

Procedure for Obtaining Consent to Operate

Sr No.	Description
1.	The new industrial units/projects falling under Red, Orange and Green Categories listed as Annexure-I , Annexure-II & Annexure-III respectively, after completing the construction and installation of their project with valid CTE, shall apply for 1st CTO before commissioning their proposed production/activities and even before starting the trial run of such activities/trial production, through the online portal of the HEPC i.e. http://investharyana.in alongwith the documents as per check list given at Annexure-IX and requisite consent fee as prescribed by the Board, which will be deposited through online payment gateway of HEPC, as per schedule available on the website of the Board i.e. hspcb.gov.in
2.	The industrial units/projects falling under white Category as per Annexure-IV , are exempted from Consent Management for obtaining CTE and CTO under Water Act, 1974 and Air Act, 1981 and there is no necessity for obtaining the CTE and CTO by the industries covered under white category and other units not covered under Red, Orange and Green category and intimation to the Board in this regard shall suffice.
3.	No documents are allowed to be submitted manually.
4.	The validity of CTO will be 5 years in case of Red category, 10 year in case of Orange category and 15 years in case of Green Category of industries subject to deposition of consent fee by the units for the said period depending upon the category of the industries.
5.	The units can operate their projects only after obtaining prior CTO.
6.	At the time of obtaining 1st CTO, the industries will deposit the prescribed testing fees for analyzing their samples of effluent/air emission/noise, as applicable, only from the Board's laboratories which is given at Annexure-F .
7.	<p>The CTO applications for the projects/industries having investment more than Rs. 10 crore and involving CLU cases of more than 1 acre land, submitted on the portal of HEPC, are marked to the Nodal Officer deputed by the Board with HEPC for processing and deciding the same as per procedure laid down by the Board which will be forwarded through online system to the concerned Regional Officer for scrutiny and verification.</p> <ul style="list-style-type: none"> Regional Officer further mark the application to the concerned field officer for scrutiny, verification and recommendation. Inspection of the industry will be carried out by the authorized officer/ officers of the Board before commissioning of the production in the unit and before giving the 1st CTO, after getting approval from the Competent Authority, to check the status regarding installation of pollution control measures/ devices undertaken at the time of obtaining the CTE, as well to assess their structural adequacy before deciding the cases of 1st CTO. After scrutiny of the application and site inspection of the industry, case is recommended for grant of CTO by the field officer to the Regional Officer in case application is found complete and the unit found installed the required pollution control devices at site. Thereafter, the Regional Officer will forward to the case to the Nodal Officer of the Board with HEPC with his recommendation for grant of CTO and the CTO will be issue by the Nodal Officer through online system to the unit under his digital signature. After verification if the application is found incomplete and discrepancies are observed in the installation of pollution control devices at site, show cause notice for refusal of CTO is issued for 15 days after approval from Regional officer.

	<ul style="list-style-type: none"> • If the unit submits the satisfactory compliance report for the shortcomings conveyed through show cause notice, then the field officer recommend the case for grant of CTO to the Regional Officer who further submit his recommendation to the Nodal officer of Board with HEPC for grant of the same and then CTO is granted at the level of Nodal Officer. • If the reply of show cause notice submitted by the unit is not found satisfactory or the unit fails to submit the reply of show cause notice, then the case is recommended by field officer to Regional Officer for refusal of the same who further submit his recommendation to the Nodal officer of Board with HEPC for refusal of the same and then CTO is refused at the level of Nodal Officer.
8.	<p>The applications for the 1st CTO, for the projects/industries having investment upto Rs. 10 crore and change of land use (CLU) cases upto 1 acre in confirming zones, which are submitted on the portal of HEPC, are marked at the level of DLCC to the concerned Regional Officers for processing and deciding the same as per procedure laid down by the Board who further mark the same to the concerned field officer for scrutiny, verification and recommendation.</p> <ul style="list-style-type: none"> ▪ Inspection of the industry will be carried out by the authorized officer/ officers of the Board before commissioning of the production in the unit and before giving the 1st CTO, after getting approval from the Competent Authority, to check the status regarding installation of pollution control measures/ devices undertaken at the time of obtaining the CTE, as well to assess their structural adequacy before deciding the cases of 1st CTO. ▪ After scrutiny of the application and site inspection of the industry, case is recommended for grant of CTO by the field officer to the Regional Officer in case application is found complete and the unit found installed the required pollution control devices at site and the CTO will be issued by the Regional Officer through online system to the unit under his digital signature. ▪ After verification if the application is found incomplete and discrepancies are observed in the installation of pollution control devices at site, show cause notice for refusal of CTO is issued for 15 days after approval from Regional officer. ▪ If the unit submits the satisfactory compliance report for the shortcomings conveyed through show cause notice, then the field officer recommend the case for grant of CTO to the Regional Officer and CTO is granted at the level of Regional Officer. ▪ If the reply of show cause notice submitted by the unit is not found satisfactory or the unit fails to submit the reply of show cause notice, then the case is recommended by field officer to Regional Officer for refusal of the same who refuse the CTO and issue the letter to the unit for refusal of CTO under his digital signature.
9.	<p>Instructions already issued for clearances of CTO applications, within 60 days in normal circumstances and in 85 days in case of incomplete applications, vide order dated 20.10.2015.</p>

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