
eBIZ - THE COMPLETE G2B PORTAL

**DEPARTMENT OF INDUSTRIAL POLICY & PROMOTION
GOVERNMENT OF INDIA**

As-Is Process Maps for

**Consent for Establishment under the Water Act, 1974 and the Air Act, 1981 for
SSI Units not Falling under the Highly Polluting Categories**

Andhra Pradesh Pollution Control Board, Government of Andhra Pradesh

Document Reference: AP- IX

August, 2004

Version 1.0

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1 Executive Summary

eBiz is a significant initiative sponsored by Department of Industrial Policy and Promotion(DIPP), Government of India that seeks to establish a **one stop shop portal for all the G2B services** offered across the entire business life-cycle. The essence of eBiz is the creation of a **business-friendly environment** through a **service-oriented approach** to the needs of investors, industries and businesses.

The project involves **Integration with the departments** that interface with the business community across the three levels viz., Central, State and Local body. The eBiz portal while allowing business entities to transact with the government departments over the Internet also serves as a delivery channel for the department to offer their services online in a secure and transparent manner.

A pilot for the proposed project is conceived covering 25 services (*Refer Appendix II*), which includes 14 services at the Central Government level and 11 services in each of the four states viz., Andhra Pradesh, Haryana, Maharashtra, and Uttar Pradesh.

The conceptualization of the eBiz pilot project involves “As-Is” and “eBiz enabled” process mapping for the identified list of 25 services and assessment of Functional requirements using which, an RFP for the pilot project will be floated by DIPP. Going forward, the scope of eBiz shall be extended to include all the G2B services across state and central government departments.

This document describes the “As-Is” process for **Consent for Establishment under the Water Act, 1974 and the Air Act, 1981 for SSI Units not Falling under the Highly Polluting Categories** (*Refer Annexure I for the list of polluting industries*) service offered by **Andhra Pradesh Pollution Control Board, Government of Andhra Pradesh**.

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2 Introduction

Andhra Pradesh State Board for Prevention and Control of Water Pollution was formed in 1976 after adoption of Water Act by the state legislature. The department was renamed as the Andhra Pradesh Pollution Control Board (APPCB) after the implementation of the Air (Prevention and Control of Pollution) Act in 1981. The major functions of the department are to plan programs for the prevention, control or abatement of pollution in state and advice the state government on these matters. The department is also responsible for the collection and dissemination of the information regarding the prevention and control of pollution in the state. The board is responsible for the administration of the following acts and rules in the state:

| S. No. | Act/Rules |
|--------|---|
| 1. | The Water (Prevention And Control of Pollution) Act, 1974 |
| 2. | The Water (Prevention And Control of Pollution) Cess Act, 1977 |
| 3. | The Air (Prevention And Control of Pollution) Act, 1981 |
| 4. | The Environment (Protection) Act, 1986 |
| 5. | Hazardous Wastes (Management And Handling) Rules, 1989 and its amendment, there off in 2003 |
| 6. | Bio-Medical Wastes (Management and Handling) Rules, 1998 |
| 7. | Municipal Solid Waste (Management and Handling) Rules, 2000 |
| 8. | Re-Cycled Plastic Manufacture & Usage Rules, 1999 |
| 9. | Noise Pollution Rules, 2000 |
| 10. | The Environment (Protection) Rules-Emission Standards for D.G.S.E Batteries Rules, 2000 |
| 11. | Public Liability Insurance Act, 1991 |
| 12. | Manufacture, Storage And Import of Hazardous Chemical Rules, 1989 |

The department provides the following services to the business community:

| S. No. | Service |
|--------|--|
| 1. | Consent for Establishment under Water Act and Air Act. Consent for Establishment for SSI units not falling under the highly polluting industries (Refer <i>Appendix I</i>) is delegated to the Department of Industries. |
| 2. | Consent for Operation under the Water Act and the Air Act. |
| 3. | Authorization under the Hazardous Waste Management Rules |
| 4. | Authorization under Bio-medical Waste Management Rules |
| 5. | Assessment of monthly returns under the Water Cess Act. |
| 6. | Authorization under Municipal Solid Waste Management Rules. |
| 7. | Registration under Re-cycled Plastic Manufacture and Usage Rules. |
| 8. | Assessment of returns by local bodies under Municipal Solid Waste management rules. |
| 9. | Assessment of annual environmental statements under the Environmental Protection Act. |
| 10. | Receipt of Form III under Hazardous Waste management rules. |
| 11. | Receipt of payment of sample analysis charges |

The department is headed by Chairman of the Board, who is assisted by Member Secretary and Additional Secretary. For the purpose of administration the state is divided into 5 Zonal offices. Each Zonal office has Regional offices in its jurisdiction. There are presently 19 regional offices in the state.

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3 Description of the Service

All business entities seeking to establish industrial units in the state of Andhra Pradesh need to obtain the Consent For Establishment (CFE) from APPCB under the Water (Prevention and Control of Pollution Act, 1974) and Air (Prevention and control of Pollution Act, 1981). APPCB has identified 65 highly polluting industry categories under SSI segment. Any industrial unit that is outside this classification and can be classified as an SSI under the Industries (Development and Regulation) Act, 1951, can apply for CFE and Consent for Operation (CFO) simply by submitting the application for the CFE in prescribed format along with necessary documents and requisite fee at district level offices of the Department of Industries. The district level office of Department of Industries is known as District Industries Centre (DIC). There are 23 DIC in Andhra Pradesh. The DIC is headed by General Manager.

On submission of CFE application in the DIC, the concerned officer, after internal processing issues an acknowledgement letter. **This acknowledgement letter can be treated as the CFE from the Andhra Pradesh Pollution Control Board.**

Incase the unit does not fall under the SSI segment or for an SSI unit in the highly polluting category; the application for CFE has to be submitted in the regional office of APPCB. The process for such request is outside the purview of this study and not described in this document.

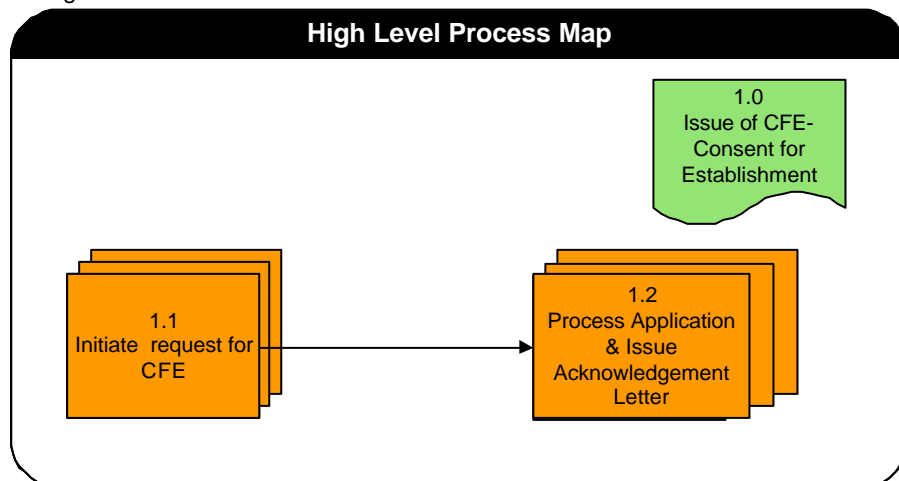
4 Description of the As-Is Process

The process for the issue of Consent for Establishment (CFE) process for the SSI units, which do not belong to the highly polluting categories identified by the Andhra Pradesh Pollution Control Board, begins with the submission of request in prescribed format by the applicant at the DIC and ends with the issue of acknowledgement letter by the General Manager, DIC. The CFE grant process involves the following:

- Process 1.1: Initiate request for Consent for Establishment
- Process 1.2: Process application and issue acknowledgment letter

The following process map (diagram 1) gives a high level overview of the sub-processes involved in the issue of the CFE. The detailed description of the activities involved in each of the sub-processes is given in the subsequent sections.

Diagram 1

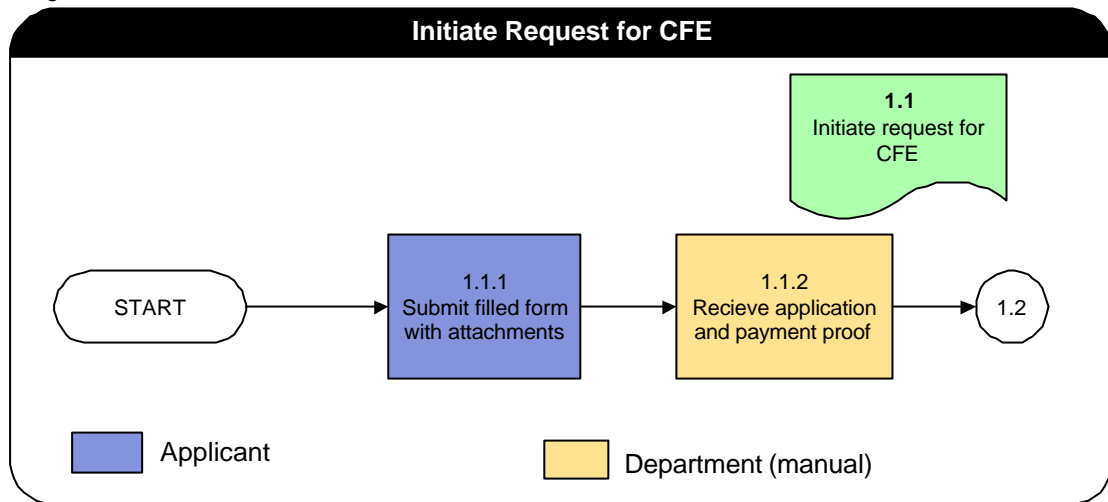


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Process 1.1: Initiate Request for CFE

The application for the CFE for the specified category has to be submitted in the District Industries Center. The following process map (diagram 2) explains in detail the various sub processes for the initiation of the request for CFE.

Diagram 2



The Andhra Pradesh Pollution Control Board has a prescribed format for the application for the grant of CFE. The applicant can obtain the application format from the 'DIC' or the regional office of APPCB. The application format for this category has been simplified from the normal form for the CFE grant. The application form, complete in all respects together with the application fee and the necessary attachments, must be submitted in the DIC. The application has to be submitted in triplicate. The necessary attachments required with the application are:

1. CFE fees in form of Demand Draft (DD)
2. Flow chart of the process.
3. Site plan/layout plan
4. Topographical Map of the location

Note: The fees must be paid only through a DD in favour of the " Andhra Pradesh Pollution Control Board" payable at the regional office of APPCB.

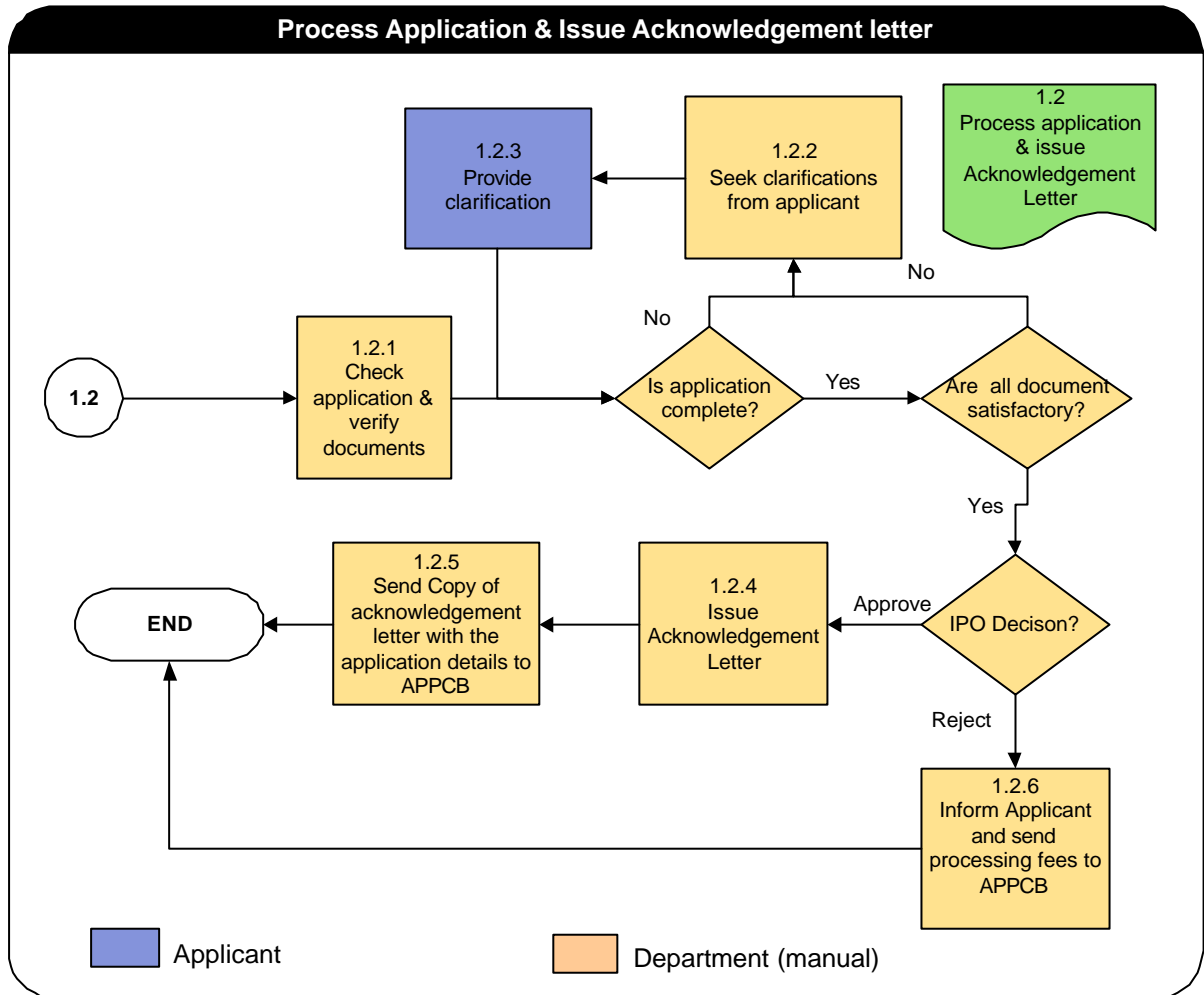
The application is received by the department clerk at the DIC. The applicant is given back a stamped copy of the application as the acknowledgement of the receipt of the application.

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Process 1.2: Process Application & Issue Acknowledgement Letter

Once the registration request is received at the department, the next step is to process the application. The following process map (diagram3) explains this step in detail.

Diagram 3



The department clerk forwards the application to the Industrial Promotion Officer (IPO), who is the officer assigned for dealing with the CFE application in the DIC. The IPO checks for the completeness of the application, verifies the documents and the process flow submitted with the application. In case the officer has some doubts or requires further clarification; he may call the applicant for further information.

After the document verification and study of the process, the IPO may take either of the following decisions.

- **Reject the application:** In this case the applicant is informed and the application processing fee is sent to the Environmental Engineer in the regional office of APPCB.
- **Approve the application:** In this case, the General Manager, District Industries Center will issue an acknowledgement letter on the recommendation of the IPO. **This letter can be treated as Consent for Establishment and Operation subject to the guidelines specified in the letter.** A copy of the acknowledgement letter along with the application and the attached documents and the fees is sent to the Environmental Engineer in the Regional

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APPCB office. The application and the acknowledgement are filed in the APPCB for future reference.

The acknowledgement letter is normally issued by the General Manager within 7 days of the receipt of the application.

5 Description of the IT Infrastructure

The computerization in the department started in 1999 with the objective of making the department a paperless office. The base build for the present application was developed by NIIT and it took around 18 months for development and implementation. After the initial rollout the application has undergone 6 revisions. The application is currently being maintained by the internal IT department of APPCB.

5.1 Software Application

The head office of APPCB is currently using the application, POLCOB. The application has been developed on the following platform

- Database: Oracle 8i, later migrated to Oracle 9i
- User Interface : Visual Studio 6.0
- Reporting Tool : Crystal Report 6.0
- Operating system :
 - Windows 2000 Server on Server
 - Windows 95 or higher on client machines

The application is client-server. The application has the following modules, grouped under Technical modules, for the department services.

- Consent for Establishment
- Consent for Operation
- CESS
- Complaints monitoring
- Laboratory Information System
- Hazardous Waste Management
- Bio-Medical Waste Management
- Legal system
- Monitoring Cell
- TSDF
- Public Awareness
- Government Correspondence
- Cleaner Production Cell
- Projects
- Industry Directions Management
- Acts

Apart from the above modules, the application has other modules catering to the internal departmental services like payroll and financial accounting. All the modules in the application are tightly interlinked.

5.2 Hardware and Networking Infrastructure

The department has plans to establish a department Intranet connecting all the Zonal offices and the Regional offices to the Head office. As per the proposed plan the following is envisaged.

- The Regional offices will be connected to the Zonal offices through 64 Kbps leased line.
- The Zonal offices will be connected to the Head office through 128 Kbps leased lines.

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The proposed plan may undergo variation as per the requirement and recommendation of the implementer, who has been identified as BSNL.

Presently the regional offices are connected to the Internet through dial-up connections. The Head office uses a 512 Kbps DSL connection. The hardware used for networking is CISCO.

Server configuration

- Database Server : Dell Server
- Application and Storage Server: Compaq Server

Storage Solution: The current data storage server deployed in the department (Compaq server) has storage capacity up to 2 TB. The external storage system is backed up with Tape library of 12 tapes, which can take backup of the entire 2TB of data.

Security Solution: The Security solution deployed by the department is supplied by Zoom Technologies and is a custom-built firewall system.

Network Solution: Cisco Routers (Cisco 3700) and Switches (2900) have been deployed in the head office to provide the backbone network connectivity and to interconnect the regional/zonal offices in future.

Appendix I: Highly Polluting Industries in Small Scale Sector

The following Small Scale Industries should apply for Consent for Establishment at the regional office of APPCB. Any SSI which is not in this list can apply for CFE at the District Industries Centre.

| S. No. | Industry |
|--------|--|
| 1. | Cement |
| 2. | Asbestos and Asbestos products. |
| 3. | Refractories & Ceramic Products |
| 4. | Calcium Carbide |
| 5. | Mining Projects other than minerals |
| 6. | Lime Manufacture |
| 7. | Dry coal processing / mineral processing industries like ore sintering / benefaction, pelletization, pulverization etc., |
| 8. | Doke making, coal liquefaction and fuel gas making industries. |
| 9. | Stone crushers |
| 10. | Fermentation and distillery units. |
| 11. | Basic drugs and Pharmaceuticals |
| 12. | Sugar |
| 13. | Fertilisers (Smeller units) and Micro nutrients. |
| 14. | Dye & Dye Intermediates. |
| 15. | Sulphuric Acid |
| 16. | Petrochemical Intermediates (such as DMT etc) |
| 17. | Industrial explosives (including detonating fuse, safety fuse, nitro cellulose, electric detonators, gun powder etc.,) |
| 18. | Hydrocyanic acid and its derivatives. |
| 19. | Alkalies (such as soda ash, precipitated calcium carbonate, potassium hydroxide etc.,) |
| 20. | Paints, pigments and varnishes |
| 21. | Resins |
| 22. | Photographic chemicals |
| 23. | Processes involving chlorinated hydrocarbon |
| 24. | Pesticides, Insecticides, Fungicide and Herbicides (Technical and Formulation) |
| 25. | Potassium Permanganate. |
| 26. | Metalica Sodium |
| 27. | Manufacturing of lubricating oils. |

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| S. No. | Industry |
|--------|---|
| 28. | Grinding of Zirconium Oxide |
| 29. | Pulp, Paper Board and News Print |
| 30. | Tanneries |
| 31. | Synthetic Rubber |
| 32. | Butyl Rubber Tyres and Tubes |
| 33. | Retreating of all types of tyres |
| 34. | Iron and Steel Production |
| 35. | Extraction and recovery of Zinc / Copper / Aluminum and Lead. |
| 36. | Metal Castings and Foundries |
| 37. | Ferro Alloys |
| 38. | Industries involving operations such as pickling, greasing, nitriding and phosphating. |
| 39. | Nickel and Cadmium Batteries. |
| 40. | Storage batteries (integration with manufacturing of oxides of lead and lead antimony alloy). |
| 41. | Incineration plant for hazardous and non-hazardous wastes |
| 42. | Electroplating |
| 43. | Galvanizing |
| 44. | Welding fluxes and electrodes |
| 45. | Manufacture of power driven pumps, compressors, refrigeration units, fire fighting equipment etc., (excluding assembling units) |
| 46. | Industrial gases (Nitrogen, Oxygen, Carbondioxide, Hydrogen, Acetylene etc.,) |
| 47. | Glue and Gelatin |
| 48. | Chlorine, Flourine, Bromine, Iodine and their compounds |
| 49. | Glass and Glassware |
| 50. | Textiles (excluding handlooms and power-looms upto 50 hp) |
| 51. | Textiles, Dyeing and Printing |
| 52. | Surgical Cotton and Sanitary Napkins |
| 53. | Milk products (Skimmed milk, pasteurized milk condensed milk, milk powder and baby food) |
| 54. | Soap and Detergents (except cottage soap and detergent industries) |
| 55. | Vanaspathi, Hydrogenated and refined and solvent extracted oils. |
| 56. | Aquaculture project more than 5 hectares |
| 57. | Slaughtering of animals, rendering of bones and processing |
| 58. | Processing of fish and prawn |
| 59. | Fruits and Vegetables Processing |
| 60. | Cashew Nut industries |
| 61. | Tobacco redrying. |
| 62. | Paraboiled Rice Mill |
| 63. | Barium Carbonate and Barium based Products |
| 64. | Oil reclamation Units |
| 65. | Cashew Industries |

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Appendix II: List of eBiz Services

| S. No. | Name of the Service | Department | Document Reference |
|----------------------------|--|--|--------------------|
| Government of India | | | |
| 1 | Issue of Name Availability Letter under the Companies Act, 1956 | Department for Company Affairs | GoI-I |
| 2 | Issue of Certificate of Incorporation under the Companies Act, 1956 | | GoI-II |
| 3 | Issue of Certificate for Commencement of Business under the Companies Act, 1956 | | GoI-III |
| 4 | Issue of Permanent Account Number under the Income Tax Act, 1961 | Central Board of Direct Taxes | GoI-IV |
| 5 | Filing of Returns by Companies under the Income Tax Act, 1961 | | GoI-V |
| 6 | Excise Tax registration under the Central Excise Act, 1944 | Central Board of Excise and Customs | GoI-VI |
| 7 | Filing Monthly Returns under the Central Excise Act, 1944 | | GoI-VII |
| 8 | Service Tax Registration under the Central Excise Act, 1944 | | GoI-VIII |
| 9 | Filing Halfyearly Service Tax Returns under the Central Excise Act, 1944 | | GoI-IX |
| 10 | Issue of Industrial Entrepreneur Memoranda under the Industries (Development and Regulation) Act, 1951 | Department for Industrial Policy and Promotion | GoI-X |
| 11 | Issue of Industrial License under the Industries (Development and Regulation) Act, 1951 | | GoI-XI |
| 12 | Issue of Importer Exporter Code under the Foreign Trade(Development and Regulation) Act, 1992 | Directorate General of Foreign Trade | GoI-XII |
| 13 | Filing of FC-GPR form under the Foreign Exchange Management Act, 1999 | Reserve Bank of India | GoI-XIII |
| 14 | Application for Environmental Clearance under the Environment (Protection) Act, 1986 | Ministry for Environment and Forests | |
| Andhra Pradesh | | | |
| 15 | Registration under the Andhra Pradesh General Sales Tax Act, 1957 and the Central Sales Tax Act, 1956 | Commercial Taxes Department | AP-I |
| 16 | Filing of Returns under the Andhra Pradesh General Sales Tax Act, 1957 | | AP-II |
| 17 | Provisional Registration of SSI unit under the Industries (Development and Regulation) Act, 1951 | Commissionerate of Industries | AP-III |
| 18 | Permanent Registration of SSI unit under the Industries (Development and Regulation) Act, 1951 | | AP-IV |
| 19 | Registration under the Andhra Pradesh Shops and Establishment Act, 1988 | Commissionerate of Labour | AP-V |
| 20 | Registration and Grant of License under the Factories Act, 1948 | Department of Factories | AP-VI |
| 21 | Filing of Annual Returns under the Factories Act, 1948 | | AP-VII |
| 22 | Payment of Property Tax under the Hyderabad Municipal Corporation Act, 1955 | Municipal Corporation of Hyderabad | AP-VIII |

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| S. No. | Name of the Service | Department | Document Reference |
|--------------------|--|--|--------------------|
| 23 | Consent For Establishment under the Water Act, 1974 and the Air Act, 1981 for SSI units not falling under the highly polluting categories | Andhra Pradesh Pollution Control Board | AP-IX |
| 24 | Application and sanction of new electric power connection | Central Power Distribution Company of Andhra Pradesh Limited | AP-X |
| Haryana | | | |
| 25 | Registration under the Haryana Value Added Tax Act, 2003 and Central Sales Tax Act, 1956 | Excise and Taxation Department | HY-I |
| 26 | Filing of Returns under Haryana Value Added Tax Act, 2003 | Department | HY-II |
| 27 | Provisional Registration of SSI unit under the Industries (Development and Regulation) Act, 1951 | Department of Industries | HY-III |
| 28 | Permanent Registration of SSI unit under the Industries (Development and Regulation) Act, 1951 | | HY-IV |
| 29 | Registration under the Punjab Shops and Commercial Establishments Act, 1958 | Labour Department | HY-V |
| 30 | Registration and Grant of license under the Factories Act, 1948 | Office of Chief Inspector of Factories | HY-VI |
| 31 | Filing of Annual Returns under the Factories Act, 1948 | | HY-VII |
| 32 | Payment of Property Tax under the Haryana Municipal Act, 1973 | Gurgaon Municipal Council | HY-VIII |
| 34 | Consent For Establishment under the Water Act, 1974 and the Air Act, 1981 | Haryana State Pollution Control Board | HY-IX |
| 33 | Application and sanction of electric power connection | Dakshin Haryana Bijli Vitran Nigam Limited | HY-X |
| Maharashtra | | | |
| 35 | Registration under the Bombay Sales Tax Act 1959 and the Central Sales Tax Act, 1956 | Sales Tax Department | MH-I |
| 36 | Filing of Returns under the Bombay Sales Tax Act 1959 | | MH-II |
| 37 | Provisional Registration of SSI unit under the Industries (Development and Regulation) Act, 1951 | Industries Department | MH-III |
| 38 | Permanent Registration of SSI unit under the Industries (Development and Regulation) Act, 1951 | | MH-IV |
| 39 | Registration under the Bombay Shops and Establishments Act, 1948 | Industry, Energy and Labour Department | MH-V |
| 40 | Registration and Grant of license under the Factories Act, 1948 | Department of Industrial Safety and Health | MH-VI |
| 41 | Filing of Annual Returns under the Factories Act, 1948 | | MH- VII |
| 42 | Payment of Property Tax under the Mumbai Municipal Corporation Act, 1988 | Thane Municipal Corporation | MH- VIII |
| 43 | Consent For Establishment for units in the Green Category under the Water Act, 1974 and Air Act, 1981 | Maharashtra Pollution Control Board | MH- IX |

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| S. No. | Name of the Service | Department | Document Reference |
|--------|-------------------------------------|-------------------------------------|--------------------|
| 44 | Sanction for a New Power Connection | Maharashtra State Electricity Board | MH- X |
| 45 | Permission to charge the line | Public Works Department | MH-XI |

Note:

1. Due to the similarity in processes, dealer registration under the Central Sales Tax Act and the respective State Sales Tax Act has been considered as one service.
2. SSI refers to Small Scale Industry
3. Permission to charge the line is specific to the state of Maharashtra. This is obtained during the process of obtaining a new power connection from Maharashtra State Electricity Board.