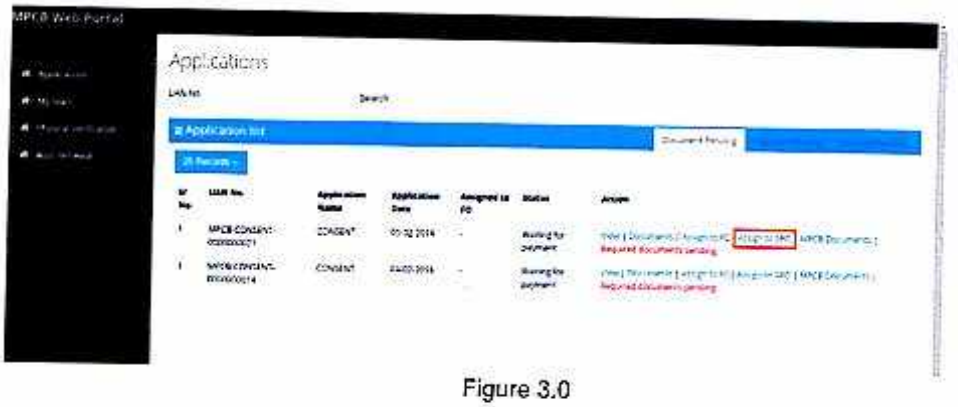


Figure 3.0

After clicking on 'Assign to SRO' link one popup will open as follows (Refer Figure 3.1)

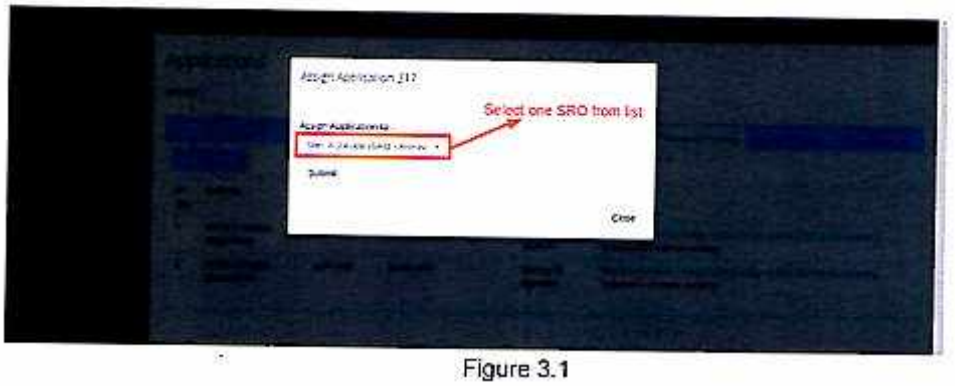


Figure 3.1

Select one SRO from list and submit. After successfully assigning selected SRO will receive mail regarding application assigned. After this application will be removed from current SRO dashboard.

Push to IMIS

1. Go to Admin link provided. After visiting this page you will see following screen, Refer Figure 1.0.

Figure 1.0

2. Login with Username same as IMIS username and password provided by MPCB. After successfully login user will be directed to application dashboard. See Figure 2.0.

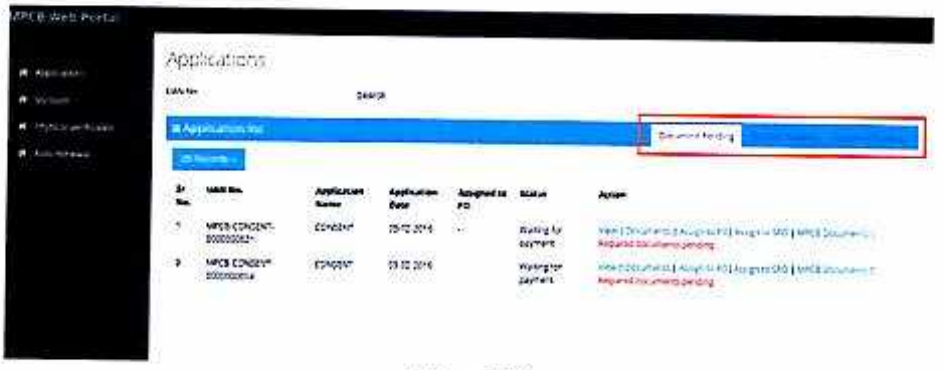


Figure 2.0

This list will show all application with different stage i.e Document pending, Payment Pending and Approved pending.

3. Click on view link, Refer Figure 3.0

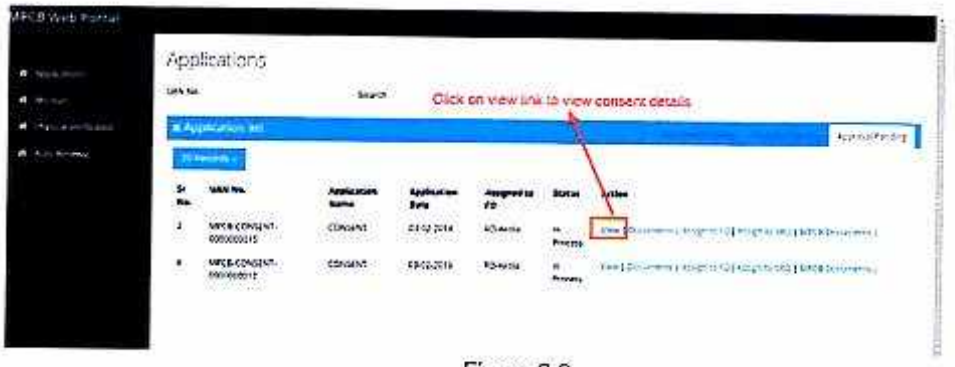


Figure 3.0

4. After click in on view link it will redirect to details page, Refer Figure 4.0

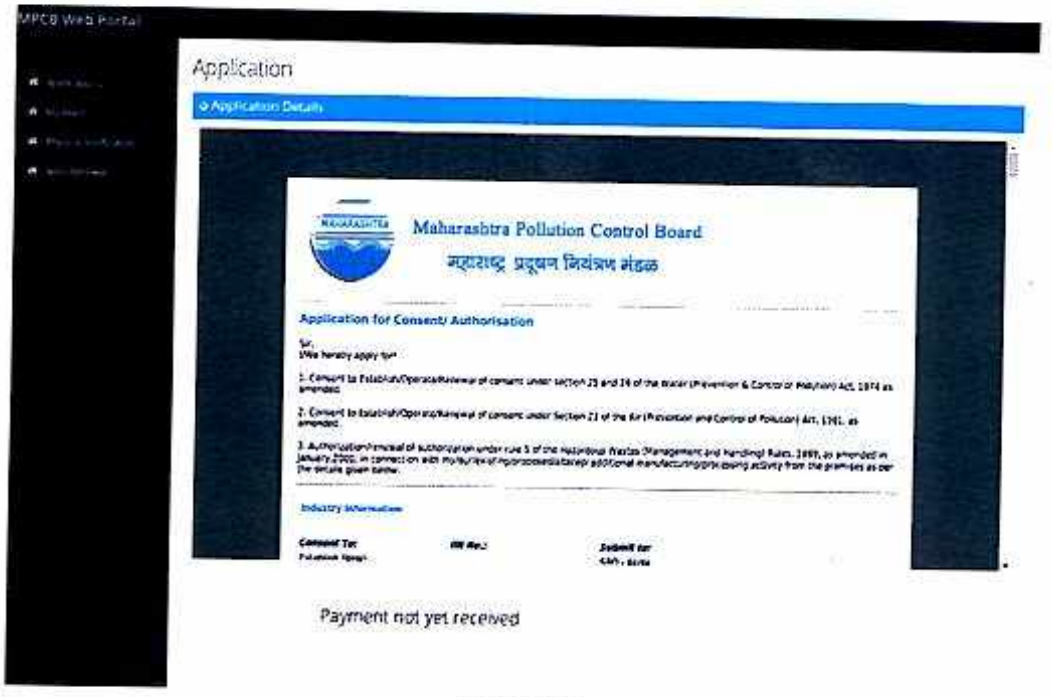


Figure 4.0

This page will show entire application details filled by industry.

5. At the bottom of the page you will see **Push to IMIS** button along with **IIN no.** textbox. If industry is already registered with IMIS then find that industry IIN no from IMIS and put it into **IIN no** field. Refer Figure 5.0.

Note: IIN NO is very important field AS THE DATA FILLED BY INDUSTRY GETS RELATED TO IMIS DEPENDING UPON ON IIN NO.

Figure 5.0

6. If payment of application is not received then it will show '**Payment not received**', Refer Figure 6.0.

Figure 6.0

7. Process application from IMIS. After granting / rejecting consent from IMIS follow step 8

8. If consent is granted in IMIS then upload consent certificate copy and select approve as shown in Figure 7.0 and submit. After submitting this status industry will receive respective SMS for status.

Figure 7.0