User Manual for new users to register on MPCB portal & apply for Consent Service

Please note that from 7th November 2017 One Time Registration on MAITRI portal has been made compulsory before applying any service under MPCB.

Please find below steps which you need to follow before applying for any service under MPCB for which registration on MAITRI portal is required.

**Step 1:** Please click on any of MPCB services and a confirmation box will appear before you. Please click on the option “Yes redirect me to MAITRI portal” and you would be redirected to MAITRI portal for one time registration.

**Step 2:** After clicking on “Yes redirect me to MAITRI portal” Single Window Portal will appear before you which you have to fill to register on the MAITRI portal. This can be done by accessing After filling in all the relevant details, the applicant will create a User Log-In and an auto-generate OTP using his mobile phone and the click on “Register”.
Step 3: The username and password created on Registration form will have to be used for logging in on MAITRI. Once you have logged in Common Application form needs to be filled by clicking on “CAF” as shown below. This is a onetime process.
Step 4: After clicking on CAF, the user will have to fill the following fields as given in the attached screenshots. Upon entering the Aadhar number in the CAF, the fields under Applicant details are auto populated from the Registration Page.
Application Form for Availing MAITRI Services

Note: Email ID entered in the "Industry Information: Location of the Unit" should be unique for each application.

Note: Common Application Form shall be filled by the authorized person i.e., Managing Director / Director Duly Authorized by the Company / Managing Partner / Partner / Proprietor / CHAIRMAN.

APPLICANT DETAILS

Applicant's Author:
123456789012

Applicant's PAN:
ABCDE1234R

NAME OF THE MANAGING DIRECTOR / DIRECTOR Duly AUTHORIZED BY THE COMPANY / MANAGING PARTNER / PARTNER / PROPRIETOR / CHAIRMAN

Title: 
Ms.
Mrs.
Mr.

FullName:
Usha Kande

APPLICANT'S CORRESPONDENCE ADDRESS

Address 1:
Rahati Vihar

Address 2:
Chandivali

State:
MAHARASHTRA

District:
Mumbai Suburban

Tableau/Tehsil:
Andheri

City/Town/Village:
Andheri

Pincode:
400028

EmailID:
ushakande599@gmail.com

CONTACT NUMBER

Country Code:
91

Mobile No.:
9864133069

MOVE TO NEXT STAGE
DETAILS OF PRODUCTION / ACTIVITY

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Major raw materials</th>
<th>Estimated installed production capacity (no./ton/litre)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mangos, Oranges</td>
<td>Fruit processing</td>
<td>15000.50</td>
</tr>
</tbody>
</table>

Activity Sector:
Leather and Leather products

EXPECTED EMPLOYMENT DETAILS

<table>
<thead>
<tr>
<th>Supervisory (in %)</th>
<th>Other than supervisory (in %)</th>
<th>Total employment (in %)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>85</td>
<td>100</td>
</tr>
</tbody>
</table>

Estimated annual power requirement in KW:
150,58

Estimated annual water requirement in m3:
150,58

FACILITATION THAT MAY BE REQUIRED FOR THE PROJECT

Please select appropriate fields as per your requirement.

FACILITATION THAT MAY BE REQUIRED FOR THE PROJECT

Please select appropriate fields as per your requirement.

- Land and Related Permissions
- Environmental clearances
- Building Plan approval
- Labour Dept. permissions under various Acts
- Fire Department Permission
- Water Permission
- NA permission / Zone change
- MIPCB consent
- Power connection
- Department of Industrial Health & Safety (DISHA)
- Stamp Duty Exemption

I certify that the information provided is true to the best of my knowledge.

Move to next Stage >>
Step 5: After certifying, we reach the document submission page where we have to upload or fetch from DG-Locker the relevant documents and click on “Submit Documents”
**Step 6:** After submission of documents, the user will then have to make a nominal registration payment of Rs. 20 for applying services on MAITRI.
Step 7: The user will have to fill in the requisite details for making necessary payments and click on “Pay Now” to make the payments.

Step 8: After making the payment, the user will be able to download the receipt as shown below
Step 9: After making the payment, please go to services provided to get the list of Services available on MAITRI portal. We can find an exhaustive list of approvals on MAITRI as given below in the screenshot.
**Step 10:** All services under MPCB are listed under Department:

On clicking on any of the above Services, (Provided tab on the left hand dashboard), the applicant gets automatically transferred to the MPCB registration portal where all the fields get auto populated. Applicant has to fill the remaining fields if any and then complete the registration on MPCB portal also. Note: In cases where all the mandatory fields are received from MAITRI The applicant doesn’t need to register, **System automatically registers him on MPCB portal and notification mail & SMS is send regarding login credentials of MPCB portal,& automatically logs in to his account.** Then he has to complete one time mobile verification and one time document verification, once done he then has to go to the application section and apply for any services from here on.
Step 11: The user will have to then to click on ‘Applications’ -> ‘Applications for Consent’ as given below.
As mentioned above, the below fields have been auto populated from the MAITRI application form as shown below highlighted in the green box.
Once application is submitted proponent will be able to view the submitted application as shown below:
With respect to the application there will be documents section present using which all compulsory documents has to be uploaded.

Compulsory documents are as below:
- CA Certificate | Balance Sheet | Capital Investment
- Manufacturing Process
- Industry Registration
- Land Ownership Certificate
- Detailed proposal of pollution control system

Once all the compulsory documents are uploaded payment section will be made available. User can make payment using E-payment gateway or NEFT/RTGS.

In case payment is made through NEFT/RTGS it’s mandatory to upload details of payment from payment section followed by offline payment section.
Thanks!
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