



# मध्यप्रदेश प्रदूषण नियंत्रण बोर्ड

पर्यावरण परिसर, ई-५, अरेय कालोनी, भोपाल

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क्रमांक 1364 स्था/मुप्रनिबो/2021

भोपाल, दिनांक 14/10/2021

## -: कार्यालय आदेश :-

जल एवं वायु अधिनियम के अन्तर्गत बोर्ड को प्राप्त होने वाले स्थापना सम्मति, उत्पादन सम्मति एवं सम्मति नवीनीकरण इत्यादि सेवाओं को प्रदान करने संबंधी बोर्ड द्वारा जारी आदेश क्रमांक 2325 व 2327 दिनांक 14/10/2014, क्रमांक 1141 दिनांक 12/5/2015, क्रमांक 1361(सी) दिनांक 29/5/2015, क्रमांक 5548 दिनांक 2/11/2015, क्रमांक 47 दिनांक 11/1/2016 तथा क्रमांक 659, 660 दिनांक 27 मई 2021, क्रमांक 684 दिनांक 1/6/2021 को अतिक्रमित करते हुये विभिन्न स्तर पर अधिकारियों द्वारा संपादित कार्यो संबंधी एसओपी (Standard Operating Procedure) व समय-सीमा (Timelines) निम्नानुसार लागू की जाती है :-

STEP	Officer level/ Section	Assignment	No. of working days *	Remarks and resolution timelines*
1	Faceless scrutiny section	<ul style="list-style-type: none"> <li>• Verification of application filled</li> <li>• Verification of documents as SOPs,</li> <li>• Verification of Fees as per project report/balance sheet/CA certificate,</li> <li>• ETP/APCS/ details</li> <li>• GPS location</li> <li>• Additional Fees if required</li> <li>• Type of application</li> </ul>	Primary Scrutiny-03	<ul style="list-style-type: none"> <li>• Scrutiny within 3days,</li> <li>• Query if any for 7days,</li> <li>• Reminders 3 days,</li> <li>• Reply scrutiny 2 days then Accept or delete</li> </ul>
2	Regional Officer	Freezing of application & release/allot for inspection	02	<ul style="list-style-type: none"> <li>• To see the sectors,</li> <li>• Application Type</li> <li>• Grant by</li> </ul>
3	Inspection by officer	<ul style="list-style-type: none"> <li>• Take a print of application for inspection,</li> <li>• verification facts given in application,</li> <li>• up-dation of technical data based on physical site/industry visit if differs from application,</li> <li>• verification of compliance of CTE/CTO/Authorization conditions</li> <li>• Upload site inspection photos,</li> <li>• GPS of unit verification,</li> <li>• APCS/ETP units verification and adequacy comments,</li> <li>• Additional Fees if required based on verification site and P&amp;M,</li> <li>• Assessment of site suitability (CTE cases),</li> <li>• Assessment of production capacity based on P&amp;M installed</li> </ul>	05	<ul style="list-style-type: none"> <li>• Follow inspection guidelines</li> <li>• Follow siting guidelines</li> <li>• Instructions of courts/NGT etc</li> </ul>
4	Submission of IR by Inspection officer	<ul style="list-style-type: none"> <li>• Submission of Inspection report to RO/HO</li> <li>• Query Raise if required</li> <li>• Submission of IR for decision</li> </ul>	02	<ul style="list-style-type: none"> <li>• Data required during inspection to be incorporated in IR.</li> <li>• Query for 7 days</li> <li>• Reminder 03 days</li> </ul>
5	Regional Officer(RO)	(A) HO Level Cases Forwarding the inspection report	02	



		(B) Decision at RO level <ul style="list-style-type: none"> <li>Freeze of inspection report (final decision)</li> <li>Allot for DCO</li> <li>Query to Staff if required</li> <li>Grant</li> </ul>	03 03 02 02	<ul style="list-style-type: none"> <li>Query resolution 48 hrs.</li> <li>Freeze of inspection report</li> <li>Reply within one days &amp; back</li> </ul>
6	Head Office Staff (HOS)	<ul style="list-style-type: none"> <li>Scrutiny by HOS for Technical Data,</li> <li>Analysis of recommendations of RO if conditional,</li> <li>Comments of RO on compliance CTE/CTO/Authorization conditions</li> <li>If query/gaps- send to Unit Head for query</li> <li>If no query/gap – preparation DCO</li> <li>Put up to Unit Head with Comments</li> </ul>	04 days	
7	Unit Head	<ul style="list-style-type: none"> <li>Comments &amp; query if any sent by HOS to be raised</li> <li>Technical Data evaluate,</li> <li>Analysis of recommendations of RO if conditional,</li> <li>Call for Presentation/Technical evaluation.</li> <li>Comments of RO on compliance CTE/CTO/Authorization conditions</li> <li>Addition/improvement in conditions of DCO</li> <li>Conversion of DCO to PDF</li> <li>Put Up to MS for decision</li> <li>If query from MS</li> </ul>	05  (1)	<ul style="list-style-type: none"> <li>HO Query by Unit Head level only</li> <li>Presentation intimation</li> <li>Query resolution -7 days, reminder-3 days</li> <li>Intimation to RO/Industry</li> <li>Resolution of query &amp; put up to MS</li> </ul>
8	Member Secretary	<ul style="list-style-type: none"> <li>Comments observation and comments made by Unit Head</li> <li>Call for Presentation.</li> <li>If gaps returned to Unit Head, Legal Head, Haz. Head</li> <li>If adequate sent to Chairman for decision</li> <li>If query from Chairman</li> </ul>	05  (1)	<ul style="list-style-type: none"> <li>MS return file to Unit Head/Chairman</li> </ul>
9	Chairman	<ul style="list-style-type: none"> <li>Approved</li> <li>Reject</li> <li>Return to MS for comments if any required</li> </ul>	05	
10	Member Secretary	<ul style="list-style-type: none"> <li>eSign of final consent order after approval of Chairman</li> </ul>	02	

\* Query period shall not be counted in working days and file pending with project proponent shall not be counted in decision making timelines.

आदेश जारी होने के दिनांक से समस्त संबंधित अधिकारियों/कर्मचारियों द्वारा आवेदनों के निराकरण में उपरोक्त एसओपी व उसमें उल्लेखित समय-सीमा का अनिवार्य रूप से पालन सुनिश्चित करना होगा ।

*Acharya Mishra*  
( ए० ए० मिश्रा )  
सदस्य सचिव,

पृ० क्रमांक 1365 स्था/मुप्रनिबो/2021  
प्रतिलिपि :-

भोपाल, दिनांक 14/10/2021

- स्टॉफ ऑफिसर, अध्यक्ष, म.प्र.प्रदूषण नियंत्रण बोर्ड, भोपाल की ओर सूचनार्थ ।
- समस्त यूनिट हेड एवं एचओ स्टाफ, म.प्र.प्रदूषण नियंत्रण बोर्ड, भोपाल की ओर सूचनार्थ एवं पालनार्थ ।
- समस्त आंचलिक/क्षेत्रीय अधिकारी, मध्यप्रदेश प्रदूषण नियंत्रण बोर्ड, की ओर सूचनार्थ एवं पालनार्थ ।
- नोटिस बोर्ड, गार्ड फाईल, आईटी शाखा ।