



Government of Jammu & Kashmir
J&K STATE POLLUTION CONTROL BOARD

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**Guidelines for Processing of Consent cases On-line through
OCMMS at District, Regional Office and Central Office level**

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In order to process the consent cases online and for smooth functioning of OCMMS, the following guidelines are hereby issued for all the functionaries of the Board dealing with the on-line consent cases through OCMMS. These guidelines came into effect from today onwards :

DISTRICT LEVEL

1. The D.O is directed to receive the consent cases online from the industries through OCMMS for its on-line processing with one set of physical copy as a Documentary proof of record and physical receipt of Demand Draft till the time on-line payment is started by the Board. On receipt of the application/schedule-I through OCMMS by the D.O concerned, it is advised that D.O shall scrutinise the application received online and ensure that all the requisite enclosures which includes DPR, DIC Registration, Site plan, fees and other codal formalities as required to process the consent case are complete in all respect. In case of any deficiency in the consent case, the D.O shall **return** the application online to the industry indicating deficiencies in the application at one stroke within **7 days** of receipt of application by using the option **rejection/return**. In case of minor deficiencies in the consent application, the D.O concerned shall raise the **clarification** from the unit holder directly online without wasting time in keeping incomplete cases with them causing inordinate delay. In any case the D.O shall not forward the incomplete case to the Regional Office causing undue delay in completing the formalities by the unit holders.

2. On receipt of complete application with all requisite enclosures and consent fees the D.O shall forward the case to the respective JEE/Field Inspector as per their jurisdiction by selecting the on-line **option raising inspection** in order to activate the online filling up of inspection report. In case the inspection is not raised it is not possible to fill up online inspection report by the field officers.
3. The JEE/ Field Inspector shall first click the **Master Data Link** in order to capture the information from the schedule-I in the editable mode. After filling and saving the master data the inspection report is activated and the field functionary can now fill up the online Inspection Report / Schedule II after verification of facts on the ground. Once the online Inspection Report / Schedule II is filled up, the inspection report must be closed online. It is mandatory to **close** the inspection report by the officer filling the inspection report / Schedule- II otherwise at the final stage where the case is **approved** by the approving authority the case cannot be closed and it will continue to show pendency.
4. D.O. concerned shall after properly verifying the facts on the ground and codal formalities will provide his **clear cut recommendations** on clicking the **option officer recommendation**. In this box, the D.O shall provide his **clear cut recommendation** as per the merit of the case and forward the case to the Regional Director for further action. This formality shall be completed within **7 days** from the date of receipt of complete on-line consent case in his account. In case of any additional information is to be provided on the Consent Cases, the DO concerned can attach a file in the arrangement made in the OCMMS at his page.

Regional Office Level

1. Regional Director on receipt of on-line consent case from the concerned D.O has the provision to process the case on-line after ensuring that case is complete in all respect and the **clear cut recommendations** is provided by the D.O. concerned. Regional Director has a provision to send the case **back** for **re-inspection** and can seek clarification from unit holder as well as the case may be till he is satisfied that the case is complete with all the codal formalities in all respect. In case of **Green Category of consent cases**, the Regional Director can approve the case at his level as per the delegation granted to him by the Board and shall forward the same to the

officer preparing Consent Order on-line. The officer preparing Consent Order shall generate the consent order online with no. and date and shall forward the same to the Regional Director who can sign the consent order digitally in order to facilitate online uploading of the consent order. In case of not signing digitally the consent order generated can be downloaded for signature and uploaded thereafter. It is to make clear that schedule-III / consent order can be generated number of times till the satisfaction of the officer signing the Consent Order. After the issuance of consent order (Green Category) online by the Regional Office, the file has to be closed online by choosing the **close option** in the OCMMS to avoid showing in pendency. The process of finalization of Green Category case should be completed within **7 days** at Regional Office Level.

2. In case of Red and Orange Category of Consent cases, the Regional Director shall forward the consent cases on-line to the Member Secretary for further processing the case in the Central Office after providing his **clear recommendations** in the box by choosing the option **Officer Recommendation** in the OCMMS. The Regional Director can also provide his additional information in the case if required as an attachment as per the provision made in the OCMMS on his page.

Central Office level

1. On receipt of Red and Orange category of consent cases on-line in the Central office from the Regional offices, the Member Secretary shall forward the cases to the different officers in the Central Office, Environmental Engineer, I/c Scientist 'C', AEE (G) and AEE(B) as per their area of work allotted to them for technical scrutinization of the consent cases in the Central Technical Cell (CTC). The officers after scrutinising/ appraisal of the cases technically shall forward the same to the Member Secretary on-line within **07 days** after providing their **clear cut recommendations**.
2. Member Secretary shall forward the complete consent case on-line to the Chairman for its **approval / refusal / rejection** as per the merit of the case with his **clear cut recommendations**. In case of incomplete case or the cases where there are deficiencies observed after technical evaluation of the case,

