

Tamil Nadu Pollution Control Board: Procedure for Consent to Operate under Water Act & Air Act (CTO) – Renewal

1	Competent Authority	Tamil Nadu Pollution Control Board (TNPCB)
2	Stage	Pre-Operation
3	Applicability	Industry that has obtained CTO either offline or online that needs renewal of Consent to Operate
4	Approving Authority	17 Category, Red Large and Red Medium Industries – Chairman, TNPCB Red Small, Orange Large, Orange Medium and Green Large, Orange Small, Green Medium and Green Small – District Environmental Engineer (DEE), TNPCB
5	Procedure & Documents Required	<ol style="list-style-type: none"> 1. Applicant to fill the online form on the Single Window Portal and upload the following documents: <ol style="list-style-type: none"> i. A covering requisition letter stating the status of the industry and activities clearly. ii. Details of production capacity, actual products manufactured in month wise during the previous financial year. iii. Details of changes if any in the quantity of sewage/ trade effluent generated and mode of disposal of the same indicated against in the original consent order (if applicable). iv. Details of changes if any in the quantity of emission and number and height of chimney/ stacks indicated against in the original consent order (if applicable). v. Details of changes if any in the name or in the management of the company (if applicable). vi. A consolidated report of analysis of the treated sewage/ trade effluent samples collected by TNPCB Officials during the previous financial year (if applicable). vii. Latest reports of AAQ, Stack Monitoring and Noise Level Survey conducted through TNPCB lab during the previous financial year (if applicable). viii. Compliance report on the conditions of latest Hazardous Waste Authorisation/ Biomedical Waste Authorisation issued to the unit (if applicable). ix. Compliance report on the latest consent/ renewal of consent order conditions stipulated under Water & Air Acts issued to the unit. x. The latest Audited Balance Sheet/ Auditor's Certificate showing the Gross Fixed Assets without depreciation of the unit in the prescribed format. xi. Consent fee under Water and Air Acts and Water Cess Fee under Water Cess Act payable to be Board.

2. Applicant to make the necessary online payment and submit the form on the Single Window Portal.

The procedure followed internally to process the application varies based on the [risk classification of industry](#) defined by TNPCB.

17 Category:

1. The application is received by the concerned District Environment Engineer (DEE).
2. The DEE forwards the application to the concerned Joint Chief Environmental Engineer (Monitoring) - JCEE (M).
3. JCEE (M) forwards the application to Environmental Engineer (Monitoring) - EE (M)/ Assistant Environmental Engineer (Monitoring) - AEE (M) for verification.
4. EE (M)/ AEE (M) after verification sends observations to JCEE (M).
5. If any discrepancy is noted in the observation, JCEE (M) will return application to Industry for rectification.
6. The industry will respond to observations raised by the JCEE (M) through the single window portal.
7. The DEE receives the response from the industry and forwards the application to JCEE (M).
8. JCEE (M) forwards the application to EE (M)/ AEE (M) for verification along with response sent by the industry to observations raised.
9. If application is found to be correct, it is forwarded by EE (M)/ AEE (M) to JCEE (M) for inspection. If discrepancy continues, steps 5, 6, 7, and 8 will repeat.
10. The JCEE (M) will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection.
11. After conducting inspection, the JCEE (M) will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
12. JCEE forwards application to EE/ AEE/ AE for verification.
13. After verification of application by EE/ AEE/ AE, the application is sent back to JCEE with observations, if any.
14. If any discrepancy is noticed, JCEE can return the application to industry for rectification.
15. The industry will respond to observations raised by the JCEE through the online portal.
16. The DEE receives the response from the industry and forwards the application to JCEE (M).
17. JCEE (M) forwards application to JCEE.
18. JCEE forwards application to AEE/ AE/ EE for verification.
19. EE/ AEE/ AE after verification sends the application to JCEE who in turn forwards it to ACEE (Additional Chief Environmental Engineer).
20. ACEE forwards the same to Member Secretary (MS).
21. MS will send it to Chairman for approval.

		<p>22. Chairman approves and forwards to MS for preparation of Consent Order (CO).</p> <p>23. MS sends application to JCEE for preparation of Consent Order (CO).</p> <p>24. JCEE forwards application to EE/ AEE/ AE for preparation of CO.</p> <p>25. EE/ AEE/ AE after preparation of CO sends application to JCEE for approval.</p> <p>26. JCEE approves CO and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.</p> <p>27. The industry can log in to the single window portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.</p> <p>Red Large and Red Medium Category of Industry:</p> <ol style="list-style-type: none"> 1. The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/ AE for verification. 2. AEE/ AE forwards application to DEE after verification. 3. If any discrepancy is noted in the observation, DEE will return application to Industry for rectification. 4. The industry will respond to observations raised by the DEE through the single window portal. 5. DEE forwards application to AEE/ AE for verification. If any discrepancy is present, steps 3 to 5 repeat. 6. AEE/ AE forwards application to DEE for inspection of industry. 7. The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection. 8. After conducting inspection, the DEE will prepare an inspection report and forward it to JCEE. The inspection report is to be uploaded within 48 hours of conducting inspection. 9. JCEE forwards application to EE/ AEE/ AE for verification. 10. EE/ AEE/ AE forwards the application to JCEE after verification with observations. 11. If any discrepancy is observed, application is returned to industry by JCEE. 12. The industry will respond to observations raised by the JCEE through the single window portal. 13. The response is received by the DEE who forwards the application to AEE/ AE for verification. 14. After verification, AEE/ AE forwards the application to DEE. 15. DEE will forward the application to JCEE. 16. JCEE forwards application to EE/ AEE/ AE for verification who in turn forwards it to ACEE (Additional Chief Environmental Engineer). 17. ACEE will forward the same to Member Secretary (MS). 18. MS will send the same to Chairman for approval. 19. Chairman approves the same and forwards to MS for preparation of Consent Order (CO).
--	--	--

20. MS sends application to JCEE for preparation of CO.
21. JCEE forwards application to EE/ AEE/ AE for preparation of CO.
22. EE/ AEE/ AE after preparation of CO sends application to JCEE for approval.
23. JCEE approves CO and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.
24. The industry can log in to the online portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.

Red Small, Orange Large, Orange Medium and Green Large Category of Industry

1. The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/ AE for verification.
2. AEE/ AE forwards application to DEE after verification.
3. If any discrepancy is noted in the observation, DEE will return application to Industry for rectification.
4. The industry will respond to observations raised by the DEE through the single window portal.
5. DEE forwards application to AEE/ AE for verification. If any discrepancy is present, steps 3 to 5 repeat.
6. AEE/ AE forwards application to DEE for inspection of industry.
7. The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection.
8. After conducting inspection, the AEE/ AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection.
9. The inspection report is approved by DEE/ JCEE (M).
10. Application is sent to DEE for preparation of consent order who in turn forwards it to AEE/ AE for preparation of consent order.
11. AEE/ AE prepares consent order and sends it to DEE for approval.
12. DEE approves consent order and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry.
13. The industry can log in to the online portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.

Orange Small, Green Medium and Green Small Category of Industry

1. The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/ AE for verification.
2. AEE/ AE forwards application to DEE after verification.
3. If any discrepancy is noted in the observation DEE will return application to Industry for rectification.

		<ol style="list-style-type: none"> 4. The industry will respond to observations raised by the DEE through the single window portal. 5. DEE forwards application to AEE/ AE for verification. If any discrepancy is present, steps 3 to 5 repeat. 6. AEE/ AE forwards application to DEE for inspection of industry. 7. The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ SMS notification with date of scheduled inspection. 8. After conducting inspection, the AEE/ AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection. 9. DEE will approve the inspection report and send application to AEE/ AE for preparation of consent order. 10. AEE/ AE prepares consent order and sends it to DEE for approval. 11. DEE approves consent order and closes the application. The digitally signed copy of CO is sent to industry online. An email/ SMS alert is sent to the industry. 12. The industry can log in to the online portal and download the digitally signed CO and inspection report. The industry can monitor the status of application at any time through the portal.
6	Process Time*	<p>Green, Orange, Red Small – 30 working days</p> <p>Red Medium and Red Large – 45 working days</p>
7	Process Fees	The consent fees varies based on risk classification and Gross Fixed Assets. Click here to view the fee

*** Note:** The starting date with respect to the processing of applications shall be considered as the later of:

- a) The date on which the completed application form along with appropriate enclosures and processing fee was received by the competent authority; or
- b) The date on which any additional information or clarification or documents requested as part of application processing was received by the Competent Authority