

GENERAL INSTRUCTIONS TO APPLICANT PRIOR TO SUBMITTING APPLICATION FOR CONSENT

1. The applicant must ensure that all documents listed in the [checklist](#) are submitted along with application on OCMMS.
2. The applicant must ensure that the application form is filled completely and accurately. Incomplete or incorrect information may lead to rejection during scrutiny.
3. All uploaded documents must be clear and legible and in the prescribed file format (PDF/JPEG).
4. The application must be submitted by an authorized signatory only. Correct contact details (email, mobile number) must be provided for communication; failure to respond due to incorrect contact information will be the applicant's responsibility.
5. If any query or clarification is raised regarding the application, the applicant must submit a reply within 5 days. Failure to respond within the stipulated period will result in the application being rejected and the applicant will have to submit a fresh application on OCMMS.
6. Once the application is accepted at the scrutiny stage and a fee demand is raised, the establishment must make the payment within 15 days from the date of issue of the demand. If the payment is not made within 15 days, the application will be rejected, and the applicant will have to submit a fresh application on OCMMS.
7. After grant of Consent/Authorization, the industry must strictly comply with all conditions mentioned in the order. Violation of any condition may lead to revocation of consent and initiation of action under the Water Act/Air Act/EP Act.

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FOR GRANT OF CONSENT WITHIN 15 DAYS

1. In case an applicant requires expedited processing for grant of Consent to Operate within a period of 15 days, the applicant may opt for the same by complying with the following requirements:
 - a. The applicant shall submit a **Self-Certification Affidavit in the prescribed format**, duly signed and notarized, confirming the correctness of the information and documents submitted.
 - b. The application must be complete in all respects and shall be accompanied by all relevant supporting documents.
 - c. The applicant shall remit an additional 50% of the applicable consent fees for processing the application under the expedited timeline.
 - d. Site inspection, sampling, and other necessary verification procedures shall be carried out by the Board within 30 days after the grant of Consent.
 - e. In case any discrepancy, non-compliance, or misrepresentation is observed during inspection or verification, the Board reserves the right to take appropriate action as per the provisions of the applicable environmental laws and regulations.

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