

## **Step by step procedure to be followed by Applicant and WBPCB from application submission to approval for Consent to Eshtablish**

### **(A) For Applicant:**

1. Visit the website of the Board, [www.wbpcb.gov.in](http://www.wbpcb.gov.in) and click on Online Consent Management and Monitoring System Tab.
2. If you are a new user,
  - (i) Click on New Industry Registration.
  - (ii) Fill up the details required for registration
3. A new Login ID and Password would generate.
4. Continue to Homepage ([wbocmms.nic.in](http://wbocmms.nic.in)) and Login with the generated User ID and Password.
5. If you are an existing user, Enter the User ID, Password and Captcha & Click on Login Button.
6. After Log in, fill up Industry and occupier details and submit. Then:
  - Click on Consent Management.
  - In the left navigation menu, click on Apply for Consent.
  - Select Consent Type (CTE) and then Consent For. Also mention EC applicability status.
7. Fill the Primary Details of the project as mentioned in online system.
8. Submit the form. Application number will be generated.
9. For Status of Application, click of completed application tab.

### **(B) For WBPCB:**

1. On being satisfied by the filled-up application, WBPCB official click on scrutiny complete button to pay online processing fees.
2. For in complete application, WBPCB officials give feedback and accordingly applicant may modify the same.
3. Payment of fees to be done by the applicant through online e-payment gateway.
4. The WBPCB Official initiates processing of the said application after obtaining confirmation of payment electronically from the e-payment gateway.

### **(C) Processing by WBPCB:**

1. E-acceptance of the application and fee.
2. The E-application is associated with the corresponding e-file of the unit.
3. Application processing by assigned officer
4. After getting approval from competent authority, Certificate prepared and uploaded in WBOCMMS.
5. Applicant can view and download the certificate online