

Step by step details of the process within the department once the application is submitted
till approval is granted for
Authorization under Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016

(A) For Applicant

1. Go to Home Page (www.wbpcb.gov.in) and choose “online application & Public Grievance”, then Hazardous Waste Authorisation
2. 1st option to be selected for Application Form Entry of Hazardous Waste Authorisation
3. Fresh / Renewal Application
 - (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
4. 2nd Option to be selected for “View & Modify Filled up Application”
5. 3rd Option to be selected for “Checking WBPCB Feedback” and printing of filled up application of Hazardous Waste Authorisation

(B) Before lodge and accept the application:

1. After online submission WBPCB officials will give feedback after scrutinising the on line application and accordingly applicant to modify the application (if necessary).
2. On being satisfied by the filled-up application form, 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/pages/display/47-hazardous-waste-authorisation>

(C) Processing

1. Lodge and accept the e-application in the EMIS
2. Make file entry“ at Waste Management Module of EMIS and HWA sub-module
3. Application processing by assigned officer in e-file
4. Hazardous Waste Authorisation certificate (signed and scanned) released electronically
5. Applicant can view the authorisation status online and download the certificate