DELHI POLLUTION CONTROL COMMITTEE



DEPARTMENT OF ENVIRONMENT, (GOVT. OF NCT OF DELHI) 4TH FLOOR, ISBT BUILDING, KASHMERE GATE, DELHI-6

visit us at : http://dpcc.delhigovt.nic.in

F.No.:DPCC/IT CELL /2016 / 682

Dated: 0일 (05 2016

Sub: Minutes of meeting dated 19.02.2016 in order to facilitate Ease of Doing Business.

Please find enclosed herewith the minutes of meeting dated 19.02.2016 chaired by Chairman, DPCC in the conference room of Department of Environment GNCTD at 6th level, C Wing, Delhi Secretariat, New Delhi with regard to new software of DPCC and documents to be taken while accepting applications for consent.

Yours sincerely,

(Kulanand Joshi) Member Secretary- cum-Chairman

Copy to:-

- 1. PA to Chairman, DPCC: for kind information to Chairman, DPCC please.
- 2. Director (Env.), GNCTD.
- 3. All Sr. Env. Engineers, DPCC.
- 4. IT Cell is required to incorporate the above mentioned policy decisions in DPCC software ensuring robust audit trail.
- 5. Scientist-D, DPCC.
- 6. All Env. Engineers, DPCC.
- 7. Sr. Scientist, DPCC
- 8. Administrative Officer, DPCC.
- 9. Sr. Account Officer, DPCC.
- 10. Master File.

Design taken in the meeting with Chairman, DPCC with regard to new software of DPCC and documents to be taken while accepting applications for consent

In pursuant to the vision envisaged for Ease of Doing Business, new software for DPCC has been developed by the vendor M/s Srijan Webmatics Pvt. Ltd, as per the direction/order issued by DPCC. It has been kept in mind that there must be provisions for uploading requisite documents by eliminating physical touch point to the applicant(s). The said software has been audited by IT Department in security perspective and the same is ready for uploading on to the official server. Hon'ble Minister for Environment, GNCTD is also monitoring the matter and has directed DPCC to upload the new software for usage by the public.

Before uploading the same, various issues w.r.t documents to be sought by DPCC and the provisions made in the online module of DPCC to be uploaded after receipt of consent applications were discussed with Chairman, DPCC in the meeting held on 19.02.2016 in the Conference Room of Department of Environment, GNCTD, 6th Level, C-Wing, Delhi Secretariat. SEE (IT & EC), EE (IT & EC) and Sh. Avishek Sinha of Srijan Webmatics Pvt. Ltd were present in the said meeting. After detailed discussions, following decisions were taken in the meeting:-

SI No	Sl. No of Consent	Particulars	Existing Policy/Practice	Decision taken regarding policy to be adopted
ļ	Application			
ļ [Form			
1.	2(a)	Name and address	Requirement of PAN card (which	Existing policy shall
!	 	of the industrial	is not mentioned in the consent	continue. Accordingly, the
ļ		unit/Project/Premis	form):-	list of documents enclosed
		es for which the	Copy of PAN Card of the	at the end of consent
<u> </u>	 	application is	Industrial Unit/Proprietor/HCU	application form shall also
į		made.	issued by Income Tax department	be amended.
]		except Govt. Owned / PSU	
•			Agencies, is being taken.	
2.	2(c)	Status of the Unit:	Owned Premises: - Proof of	Owned Premises: - Existing
		Owned Premises /	possession of plot/allotment	policy shall continue.
	 	On Rent	letter/leased deed/Sale Deed etc.	On Rent: - Only copy of
			is being taken.	valid rent agreement shall

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DOT (Kulanand Jushi)
Special Secretary (Environment)
Member Secretary (DPCC)
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			10 P	(
	ļ 		On Rent: - Rent agreement and	
	ļ		ownership proof of premises is	
\ <u>-</u> -	12(2)		being taken.	
3.	2(e)	Name &	Original authorized letter except	Existing policy shall
	!	Designation of the	in case of individual proprietary	continue. Accordingly, the
		person authorised	concern.	list of documents enclosed
ļ		to sign this		at the end of consent
l I		application form		application form shall also
1		(The original		be amended.
İ		authorization		
		except in case of	ş 	
ļ		individual		
		proprietary concern		
	 !	to be enclosed)		
4.	4(a)	Are you registered	Only information is being sought.	In such cases, copy of SSI /
		as a Small Scale	-	MSME Registration
į		Industrial Unit		Certificate shall be taken, if
ļ		ĺ		available.
5.	5	Gross capital	(i) For existing units, certificate,	(i) Existing policy
	•	investment (in Rs.)	in original, from a Chartered	shall continue.
		of the unit without	Accountant is being taken.	(ii) Consent fee for
į į		depreciation till	(ii) Further, Sl. No 4 of the office	hotel projects at
 		date of application	order dated 17.04.2013 says	any stage shall
, 		(cost of building,	that	be charged under
 		land, plant and	"Consent Fee for Hotel	as applicable
¦		machinery)	projects shall be charged as	under the head of
j J		(To be supported	applicable under the head of	industries.
		by an undertaking	Industries. However, in case,	maustries,
		and: Certificate	any unit comes to DPCC,	}
		from a Chartered	seeking Consent in the	
		Accountant. For	construction stage, the	ĺ
		proposed unit(s),	additional fee shall be	
		give estimated	charged as prescribed in the	
			outaged as presented in the	

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		figure)*	1	
			above mentioned 'B"	
6.	6(a)	I continue Cont	category"	
	(4)	Location of the		
[Unit (Commercial	I will of Delili	residence of musical
į į	<u> </u>	Area)	from the concerned authority/local	Plan of Delhi from the
İ			body is being taken.	concerned authority/local
	1		1	body shall be taken.
	İ	ļ		OR
				Relevant provision in the
1	1			Master Plan showing
		j t		conformity of the activity
				shall be taken.
	İ			Accordingly, the list of
				documents enclosed at the
				end of consent application
 	 			form shall also be amended.
j 7.	6(a)		Permission from High Power	Proof of conformity with
		Unit (Residential	Committee constituted for the	the provisions of Master
		Area)	units in residential areas.	Plan of Delhi from the
				concerned authority/local
				body shall be taken.
į	į			OR
<u> </u>				Relevant provision in the
1 				Master Plan showing
 				conformity of the activity
	<u> </u>			shall be taken.
				Accordingly, the list of
				documents enclosed at the
				end of consent application
				form shall also be amended.
8.	6(a)	Location of the	Copy of valid license from	• Any one of the
		Unit	concerned Municipal	documents as proof
		(Redevelopment	Authority.	of date of

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Special Secretary (Environment);
Member Secretary (DPCC)

		
Area)	Authenticated Map issued	establishment prio
	by Industries Department	to 07.02.2007 a
	for concerned	specified in the
	Redevelopment Area	office order dated
1	indicating the location of	19.6.2013 shall be
	the unit in the map	taken,
	(regarding unit falling	• Longitude and
	within the boundary of the	latitude shall be
	notified Redevelopment	required to be
	Area).	submitted by the unit
! 	OR	in the self certified
	Certificate (in original)	undertaking.
	from Industries	(Concerned cell
	Department, Govt. Of	shall compare the
	NCT of Delhi regarding	same with that of
	location of the unit within	GSDL data to
	the boundary of the	confirm whether the
	notified Redevelopment	unit is falling within
İ	Area.	the boundaries of the
i	• Any one of the documents	said redevelopment
	as proof of date of	area or not.)
ļ	establishment prior to	Accordingly, the list of
	07.02.2007 as specified in	documents enclosed at
	the office order dated	the end of consent
	19.6.2013 are being	application form shall
	taken:-	also be amended.
	(a) Any order/direction by	
	DPCC.	
	(b) Municipal Corporation	
	License.	
	(c) Registration under	
	factories Act.	
	(d) BIS License.	

			(e) Sales Tax Registration of	
			the unit.	:
			(f) Income tax return of the	
† 		Ì	industry.	;
1		1	(g) Permanent SSI	
			registration.	
	 		(h) Excise registration for	
			manufacturing.	
			(i) Drug licence if unit is	
i		•	manufacturing item	
	! 		covered under Drug Act.	
	ļ		(j) Manufactures certificates	
İ			in case of house hold	
i			electrical appliances.	
1		 	(k) Land Line telephone bill	
	! 		in the name of unit.	
	 		(1) Power bill in the name of	
			unit.	
Ì				
9.	6 (b)	If unit situated in	Copy of CETP membership / copy	Existing policy shall
	· 	industrial Area,	of receipt of payment made to	continue.
		details of CETP	CETP Society.	
		Society		
]		membership		
		thereof.		
10.	6(c)	Whether total	At present, an undertaking is	Existing policy shall
		effluent/sewage	being taken on the said issue. No	continue.
	<u> </u> 	from the unit is	documentary proof is being taken.	
		discharged into	, p	
		conveyance system		•
		leading to CETP		
				ļ
11.	6(d)	Whether a copy of	At present, an undertaking is	Existing policy shall
<u> </u>	<u>i</u>			

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(Kulanand Joshi)

6915116 pecial Secretary (Invironment),
Member Secretary (DPCC)

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		certificate for	being taken on the said issue. No	continue.
		connection for		commue.
		ţ	documentary proof is being taken.	
İ	!	discharge of total		
		effluent/sewage		
		into conveyance		
 		system is enclosed		
12.	7(d)	Date of	(i) In the fee structure	(i) The fee structure
j		commissioning of	approved by DPCC	for built up area
ļ		construction	Board dated	20,000 sqm –
			09.12.2009, the fee	50,000 sqm slab
			slab for Housing	shall also be
ļ 			Complexes,	applicable for
! 			Commercial	projects having
<u> </u>			Complexes, Office	built up area less
			Complexes including	than 20,000 sqm.
\ [1	<u>)</u>	IT and Infrastructural	(ii) As per office
			and Town	order dated
			Development Projects	17.04.2013 :-
			for built up areas less	(a) For the projects
		 	than 20,000 sqm is not	where construction
l ¦			mentioned.	has not commenced
			(ii) As per office order	
<u> </u>			dated 17.04.2013, the	
<u> </u>			status of proof of	
1		 	commissioning of	shall be taken.
ļ		 - 	construction is :-	(b) For the projects
ļ		 		
			a) For the projects where	where construction
			construction has not	has already
			commenced yet, for	commenced, any
<u> </u>			Consent to Establish, no	one documentary
		} 	documentary proof is	proof of prior
]			being taken.	existence of the unit
	<u> </u>		b) For the projects where	shall be taken:-

				
			construction has alread	y • Power sanction letter
			commenced, any tw	o / bill to the Unit
		İ	documentary proof o	f
		į .	prior existence of the un	it energization date
			are being taken:-	Water sanction letter
1	 		Power sanction letter / bil	
	į	ļ	to the Unit indicating	
			energization date.	initialization date.
			Water sanction letter / bil	_
			to the Unit indicating	· 5
1			initialization date.	MCD/DDA/any
	Í		Sanction Building Plan	
			issued by MCD/DDA/any	
	ļ		other concerned Govt	
			Agency along with copy	
į			of Environmental	Clearance in case of
			Clearance in case of	!
			projects coming under the	
1			purview of EIA	EIA Notification.
			Notification.	Completion
			Completion Certificate	Certificate issued by
† 	1		issued by	MCD/NDMC/DDA/
† 	i 	1	MCD/NDMC/DDA/conce	concerned Local
ļ			rned Agency.	Body.
 		<u> </u> 		Accordingly, the list of
				documents enclosed at
				the end of consent
				application form shall
				also be amended.
12	7(a)			
13,	7(g)	Sanctioned Power	and the series of the sought.	For Consent to Operate /
	1	1 (n)	However, no documentary proof	Renewal under Green /
		(Details of	is being taken.	Orange category, Power /
				Xit (Kuloman I I I I I

4		Electricity meter		electricity connection
		number and name		document (Electricity Bill)
		of the person be		shall be taken.
		indicated)		Accordingly, the list of
1				documents enclosed at the
) [end of consent application
	ı			form shall also be amended.
14.	8(a) & (b)	Month and Year of	As per office order dated	Torm shan also be amended.
'-'	(0) & (0)	Commencement of	17.04.2013, the status of proof of	a) For proposed units
		Production	commencement of production is :-	i.e. for Consent to
		Troduction	•	
			(a) For proposed units i.e. for Consent to Establish, no	· ·
 				documentary proof shall be taken.
 			documentary proof is]
			being taken.	b) For existing units i.e.
! 			(b) For existing units i.e.	Consent to Establish,
			Consent to Establish, any	any one
			two documentary proof of	· ·
			prior existence of the unit	of prior existence of
İ			are being taken:-	the unit shall be
			MCD license with an	taken:-
			undertaking that it is the	MCD license with
			first license issued to the	an undertaking that
Į			unit.	it is the first license
			Power sanction letter / bill	issued to the unit.
			to the Unit indicating	Power sanction letter
			energization date.	/ bill to the Unit
		j	Water sanction letter / bill	indicating
			to the Unit indicating	energization date.
İ			initialization date.	Water sanction letter
		! 	• In case of rented premises,	/ bill to the Unit
		İ	notarized affidavit from	indicating
		:	the landlord indicating	initialization date.
1			date of first lease to the	• In case of rented

Unit	with	a	copy	of	the
Lease	e Agre	een	nent.		

- Registration under SSI/VAT/CST or with any other Govt. / Statutory Authority showing year of Establishment/Operation
- Sanction Building Plan issued by MCD/DDA/any other concerned Govt. Agency along with copy Environmental Clearance case in projects coming under the purview of **EIA** Notification.
 - Certificate Completion issued MCD/NDMC/DDA/conce rned Agency.

- premises, self certified undertaking from the landlord indicating date of first lease to the Unit with a copy of the Lease Agreement.
- Registration under SSI/VAT/CST showing the year of Establishment/Opera tion with an self certified undertaking that it is the first license issued to the unit.
- Registration from any Govt. / Statutory Authority showing the year of. Establishment/Opera tion with an self certified undertaking that it is the first license issued to the unit.
- Sanction Building Plan issued by MCD/DDA/any other concerned Govt. Agency along with of copy Environmental

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		 	 	Clearance in case of
		ļ	1	projects coming
	•			under the purview of
			:	EIA Notification.
	<u> </u>			Completion
				Certificate issued by
	İ			MCD/NDMC/DDA/
	•			concerned Agency.
		<u> </u>		Accordingly, the list of
				documents enclosed at
İ				the end of consent
	 t			application form shall
ļ	<u> </u>		!	also be amended.
15.	14(a)	Source of Water	For Consent to Establish under	Existing policy shall
l 		Supply:-	Green/Orange & Consent to	continue.
		Municipal	Operate/Renewal under Green	
İ		Authority (Details	Category, only information is	
İ		of water meter &	being sought and no documentary	
į		name of the person	proof is being taken.	
		be indicated)	For Consent to Operate/Renewal	
			under Orange Category, copy of	
	i 		water connection document from	
	' 		DJB / NDMC / DCB/DDA etc. (if	
			having water connection) is being	
			taken.	
16.	14(b)	Ground Water	For Consent to Establish,	For all consent cases,
		(details of	permission from CGWA/DJB is	submission of permission
		CGWA/DJB/DC	being taken.	from CGWA/DJB shall not
		permission/registrat	For Consent to Operate/Renewal,	be insisted upon.
		ion)	permission from CGWA/DJB is	
	<u>'</u>		not being insisted upon.	
17.	17 (i)	Mode of disposal	No documentary proof is being	Existing policy shall
		of treated effluents,	taken.	continue.
·			₩A	

		with respective		
		quantity,		
İ		Litres/Day		
	1	i. Into public		
		sewer/open		
		drain for :		
		irrigation/inland		
		surface water		
18.	S1. No 2 of	Undertaking in	The last Para in the proforma of	This Para shall be changed
	list of	prescribed format	the undertaking is as per below:-	as per below:-
İ	documents		"It is certified that contents of	"I hereby verify that what
	enclosed.		undertaking are true and correct to	has been stated above is true
			the best of my knowledge and	and correct to the best of my
		İ	belief and nothing has been	knowledge, and nothing has
			concealed there from".	been concealed therefrom.
				That, I agree to the
				automatic nullification of
				my request for
		! !		consent/authorization/registr
				ation of my unit. I hold
		<u> </u>		myself liable for perjury.
				falsehood,
; 				misrepresentation or
				omission and/or falsification
			ı İ	or act of dishonesty for any
i		!		fraudulent, fake or tampered
				documents that have been
: 				submitted".

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(Kulanand Joshi)
Special Secretary (Environment)/
Member Secretary (DPCC)
Govt. of NCT of Delhi

Apart from the above, the issue of documents being taken w.r.t some of the specific sectors was discussed and the following decisions were taken for compliance:

Sl	Sector	Existing Policy/Practice	Decision taken regarding policy to be
No			adopted
1	RESDH	For Consent to Establish, Licence	(a) Proof of conformity with the
	(Restaurant, Eating	from concerned Local Health	
	House, Sweet	Authority (MCD/NDMC/ Delhi	
	Shops, Dhaba &	Cantonment Board) is being taken	
	Hotel) sector and	and proof regarding connection of	L .
	Banquet	their drainage system to the Public	OR
	Halls/Party Lawns	/ Municipal / Delhi Jal Board	Relevant provision in the
	etc.	Sewer from the concerned	Master Plan showing
	İ	Authority(DJB/MCD/NDMC/DCB)	_
l L		OR an Affidavit that the unit is	be taken.
]		having proper connection of their	(b) Proof regarding connection of
		drainage system to the Public /	their drainage system to the
	,	Municipal /Delhi Jal Board Sewer	Public / Municipal / Delhi Jal
ļ	; 1	is being taken where units are	Board Sewer from the
		located in the sewered areas.	concerned
İ		For Consent to Operate / Renewal	Authority(DJB/MCD/NDMC/D
		cases, apart from above, license	CB)
1		from Delhi Police under the "Delhi	OR
		Eating Houses Registration	Self certified undertaking that the unit
! 	 	Regulations .1980" is being taken.	is having proper connection of their
! 			drainage system to the Public /
 	1		Municipal /Delhi Jal Board Sewer
			shall be taken where units are located
			in the sewered areas.
			Accordingly, the list of documents
: 			enclosed at the end of consent
			application form shall also be amended.
2	Manufacturing of	CMCs while deciding such cases	The practice of insisting for valid
	Pharmaceuticals	have been insisting for valid	License from Drug Control

		License from Drug Control	Description Co. C. C. C. C. C. C. C. C. C. C. C. C. C.	
			[. · ,	
 		Department, Govt. of NCT of Delhi		
		along with list of items		
			shall be discontinued.	
		permitted		
3	Manufacturing of	CMCs while deciding Consent to	For submission Consent to	
	Rubber Products	Operate / Renewal of such cases,	Operate/Renewal, unit shall submit	
į		have been insisting for SSI	copy of SSI Registration / MSME	
		Registration Certificate from	Certificate from Industries Department	
	1	Industries Department Govt. of	Govt. of NCT of Delhi or stack	
!		NCT of Delhi or stack monitoring	monitoring report indicating VOC	
		report indicating VOC parameter as	parameter as per the Notification issued	
		per the MoEF, GOI's notification.	by MoEF, GOI.	
İ			Accordingly, the list of documents at	
	!	İ	the end of consent application form	
!			shall also be amended.	
4	Packaging of	CMCs while deciding such cases	Existing policy shall continue.	
ļ	Tobacco	have been insisting for valid	enclosed at the end of consent	
		License from Food Safety		
! 		Department, Govt of NCT of Delhi		
5	Petrol Pump cum	Approved Layout Plan	Approved Layout Plan (from	
	Service Centre	(from Oil Companics)	Oil Companies)	
į	 	Allotment letter/dealership	Allotment letter/dealership with	
İ		with one of the four	one of the four National Oil	
	1	National Oil Companies i.e.	Companies i.e. Indian Oil	
	i İ	Indian Oil Company,	Company, Hindustan	
! 	İ	Hindustan Petroleum,	Petroleum, Bharat Petroleum	
 1		Bharat Petroleum and IBP	and IBP	
 		Letter from Oil Company	• Letter from Oil Company	
! 		stating that dealership	stating that dealership	
\ 	j	agreement is valid as on	agreement is valid as on date.	
 		date.	Proof of conformity with the	
 		į	provisions of Master Plan of	
	<u> </u>			

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(Kulanand Joshi)

Special Secretary (Environment).

Member Secretary (DPCC)

Govt. of NCT of Delhi

6	Authorisation under Municipal Solid Waste Rules.	Delhi from the concerned authority/local body shall be taken. OR Relevant provision in the Master Plan showing conformity of the activity shall be taken. Accordingly, the list of documents enclosed at the end of consent application form shall also be amended. • Environmental Clearance • Authorization / agreement from Municipal Bodies • Clearance from Ministry of Civil Aviation, Govt. of India / Airport Authority • Proof of Possession of land for MSW activity from
		Clearance from Ministry of form shall also be amended. Civil Aviation, Govt. of
		for MSW activity from Land Owning Agency
		 Proof of conformity from DDA/Municipal Body Department of Urban
		Development, Delhi Town and Country Planning

It was also decided to seek latitude and longitude of the premises in the undertaking and in the layout plan of the unit while receiving application. Check list of the documents to be submitted along with the applications for various categories have accordingly prepared and enlisted hereunder. Sh. Avishek Sinha of M/s Srijan Webmatics Pvt Ltd has been directed to upload the security audited software on to the official server during Saturday and Sunday (20-21 Feb 2016) so that the new software is used with immediate effect. It has also been decided to direct all the officers to use the software mandatorily and shall

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We have a secretary (Environment) / Member Secretary (DPCC)

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use the same to generate and issue letters, reminders, refusals, SCNs, closure directions etc for which provisions have now been made so that the data of such matters can be retrieved at any given point of time.

It was decided to take up further issues related to the software in the near future so that the anomalies, if any, are removed and the procedure is simplified by way of reducing the number of documents and to completely avoid any physical touch point to improve the ease of doing business. List of the documents based on its activity, required to be submitted by the applicant, are enclosed as Annexure.

65151.

(Kulanund Joshi)
Special Secretary (Environment)/
Member Secretary (DPCC)
Govt. of NCT of Delhi

Annexure

Green Category(Consent to Establish)

SI.	Documents	Mandatory/Optional
No		
1	Application Form	Mandatory
2	Consent Fee	Mandatory
3	Undertaking in prescribed format duly signed by applicant.	Mandatory
4	Project Report giving details of the unit, proposed capital	Mandatory
	investment, various activities, nos. of workers & employees,	
	Manufacturing Process in Detail with flow chart, raw	
	materials, products & by products (with quantity per day),	
	details of water consumption & discharge, source of waste	
	water/ emissions and proposed pollution control system/	
	measures (details of design & constitute units), as applicable	
5	Lay out plan - In the layout plan of the unit dimensions &	Mandatory
	directions are to be indicated so that exact boundary of the	
İ	unit is known	
6	Proof of possession of plot/ allotment letter/ lease dced.	Mandatory
	In case of rental premises, valid rent agreement.	
7	PAN Card of the Industrial Unit/Proprietor/HCU issued by	Mandatory
	Income Tax department except Govt. Owned / PSU Agencies	
8	Original authorization letter except in case of individual	Mandatory
	proprietary concern.	
9	If the unit is falling in the industrial area earmarked for	Mandatory
	redevelopment under MPD 2021.	
	Longitude and latitude shall be required to be	
· 	submitted by the unit in the self certified undertaking.	

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(Kulanand Joshi)

Special Secretary (Environment).

Member Secretary (DPCC)

Govt. of NCT of Delhi

Green Category (Consent to Operate/Renewal)

Sl. No	Documents	Mandatory/Optional
1	Application Form	Mandatory
2	Consent Fee	Mandatory
3	Undertaking in prescribed format duly signed by applicant.	Mandatory
4	Certificate, in original, from Chartered Accountant (w.r.t. column 5 of consent form)	Mandatory
5	Noise Monitoring Report of D.G. Set, if any, not more than six month old.	Mandatory
6	Proof of CETP Membership in the name & address of unit, if CETP exists.	Mandatory
7	Copy of the electricity/power bill of the connection being used by the applicant.	Mandatory
8	If the unit is falling in the industrial area earmarked for redevelopment under MPD 2021. • Longitude and latitude shall be required to be submitted by the unit in the self certified undertaking.	Mandatory
9	PAN Card of the Industrial Unit/Proprietor/HCU issued by Income Tax department except Govt. Owned / PSU Agencies	Mandatory
10	Original authorization letter except in case of individual proprietary concern.	Mandatory

(Kulanand Joshi)

Special Secretary (Fourtenment)/
Member Secretary (DPCC)
Govt. of NCT of Delhi

Orange Category(Consent to Establish)

Sl. No	Documents	Mandatory/Optional
1.	Application Form	Mandatory
2.	Consent Fee	Mandatory
3.	Undertaking in prescribed format duly signed by applicant.	Mandatory
4.	Project Report giving details of the unit, proposed capital	Mandatory
	investment, various activities, nos. of workers & employees,	
	Manufacturing Process in Detail with flow chart, raw	
	materials, products & byproducts (with quantity per day),	
! [details of water consumption & discharge, source of waste	
 	water/ emissions and proposed pollution control system/	
	measures (details of design & constitute units), as applicable	
5.	Lay out plan - In the layout plan of the unit dimensions &	Mandatory
	directions are to be indicated so that exact boundary of the	
<u> </u> 	unit is known	
6.	Proof of possession of plot/ allotment letter/ lease deed.	Mandatory
	In case of rental premises, valid rent agreement.	
7.	PAN Card of the Industrial Unit/Proprietor/HCU issued by	Mandatory
	Income Tax department except Govt. Owned / PSU Agencies	
8.	Original authorization letter except in case of individual	Mandatory
	proprietary concern.	
9.	If the unit is falling in the industrial area earmarked for	Mandatory
ļ	redevelopment under MPD 2021.	
	Any one of the documents as proof of date of	
	establishment prior to 07.02.2007 as specified in the	
	office order dated 19.6.2013 shall be taken.	
	a) Any order/direction by DPCC.	
	b) Municipal Corporation License.	
	c) Registration under factories Act.	
1	d) BIS License.	
	e) Sales Tax Registration of the unit.	
 	f) Income tax return of the industry.	

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Special Secretary (Environment)
Member Secretary (DPCC)
Govt. of NCT of Delhi

g)	Permanent SSI registration.
h)	Excise registration for manufacturing.
i)	Drug licence if unit is manufacturing item
	covered under Drug Act.
j)	Manufactures certificates in case of house hold
	electrical appliances.
k)	Land Line telephone bill in the name of unit.
1)	Power bill in the name of unit.
• Lon	gitude and latitude shall be required to be
subi	mitted by the unit in the self certified undertaking.

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(Kulanand Joshi)
Special Secretary (Environment):
Member Secretary (DPCC)
Govt. of NCT of Delhi

Orange Category (Consent to Operate/Renewal)

Sl. No	Documents	Mandatory/Optional
1.	Application Form	Mandatory
2.	Consent Fee	Mandatory
3.	Undertaking in prescribed format duly signed by the applicant	Mandatory
4.	Certificate from Chartered Accountant (w.r.t. column 5 of consent form)	Mandatory
5.	Manufacturing Process in Detail with flow chart	Mandatory
6.	List of raw materials used, product manufactured and by- products generated during the process with maximum quantity per day	Mandatory
7.	Noise Monitoring Report of D.G. Set, if any, not more than six month old.	Mandatory
8.	ETP/STP effluent analysis report not more than six month old, if applicable	Mandatory
9.	Stack monitoring report(s) not more than six month old, if applicable	Mandatory
10.	Proof of CETP Membership in the name & address of unit, if CETP exists.	Mandatory
11.	Copy of the electricity/power bill of the connection being used by the applicant	Mandatory
12.	Copy of Water Connection, in case of Municipal Supply.	Mandatory
13.	PAN Card of the Industrial Unit/Proprietor/HCU issued by Income Tax department except Govt. Owned / PSU Agencies	Mandatory
14.	Original authorization letter except in case of individual proprietary concern.	Mandatory
15.	Copy of CGWA/DJB/DC Permission/ Registration	Optional
16.	SSI / MSME Registration Certificate, if applicable.	Mandatory for Rubber Units Only. If the unit does not submit the same, monitoring report
<u>_</u> i		consisting of VOC levels

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Special Secretary (Environment)/
Member Secretary (DPCC)

Govt. of NCT of Delhi

_		shall be submitted mandatorily.
17.	Proof of conformity with the provisions of Master Plan of	Mandatory
	Delhi from the concerned authority/local body shall be taken.	
	OR	
	Relevant provision in the Master Plan showing conformity of	
	the activity shall be taken.	
18.	In case of RESDH (Restaurant, Eating House, Sweet Shops,	Mandatory
	Dhaba & Hotel) sector and Banquet Halls/Party Lawns etc. :-	
	Proof regarding connection of their drainage system to the	
	Public / Municipal / Delhi Jal Board Sewer from the	
	concerned Authority(DJB/MCD/NDMC/DCB)	
	OR	
	Self certified undertaking that the unit is having proper	
i	connection of their drainage system to the Public / Municipal	
	/Delhi Jal Board Sewer shall be taken where units are located	
	in the sewered areas.	
19.	Valid License from Food Safety Department, Govt of NCT of	Mandatory
	Delhi in case of the units using tobacco as raw material.	

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20. In	case of Petrol Pump cum Service Station:-	3.6
	Approved Layout Plan (from Oil Companies)	Mandatory
	1	
	• Allotment letter/dealership with one of the four	
	National Oil Companies i.e. Indian Oil Company,	
	Hindustan Petroleum, Bharat Petroleum and IBP Letter from Oil Company stating that dealers.	
ļ	201101 110111 On Company stating that dealership	
	agreement is valid as on date.	
	Proof of conformity with the provisions of Master Plan Of Dollai from the conformity with the provisions of Master Plan	
	of Delhi from the concerned authority/local body shall	
	be taken.	
Rel	OR	
	evant provision in the Master Plan showing conformity of	[
Title	activity shall be taken.	
21. If t	he unit is falling in the industrial area earmarked for	Mandatory
	evelopment under MPD 2021.	i i
ļ ,	• Any one of the documents as proof of date of	
	establishment prior to 07.02.2007 as specified in the	
1	office order dated 19.6.2013 shall be taken.	
	a) Any order/direction by DPCC.	!
	b) Municipal Corporation License.	(
	c) Registration under factories Act.	
	d) BIS License.	ļ
	e) Sales Tax Registration of the unit.	
ļ I	f) Income tax return of the industry.	ļ
	g) Permanent SSI registration.	
	h) Excise registration for manufacturing.	
,	i) Drug licence if unit is manufacturing item	
4 :	covered under Drug Act.	
	j) Manufactures certificates in case of house hold	
	electrical appliances.	
	k) Land Line telephone bill in the name of unit.	
<u> </u>	l) Power bill in the name of unit.	

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Govt. of NCT of Delhi

 Longitude and latitude shall be required to be submitted by the unit in the self certified undertaking.

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Special Secretary (Environment)/
Member Secretary (DPCC)
Govt. of NCT of Delhi