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

Please note that from 7<sup>th</sup> 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.

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**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".

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**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.

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**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

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CAF Step 1	Application Form for Availing MAITRI Services			Sy.
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**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"

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**Step 6:** After submission of documents, the user will then have make to nominal registration payment of Rs. 20 for applying services on MAITRI.

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* Banks wh	hich are not available for payment option are on account of maintenance activity being carried out. Regret the inconvenience	

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← → C 🔒 TechProcess Payment Services Limited [IN]   https://www.tpsl-india.in/PaymentGateway/PaymentTransactionCharges.jsp?CARDTYPE=DBT	☆ 🖲 🕅 🗄

Amount (in Rs.)	23.00	
Transaction Fee (in Rs.)	0.26	
Service Tax (in Rs.)	0.04	
Total Amount (in Do.)	23.30	
Confirm	Back	

This webpage is maintained by TechProcess Payment Services Limited Visit us at <u>www.techprocess.co.in</u> This site is best viewed with Internet Explorer 6.0 or higher, or Firefox 2.0 or higher, at a screen resolution of 1024x768.

TechProcess Payment Services **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.

aynimo money to any				Verified by	MasterCard. SecureCode.
	Merchant Name : Mahaonlin	ne Ltd	Amount : 23.30		
	Pay By Using 🏧 🖷				
	Enter your debit card detai	ils to complete the transaction:			
	(For Maestro cards, please ent	Enter Your Card Number	3		
	Card Number * :	Enter Card Holder Name			
	Expiry Date :	MM T YYYY T			
	CVV2 No./CVC2 No. :	CVV     III     Penter 3 digit no. printed on back of your card     Masi	erCard, Visa		
	Pay Now Cancel	11674	412		
		3 Diger	ard Verification Number		

**Step 8:** After making the payment, the user will be able to download the receipt as shown below



A Constraint Statement	and the second sec			
<b>AAITRI</b>	=			Hi, ushankkandol@123
Q Delbard	-			
f Change Parrward	1			
CAF and Services				
CVF 1990	<b>0</b>			
Services Provided		Application Id	Materi17A0E8466	
		Service Name	Matol	
		Name	Ushanik Kandol	
		Registration Fee	0.00	
		MataOnline Service Charges	20.00	
		Total Service Tax	3.00	
		Total Amount(Reg.+ Portal Fee +ST)	23.00	
		Transaction (D	170608432918764046	
		Payment Date	06/06/2017	
		Payment Status	Success	

**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

D BRAP	N W and MAITE	a MAITRI	× 📖		A -	0 ×
← → C 🕯 Secure	https://maitri.mahaonline.g	ovin/Status/Status			6.9.2	9 @ i
MAITRI	10				HL ushankkard	ski@1234
Dalbard						
[] Change Parventd	SR.NO.	APPLICATIONID V	SERVICENAME	▼ APPLICATION STATUS ▼ PAY STATUS ▼ PAY DATE ▼ REMAR	ac 🔻	
of CAF and Services	1	1	Consent to establish (under Wieter Act & Air Act)		Apply	
CVF (	Hep (1) 2	1	Consent to operate lunder Water Act & Air Act)		Apphy	1
Services Prevents (	3		Authorization under Hazardous Waste Rule		Austr	
	96	3	Iscentives under Industrial Policy		Ante	
	5		Registration under Shops and Establishments Ac	F	Anth	
	6	1	Permission for engaging contractor for labour		Apply	
	7	3	Factories license		Antes	
	1	3	Factory building plan approval		Acoly	
			Registration under Boller Act		Apple	
	10	à	Change of land use		Austr	
	11	3	Approval of building plans		Acoly	
	12	3	NOC from Fire Department		Apate	

## **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.

MAITRI	=								Hi,	ushankkando	oi@1234	1
🛱 Dashboard												
🖉 Change Password	SR	R.NO.	APPLICATIONID T	SERVICE NAME	٣	APPLICATION STATUS ▼	PAY STATUS <b>T</b>	PAY DATE 🔻	REMARK <b>T</b>			
🖉 CAF and Services 🗸 🗸	1			Consent to establish (under Water Act & Air Act)						Apply		
CAF Step 1 Services Provided Status	2			Consent to operate (under Water Act & Air Act)						Apply	P	
	3			Authorization under Hazardous Waste Rule						Apply		
	4			Incentives under Industrial Policy						Apply		
	5			Registration under Shops and Establishments Act						Apply		ł
	6			Permission for engaging contractor for labour						Apply		
	7			Factories license						Apply		
	8			Factory building plan approval						Apply		
	9			Registration under Boiler Act						Apply		
	10	C		Change of land use						Apply		
	11	1		Approval of building plans						Apply		
© 6 % ©	12	2		NOC from Fire Department						Apply		



**Step 11:** The user will have to then to click on 'Applications' -> 'Applications for Consent' as given below.

Image: Notice provide the second of the s	<ol> <li>www.ecm</li> </ol>	mpcb.in/application_forms		1	\$ C		1	C	Q
MPCB Applications         Consent Application       MSW Applications         Application for consent       MSW Authorization         Application for intimation for white category of Industries       MSW Authorization         Hazardous Waste Applications       E-waste applications         Hazardous Waste Authorisation (Form-1)       E-Waste authorization (Form-1a)         Hazardous Waste Authorisation (Form 7)       E-Waste authorization for dismantlers and recyclers(Form-4)         Hazardous Waste registration (Form 7)       E-Waste authorization for dismantlers and recyclers(Form-4)         Hazardous Waste reduction (Form 11)       Hazardous Waste reduction (Form 12)         Hazardous Waste filing appeal (Form 12)       Other application         Plastic authorization       Environment Statement         Plastic authorization for mode consent)       Environment Statement (Form - V)         BMW Annual Return       Water Cess         BMW Annual Return       Water Cess         BMW Annual Return       Kater Cess (Form - 1)		महाराष्ट्र प्रदूषण नियंत्रण म	Industries           Applications         Dashboard   Change Password   Industry Documents   Logout						
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Hazardous Waste Applications     E-waste applications       Hazardous Waste Authorisation (Form-1)     E-Waste authorization (Form-1a)       Hazardous Waste Annual Return (Form-4)     E-Waste authorization for dismantlers and recyclers(Form-4)       Hazardous Waste trader registration (Form 7)     E-Waste authorization for dismantlers and recyclers(Form-4)       Hazardous Waste trader registration (Form 7)     E-Waste authorization for dismantlers and recyclers(Form-4)       Hazardous Waste trader registration (Form 12)     Other applications       Hazardous Waste filing appeal (Form 12)     Other application       Plastic authorization application     Environment Statement       Plastic Authorisation (/Combined Consent)     Water Cess       BMW Annual Return     Water Cess(Form - 1)		Application for intimation for white category of Industries	MSW Annual Return						
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Plastic authorization application     Environment Statement       Plastic Authorisation     Environment Statement (Form - V)       Bio-medical waste application     Water Cess       BMW Authorization (/Combined Consent)     Water Cess(Form - I)       BMW Annual Return     Construction & Demolition Applications			Battery Dealer registration						
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			Construction & Demolition Applications						
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महाराष्ट्र महाराष्ट्र प्रदूषण नियंत्रण मंडळ Applications   Dashboard   Change Password   Industry Documents   Logout	
Download soft copy of Application of Consent   Guidelines for form fill	
ur, I/We hereby apply for*	
1. Consent to Establish/Operate/Renewal of consent under section 25 and 26 of the Water (Prevention & Control of Pollution) Act. 1974 as amended.	
2. Consent to Establish/Operate/Renewal of consent under Section 21 of the Air (Prevention and Control of Pollution) Act, 1981, as amended.	
3. Authorization/renewal of authorization under rule 5 of the Hazardous Wastes (Management and Handling) Rules, 1989, as amended in January,2000, in connection with my/our/existing/proposed/altered/ additional manufacturing/processing activity from the premises as per the details given below.	
Note : Please fill 'NA' in the required fields if not applicable.	
Note : If you are appying for consent to establish kindly submit the information applicable for Consent to Establish only.	Save Draf
Industry Unit & Plant Details	
Select Unit	
No previous Unit present	
Industry Information	
Consent to : * Submit to :	

As mentioned above, the below fields have been auto populated from the MAITRI application form as shown below highlighted in the green box.

Consent to :			* Submit to :	
Establish Operate Renewa	al		Select SRO 🔻	
Establish Type :				
Expansion New				
APPLICABLE FOR PRODUCT MIX				
* Type of institution	* Industry Type	* Category	* Scale	
Select Type 🔹	Select Industry Type 🔹	Select Category 🔻	Select Scale 🔻	
EC Reqd.	EC Obtained	EC Ref. No.		
* Whether construction-builtup area is n	nore than 20,000 sq.mtr.(Existing Expansion U	nit)		
* Whether construction-builtup area is n No      Yes	nore than 20,000 sq.mtr.(Existing Expansion U	nit)		Save D
* Whether construction-builtup area is n <ul> <li>No</li> <li>Yes</li> </ul> Part 4: General	nore than 20,000 sq.mtr.(Existing Expansion U	nit)		Save Dr
* Whether construction-builtup area is n	nore than 20,000 sq.mtr.(Existing Expansion U	nit)		Save Dr
Whether construction-builtup area is r      No      Yes      Part A: General      Name, designation, office address with	nore than 20,000 sq.mtr.(Existing Expansion U	nit) icant Occupier/Industry/Institution / Local Bo	ody.	Save D
* Whether construction-builtup area is n  No Ves Part A: General  1. Name, designation, office address with Applicant Name (M/s.)	nore than 20,000 sq.mtr.(Existing Expansion U n : Telephone/Fax numbers, e-mail of the Appl	nit) icant Occupier/Industry/Institution / Local Bo Address	ody.	Save D
* Whether construction-builtup area is n  No Yes  Part A: General  1. Name, designation, office address with Applicant Name (M/s.)  XYZ Company	nore than 20,000 sq.mtr.(Existing Expansion U n: Telephone/Fax numbers, e-mail of the Appl	nit) icant Occupier/Industry/Institution / Local Bo Address 1 Wing 508, Chandivali,Sakinaka,Andh	ody. eri,Mumbai Suburban	Save D
* Whether construction-builtup area is n  No Yes  Part A: General  1. Name, designation, office address with Applicant Name (M/s.)  XYZ Company Designation	nore than 20,000 sq.mtr.(Existing Expansion U n : Telephone/Fax numbers, e-mail of the Appl	nit) icant Occupier/industry/institution / Local Bo Address I Wing 508, Chandivali,Sakinaka,Andh Taluka	ody. eri,Mumbai Suburban	Save D
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Prabhadevi Mumbal city • Telephone Fax	<b>v</b>
Telephone Fax	
9641330069 02225431234	
Email PAN number	
ushankkandoi@gmail.com ABCDE1234R	
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ABCD * Location of Unit * Survey number/Plot Number	Save
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ABCD * Location of Unit * Survey number/Plot Number XYZ Taluka * District XYZ Mumbai city *	Save
ABCD           * Location of Unit         * Survey number/Plot Number           XYZ         123           Taluka         * District           XYZ         Mumbai city           * Telephone         Fax	Save

Once application is submitted proponent will be able to view the submitted application as shown below:

मा ()	गराष्ट्र महाराष्ट्र प्रदूष	ाण नियंत्रण मंडळ Application	s   Dashboard   Change	Password   Indus	Industri stry Documents   Log		
icketing system has been rolled out for your convinience.Kindly find the guidelines here <b>Cici, tere</b> ank Guarantee module has been rolled out for your convinience.Kindly find the guidelines here <b>Cici, tere</b>							
	Select All Units	✓ Select All Plants	✓ Filter Ap	plications View	Unit Information		
у Ар	oplications						
D.	UAN No.	Application Name Application IIN	Application Date	Amount	Documents		
	MPCB-CONSENT-0000112201 Compulsary documents pending	CONSENT	05-04-2021	Rs 15000	Documents Download		
	MPCB-CONSENT-0000077772	CONSENT	30-07-2019	Rs 30000	Documents		

With respect to the application there will be documents section present using which all compulsory documents has to be uploaded.

My Documents									
Note: For infrastructure projects su Note: If project attracts EIA notifica certificate.	Note: For infrastructure projects submit architecture area statement additionaly. Note: If project attracts EIA notifications submit environmental clearence copy and for infrastructure project environmental clearence & architect completior certificate.								
Upload New									
Note: Document must be in pdf fo	rmat and size must be less than 2ME								
Document Type *	Document Name *	Choose File							
Select Type of document	~	Choose File No file chosen							
B20B1024									
Enter the code above here :									
Upload Back									

Compulsory documents are as below:

- CA Certificate | Balance Sheet | Capital Investment
- Manufacturing Process
- Industry Registration
- Land Ownership Certicate
- 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. \* Payment Mode:

Online Payment (E-Payment - PAY NOW) 
Offline Payment (NEFT/RTGS)

## Bank Details for RTGS/NEFT

Account Name: Maharashtra Pollution Control Board Bank Name: State Bank of India Bank Account No: 33874078751 Bank Account Type: Current Account Bank Address: 76-A, Rafi Ahmed Kidwai Rd, Gujarati Kelwani Mandal School, Matunga Br. Mumbai - 400015 IFSC Code: SBIN0005350 IFSC Code: SBIN0005356 Email: aao\_ecmpcb@mpcb.gov.in

In case of RTGS/NEFT Payment please make the payment and then upload the payment details.



## Thanks! !!