

Step by step details of the process within the department once the application is submitted till approval is granted for

(1) Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974

(2) Consent to Operate under the Air (Prevention and Control of Pollution) Act, 1981

(A) For Applicant

1. Go to Home Page (www.wbpcb.gov.in) and choose “online application & Public Grievance”, then Consent to Operate.
2. Select 1st Option (CO Application Form Entry)
3. Choose option for New Unit/ Previous Applied Unit
4. For New unit
 - (i) Fill -up Application Form
 - (ii) Give Password and continue
 - (iii) Application No. will be generated
 - (iv) Application No. & Password to be remembered for future reference
5. For Previous applied unit
 - (i) Give Previous Application No
 - (ii) Modify Application Form where necessary and continue
 - (iii) Put Previous CO No., CO date, CO Start date and CO End date
 - (iv) Give Password and continue
 - (v) Application No. will be generated.
 - (vi) Application No. & Password to be remembered for future reference.
6. 2nd Option to be selected for “View & Modify Filled up CO Application” for New Unit/ Previous Applied Unit
7. 3rd Option to be selected for “Checking WBPCB Feedback and Print the Filled-up CO Application Form”

(B) Before lodge and accept the application

- 1] WBPCB officials give feedback after scrutinising the on line application and accordingly applicant may modify the same.
- 2] On being satisfied by the filled-up application, WBPCB official generates Challan online for processing fees.
- 3] Challan payment can be done by the applicant through e-payment gateway / bank-counter.
- 4] The WBPCB Official initiates processing of the said application after obtaining confirmation of payment electronically from the e-payment gateway or from the Bank.
- 5] List of relevant documents (to be uploaded by the Applicant) required for processing is available in the following link -
[http://www.wbpcb.gov.in/writereaddata/files/diagram_CoO\(1\).pdf](http://www.wbpcb.gov.in/writereaddata/files/diagram_CoO(1).pdf)

(C) Processing

- 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 in e-file
- 4] Decision on acceptance / rejection taken and recorded in e-file
- 5] Certificate, for successful application, prepared, signed, scanned and uploaded electronically
- 6] Applicant can view and download the certificate online