File No.Q-15012/2/2022-CPW(Part-I)/e-231973
Government of India
Ministry of Environment, Forest and Climate Change
(C. P Division)
****

Indira Paryavaran Bhawan,
Jor Bagh Road, Aliganj,
New Delhi – 110003

Date: 8th October, 2025

OFFICE MEMORANDUM

Sub.: Standard Operating Procedure [SOP] for obtaining comments from State Pollution Control Boards (SPCBs) / Pollution Control Committees (PCCs), through PARIVESH Portal, under the provision of Ministry's OM dated 14th January, 2025- regarding.

The Ministry has issued notifications vide G.S.R. 703 (E) dated 12.11.2024 and G.S.R.702 (E) dated 12.11.2024 regarding exemption of certain categories of industries from the application of the sub-section (1) of section 25 of the Water (Prevention and Control of Pollution) Act, 1974 and sub-section (1) of section 21 of the Air (Prevention and Control of Pollution) Act, 1981. To implement the provisions of above-mentioned Notifications, the Ministry vide OM dated 14.01.2025 notified detailed process for dealing with projects/activities requiring prior EC, which have exemption from obtaining CTE separately.

2. In order to enable Regulatory Authorities (Ministry/SEIAA) in obtaining comments from State Pollution Control Boards (SPCBs) / Pollution Control Committees (PCCs), in accordance with the procedure outlined in Ministry's OM dated 14.01.2025, entire workflow for appraising proposals of prior EC which have exemption from obtaining CTE separately has been automated through the PARIVESH Portal.

3. Henceforth, all EC proposals shall be dealt through PARIVESH as per the procedure defined in the OM dated 14/01/2025. Therefore, all Member Secretaries of SPCBs/PCCs are requested to furnish comments within the prescribed timelines through the PARIVESH Portal for further consideration on the EC proposals by the Regulatory Authority concerned. Detailed step by step workflow to be followed by SPCBs/PCCs on PARIVESH Portal is given in the Annexure.

4. Project Proposals which have already been granted EC or whose EC application have been accepted by the Ministry/SEIAA-SEAC, after 12/11/2024 and upto 15 days post issuance of the O.M. (hereinafter referred to as 'designated date'), such projects shall, unless already obtained, seek environmental safeguards required for the establishment of the project/activity from the concerned SPCB/PCC within 30 days w.e.f the designated date under the provisions of para 4E of OM dated 14/01/2025.

(P.T.O.)

5. Further, all EC proposals shall be dealt through PARIVESH Portal as per the O.M. of 14/01/2025. w.e.f. 15 days post issuance of the O.M i.e. the 'designated date'.

6. This issues with the approval of the Competent Authority.

(Neelesh Kumar Sah)
Joint Secretary to the Government of India
Phone: 011-20819220
E-mail: sahnk@cag.gov.in

To

1. The Member Secretary (All SPCBs/PCCs)
2. The Chairman, SEIAA (All States)
3. The Member Secretary, SEIAA (All States)
4. The Member Secretary, IA Divisions, MoEFCC
5. All Project Proponents

Copy to:-

1. Sr. PPS to Secretary EFCC
2. Sr. PPS to AS (AG)
3. Sr. PPS to JS (RA)
4. Sr. Tech. Director, NIC, MoEFCC

Annexure

Ministry of Environment, Forest and Climate Change (MoEF&CC), Govt. of India



Manual for Implementation of Provisions of OM dated 14th Jan 2025 regarding seeking comments from SPCB on EC Proposals

(PARIVESH 2.O)

एनआईसी National Informatics Centre

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Following steps are involved in seeking comments from the SPCB for the proposals submitted directly for EC either to Ministry or SEIAA: 14

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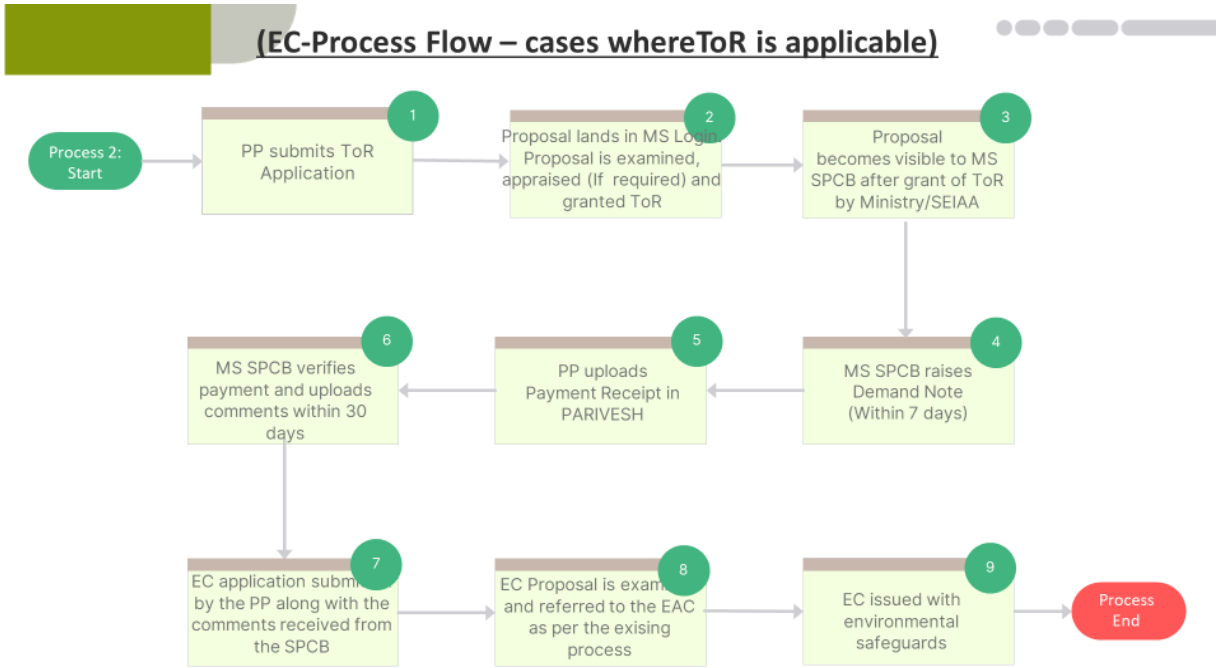
Purpose:

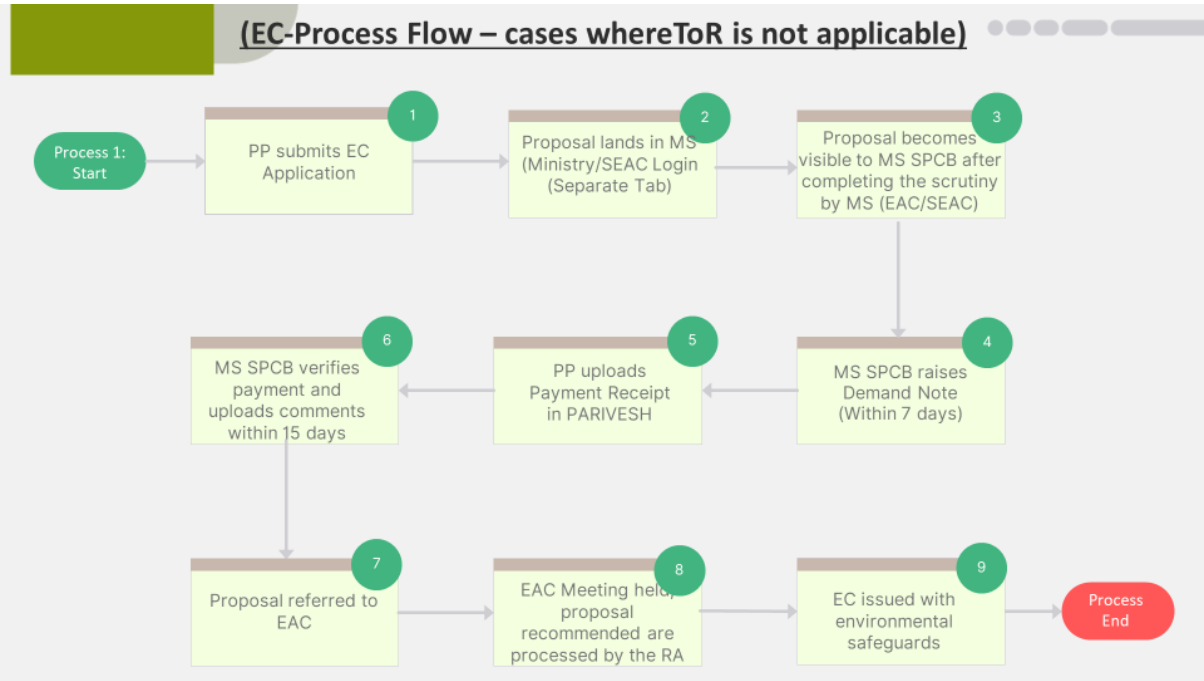
To streamline the environmental clearance process with an objective of complete workflow automation ensuring, transparency, efficiency and effectiveness, Ministry of Environment, Forest and Climate Change has expanded the scope of PARIVESH, leveraging on emerging technologies such as GIS, Advance Data Analytics etc.

Recently, the Ministry has issued notifications vide G.S.R. 703 (E) dated 12.11.2024 and G.S.R.702 (E) dated 12.11.2024 regarding exemption from Consent to Establish if the project or activity has obtained environmental clearance under the Environmental (Protection) Act, 1986. To streamline the implementation of above-mentioned Notifications, the Ministry vide OM dated 14.01.2025 notified detailed process for dealing with projects/activities requiring prior EC *interalia* obtaining comments from SPCBs/PCCs.

In order to enable Regulatory Authorities (Ministry/SEIAAs) in obtaining comments from State Pollution Control Boards (SPCBs) / Pollution Control Committees (PCCs), in accordance with the procedure outlined in Ministry's OM dated 14.01.2025, entire workflow has been automated through the PARIVESH Portal.

Schematic overall process flow is as under:





As per the provision contained in OM dated 14.01.2025 following are the two scenarios wherein comments of SPCB are required:

Scenario 1: Obtaining comments from SPCB on the EC proposal wherein ToR is applicable.

Scenario 2: Obtaining comments from SPCB on the EC proposal submitted under para 7(ii)(a) of EIA Notification 2006 and B2 Category projects.

Let's discuss the step-by-step process involved in seeking comments from SPCB for both the above mentioned scenario:

Scenario 1: Obtaining comments from SPCB on the EC proposal wherein ToR is applicable. Following are the steps involved in obtaining comments from SPCB:

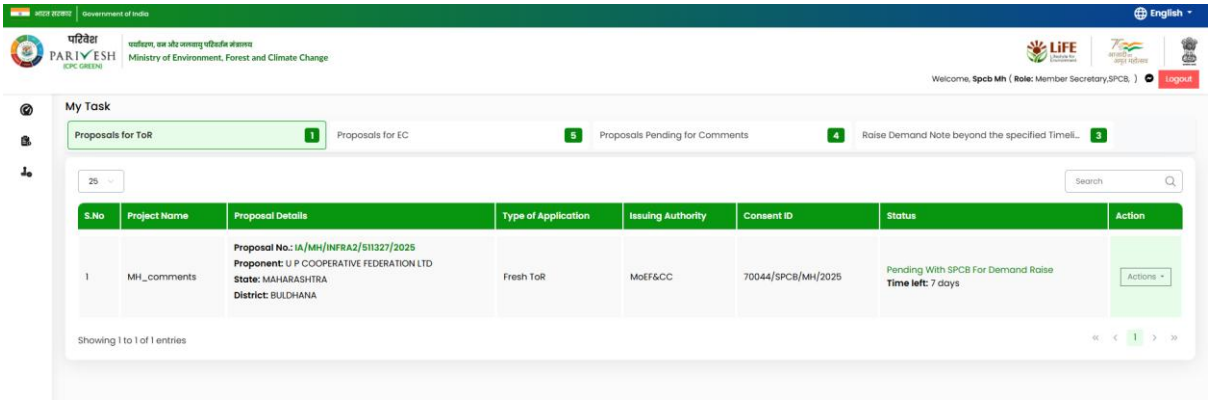
- **Step 1**: ToR applications submitted to either Ministry or SEIAA will be processed and granted as per the provisions of the EIA Notification, 2006. After grant of ToR, replica of ToR granted proposal will be auto forwarded to SPCB for uploading their comments.

- **Step 2: SPCB (Process flow for raising Demand Note within 7 days)**

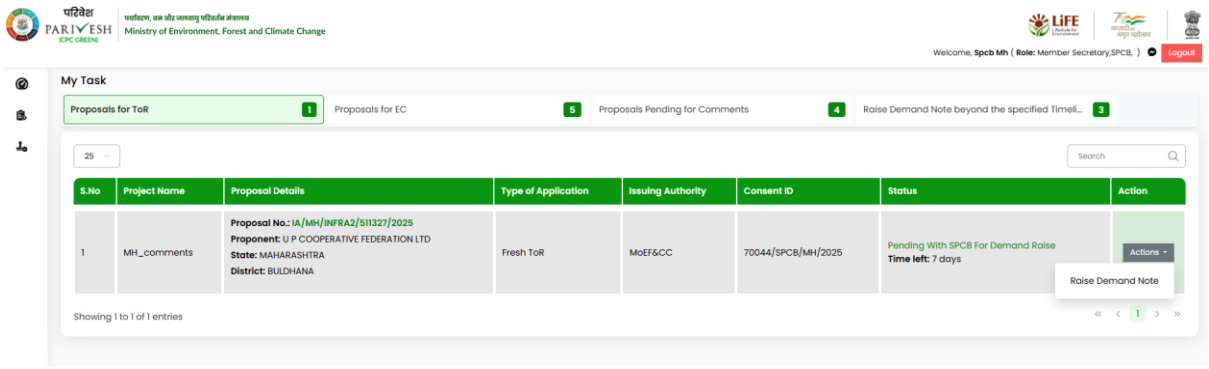
(a) At this stage, SPCB will log in. Upon log in, the system will display a page with following four tabs:

- Proposal for ToR
- Proposals for EC
- Proposals pending for Comments
- Raise Demand Note beyond the specified Timeline

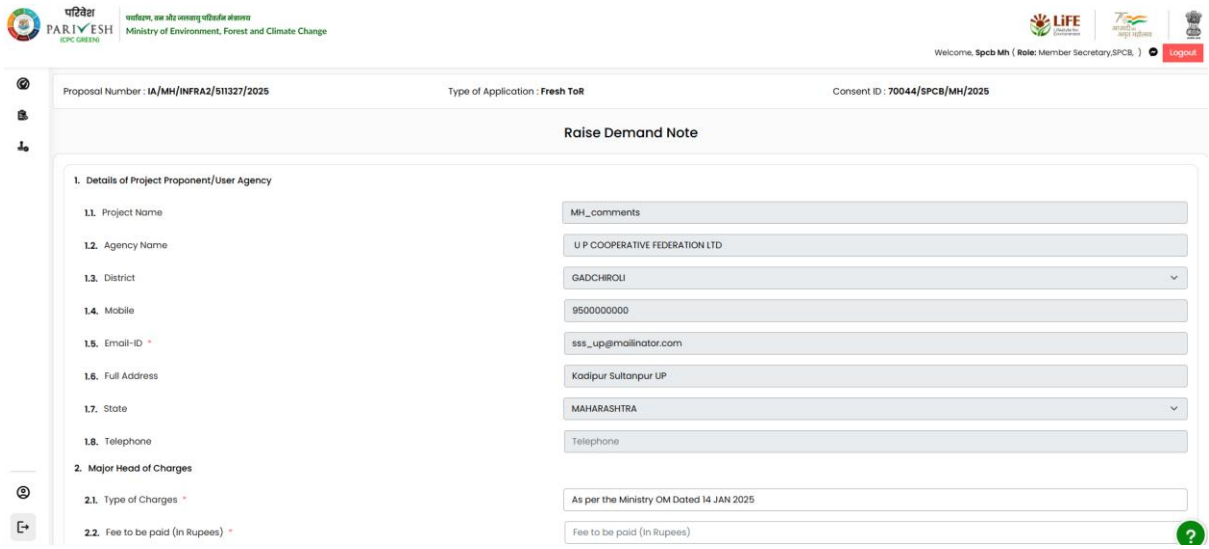
(b) SPCB will select the 'Proposal for ToR' tab to proceed.



Now, SPCB will click on the 'Actions' button. Upon clicking the 'Actions' button, the user must select 'Raise Demand Note' to proceed.



On clicking 'Raise Demand Note', a new page will open where SPCB is required to fill up all the mandatory details. Certain details will be auto-fetched and will remain non-editable, as shown in the figure below.

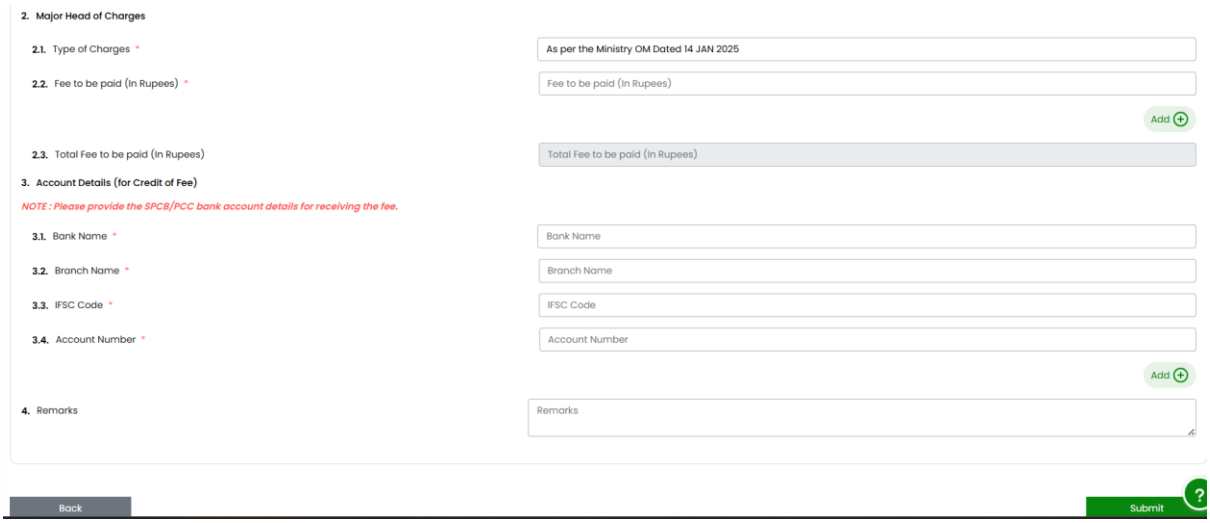


Next, the 'Major Head of Charges' section will be visible, where the user must provide details such as Type of Charges. The user needs to fill the Type of Charges, click on the 'Add' icon, and the total fees to be paid will be automatically calculated. Next, the Account Details section will appear, where the user must enter details such as:

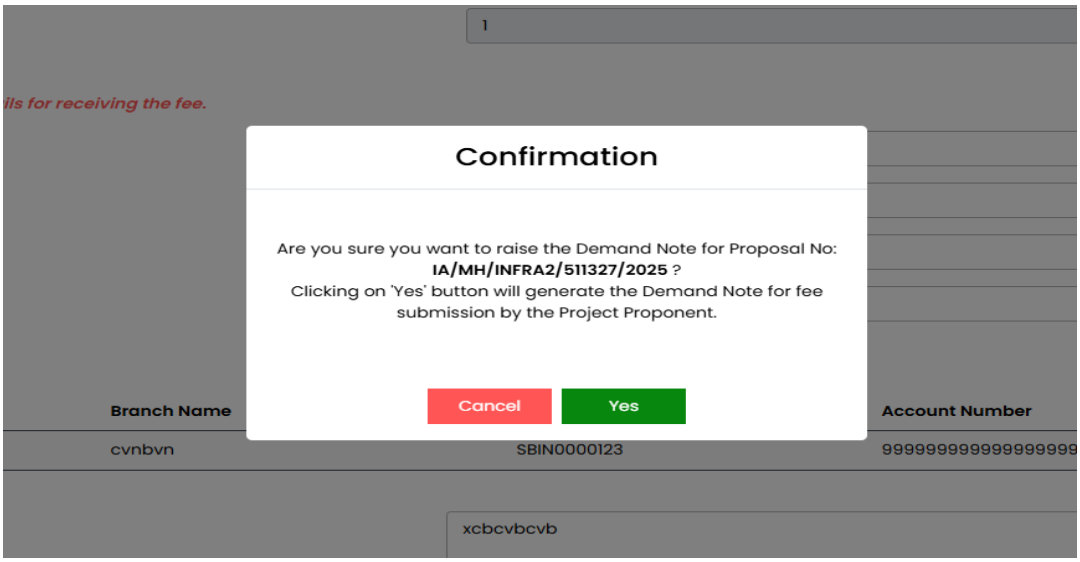
- Bank Name
- Branch Name
- IFSC Code

After entering above details, the user should click on the ‘Add’ icon to save them.

Additionally, remarks are optional. Finally, the user must click on the ‘Submit’ button to proceed.



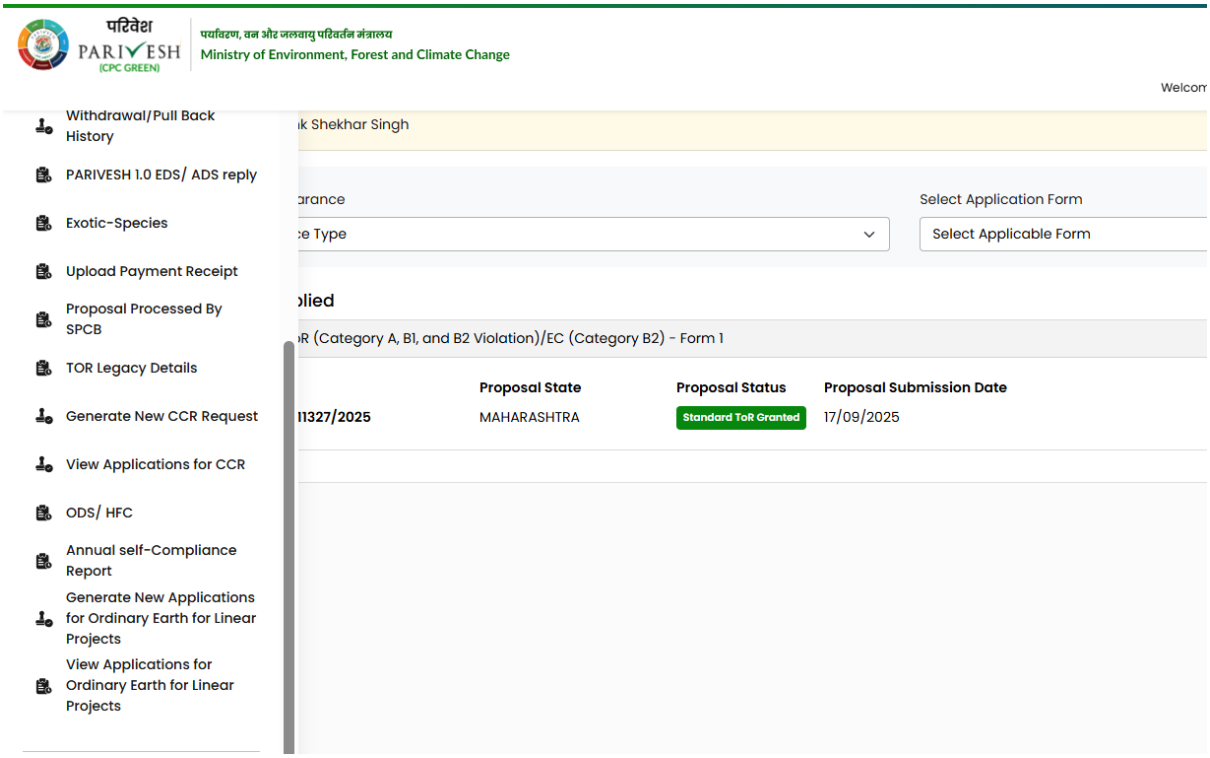
On clicking ‘Submit’ button, confirmation will popup wherein SPCB is required to confirm about the details filled in Demand Note.



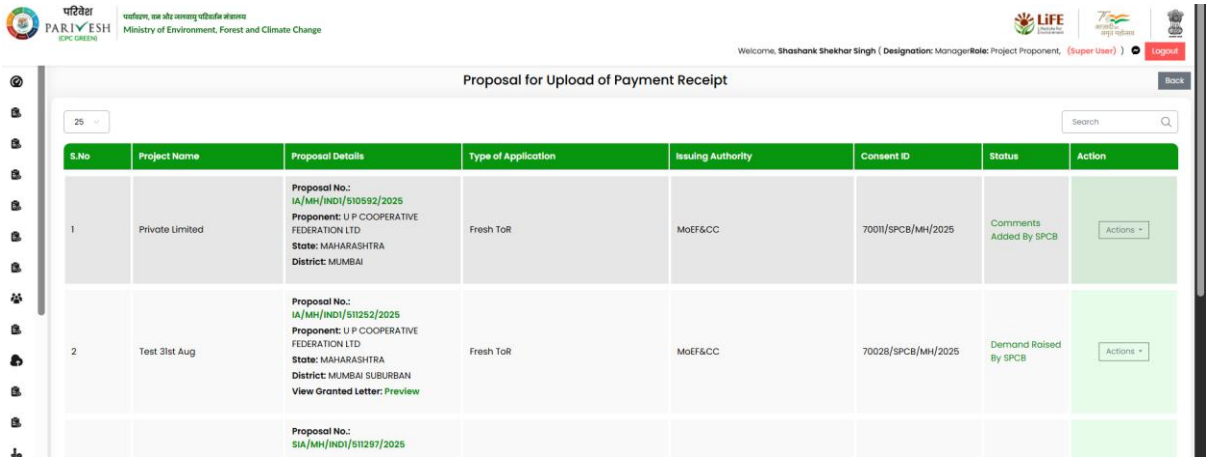
Once the user clicks on the ‘Yes’ button, the Demand Note will be raised to the PP and the proposal will be shifted from the My Task tab to ‘Proposal Processed by SPCB’ tab given in left sidebar menu.

➢ Step 3: Project Proponent (PP)- Process flow for Uploading Receipt of Payment

(a) Now, the PP must click on ‘Upload Payment Receipt’ to proceed.



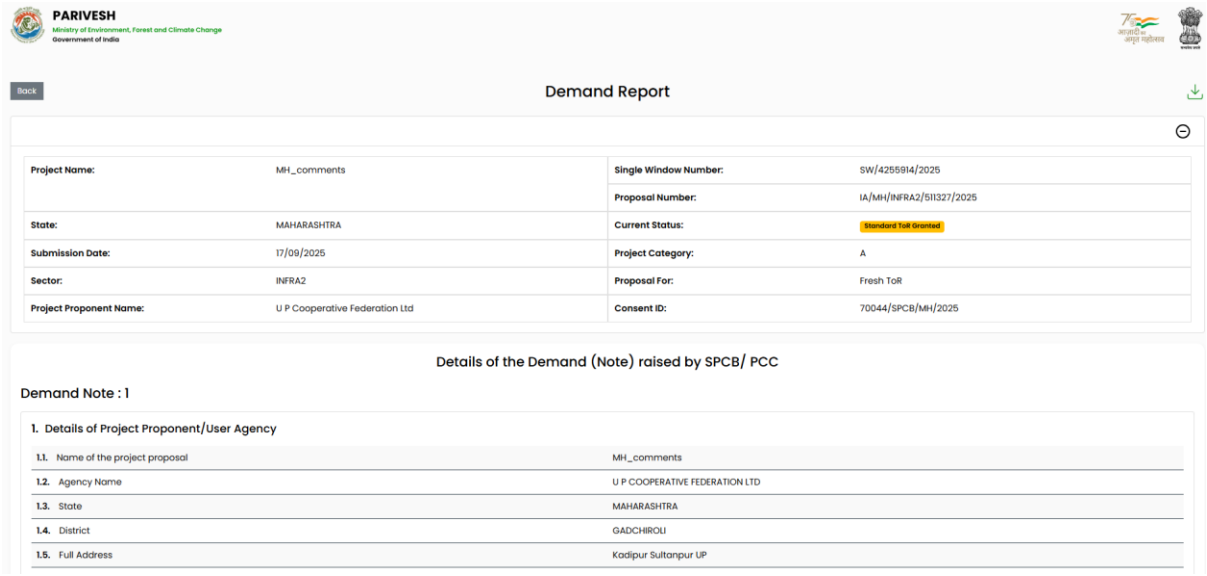
(b) On clicking the 'Upload Payment Receipt' button available in the left sidebar menu, a page will open where the proposal for which the demand note was raised by SPCB will be displayed.



PP click will click on the 'Action' button to view the details of Demand Note and further to upload payment receipt.



(c) On clicking 'View Demand Note', the demand report will open, and the PP will have the option to download it.



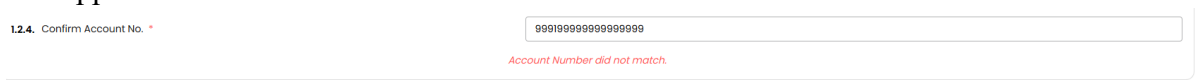
(d) To upload the payment receipt, the user must click on 'Upload Payment Receipt'.



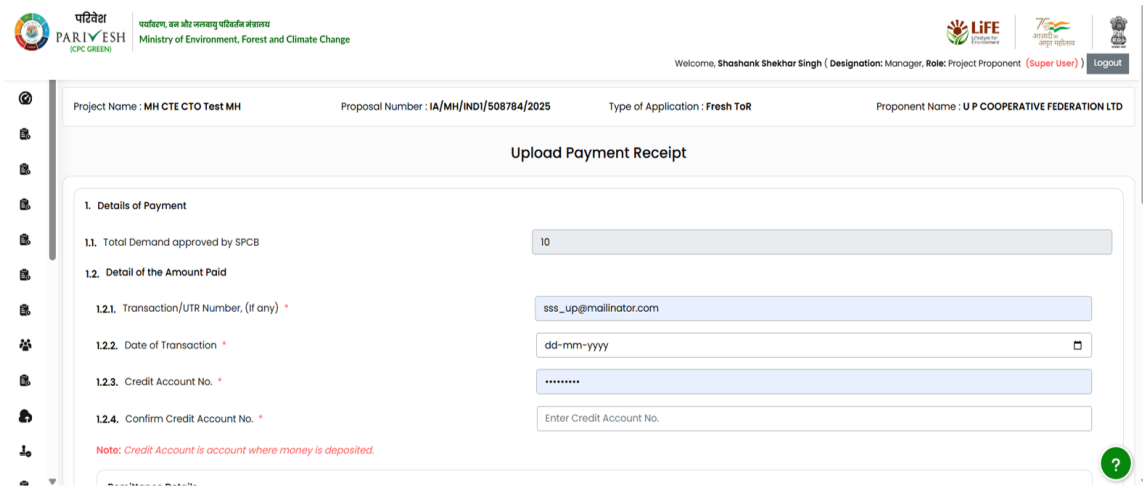
Upon clicking 'Upload Payment Receipt', a new page will open where the PP can view the details of the payment. User is required to fill all the fields, which include:

1. Date of Transaction
2. Credit account number
3. Confirm Credit Account Number – System will verify whether this account number matches the one entered by SPCB while raising the demand note.

- If the account number does not match, the form will not proceed, and an error message will appear.

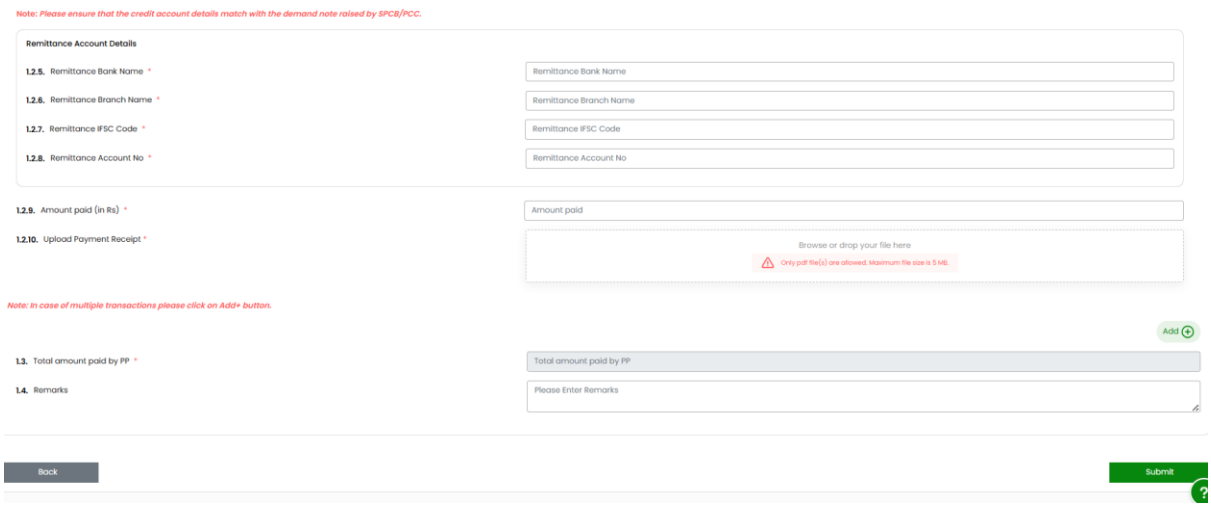


- If the account number matches, the process will continue and the user will then fill up the other fields

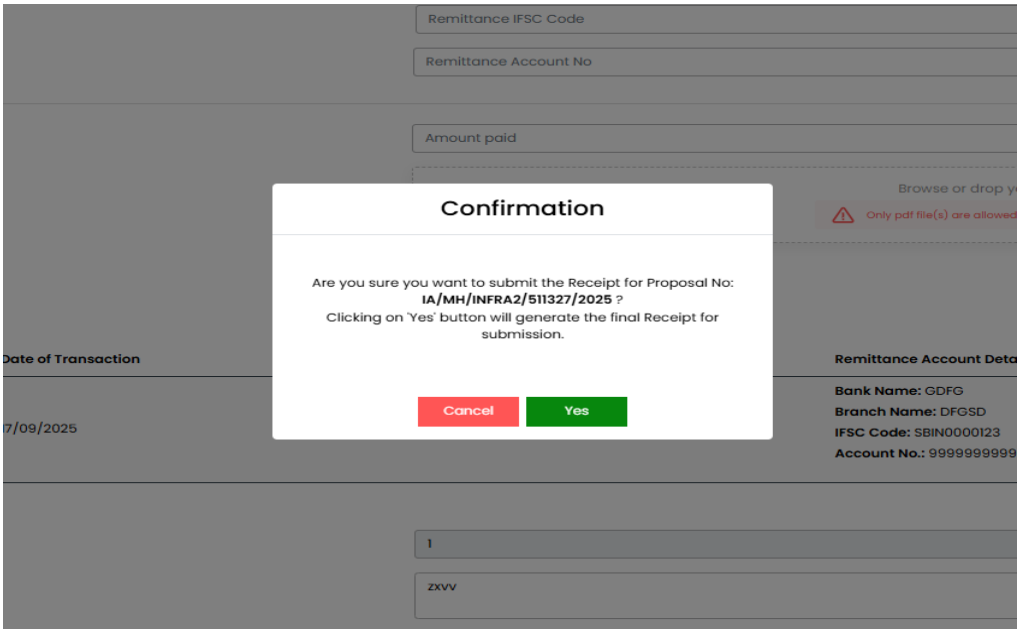


Next, the user is required to fill up the Remittance Details, where they must provide the following information:

1. Remittance Bank Name
2. Remittance Branch Name
3. Remittance IFSC Code
4. Remittance Account Number
5. Amount Paid (in Rs.)
6. Upload Payment Receipt
7. Total Amount Paid by PP
8. Add Remarks (optional)



After filling up all the mandatory fields, the user must click on the ‘Submit’ button.

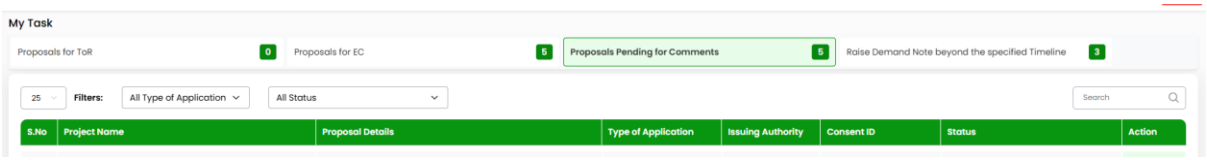


Once submitted, the proposal will appear in the SPCB dashboard under the 'Proposals for Comment' section.

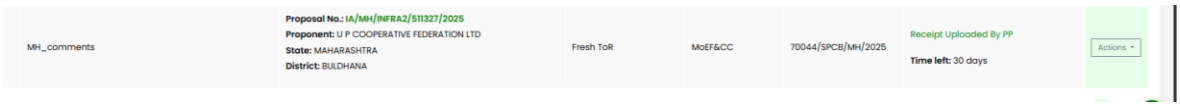
Note: Before submitting the payment receipt, Project Proponent (PP) must ensure that all the details mentioned in the receipt are as per the Demand Note raised by the SPCB.

➢ Step 4: SPCB (Process flow for verification of payment received and uploading comments on PARIVESH portal within 30 days of receipt of payment)

(a) In the SPCB dashboard, after uploading of receipt by PP, the proposal will be visible under the 'Proposals pending for Comment' section. The user must click on 'Proposals pending for Comment' to proceed.



(b) On clicking 'Proposals pending for Comment', a list of proposals for uploading of comments will be displayed. SPCB must click the 'Action' button on the specific proposal where they need to add the comments.

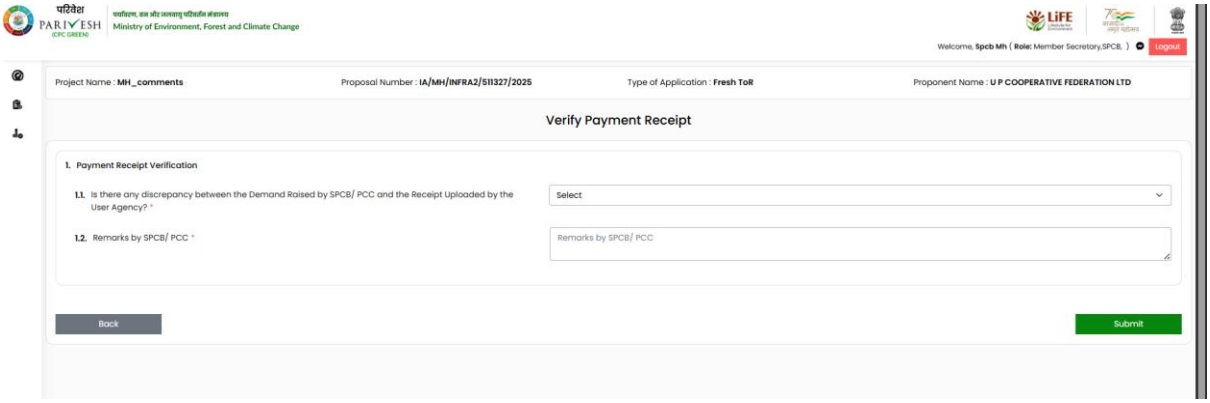


(c) On clicking the 'Action' button, three dropdown options will appear, allowing SPCB to view the demand note and verify the payment receipt and can upload comments only after verifying the payment receipt.

- Verification of the payment receipt is mandatory step. After successful verification, SPCB can upload the comments. To verify the payment receipt, SPCB must click on 'Verify Payment Receipt'.

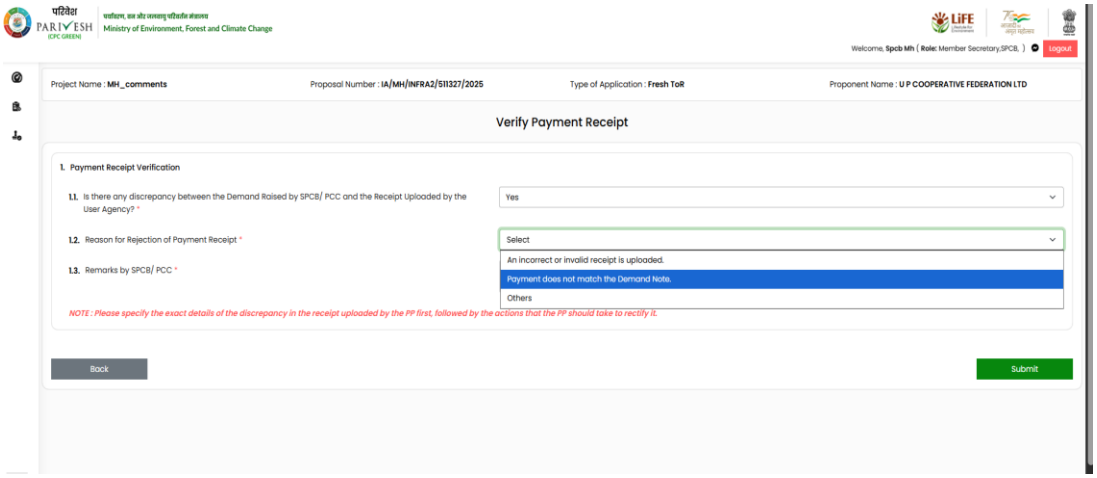


(d) Verification of Receipt: On clicking 'Verify Payment Receipt', a page will open, as shown in the figure below.

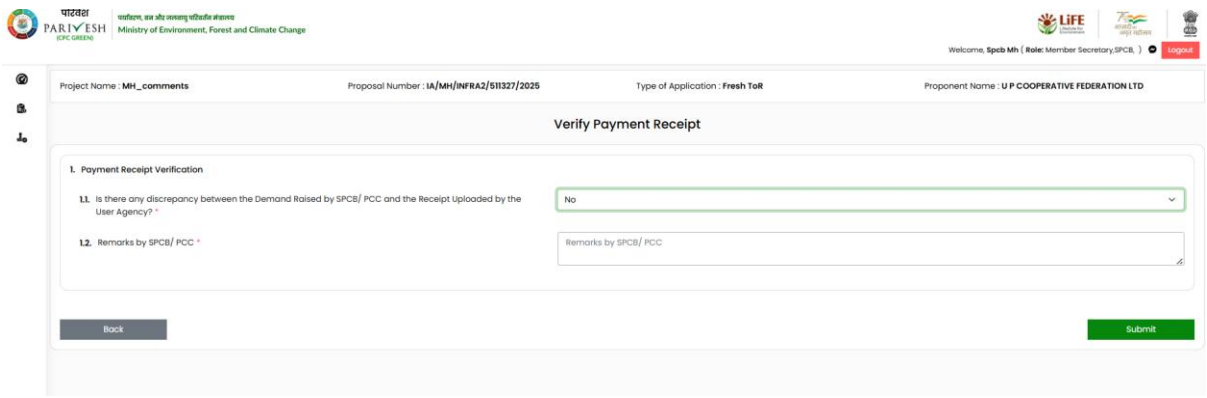


Now, SPCB will check if there is any discrepancy between the Demand Raised by SPCB/PCC and the Receipt Uploaded by the User Agency.

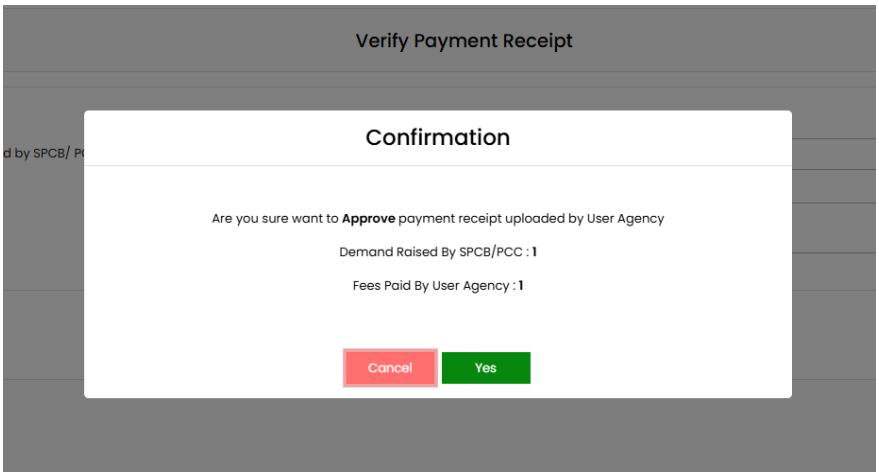
- If (yes) discrepancy observed, SPCB is required to specify the discrepancy noted and further action that PP should take to rectify it. On click of 'Submit' button, proposal gets forwarded to the PP for uploading revised Payment Receipt.



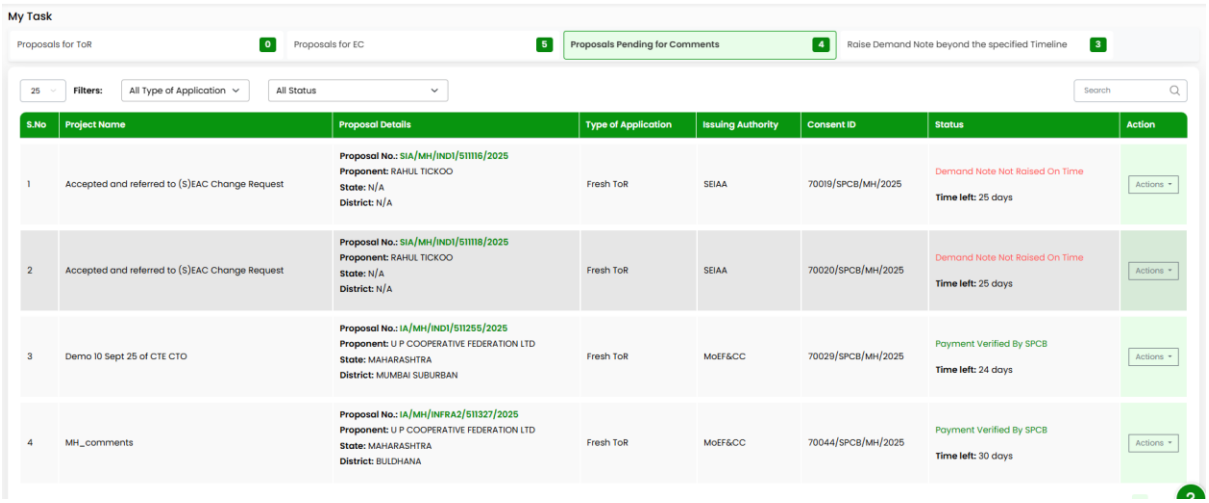
- If no (no discrepancy), the process will proceed smoothly for uploading comments.



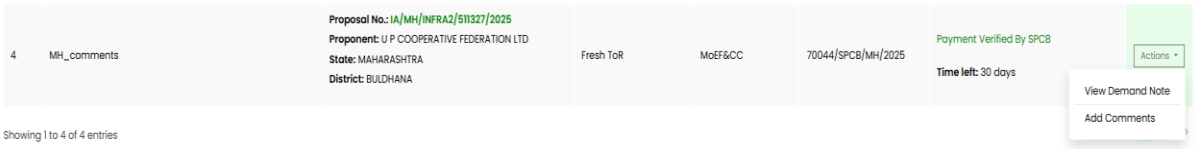
After adding remarks, click on the 'Submit' button to proceed further. Upon clicking the 'Submit' button, a confirmation message will pop up.



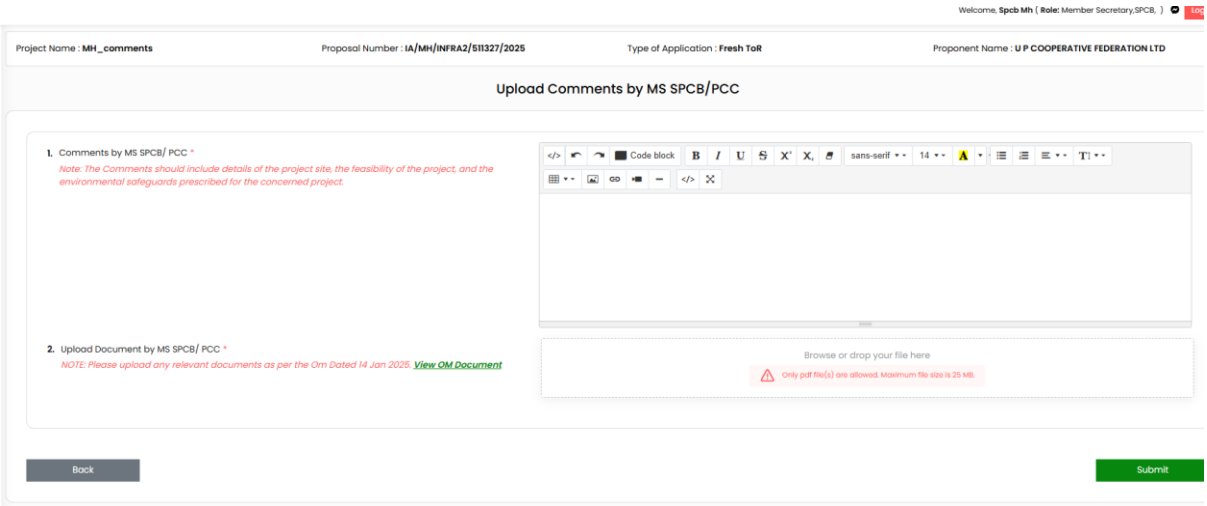
After clicking the 'Yes' button, and if the verification is successful, option to upload comment will then be visible under action button.



(e) Uploading of Comment: Click on the 'Add comment' in order to add comments.

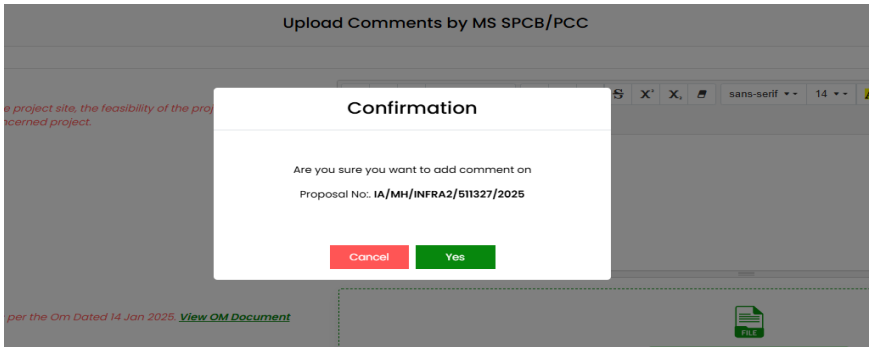


Once the user clicks on the 'Add Comment' option, a page will open where they need to enter their comments. The user shall upload the comments and the details of project site, feasibility of the project and environmental safeguard prescribed for the concerned project.

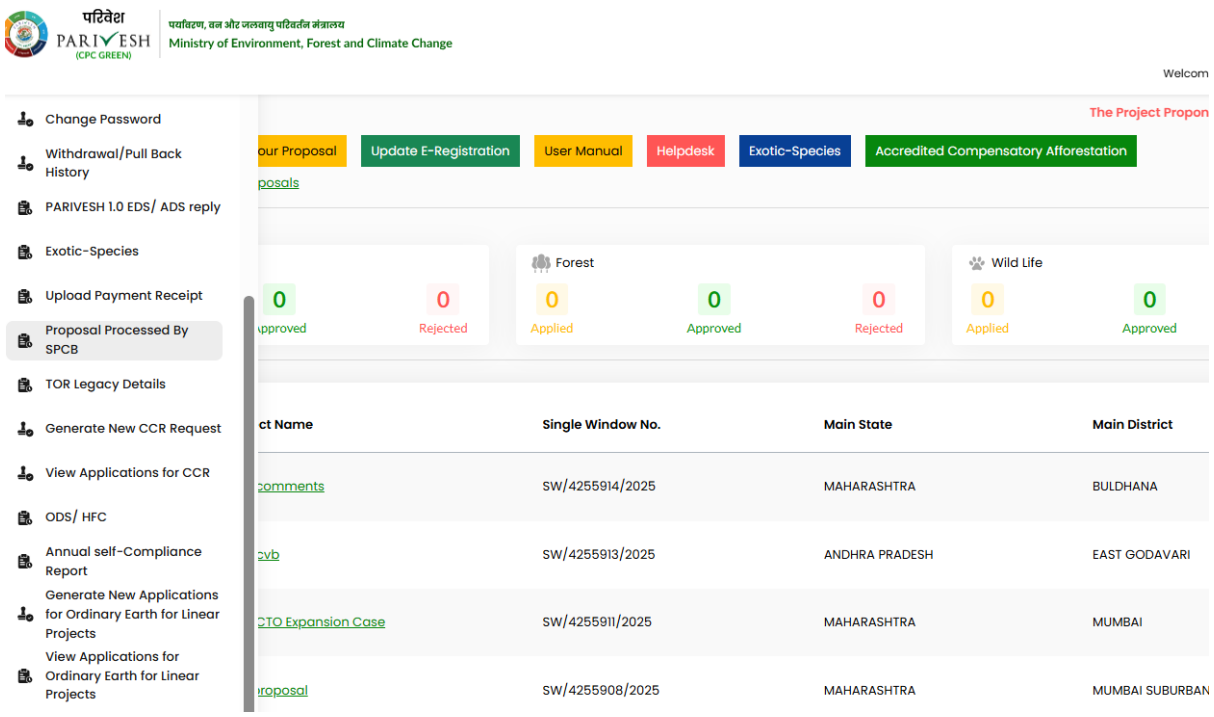


Once the user fills all the mandatory fields and upload the supporting document, they should click on the 'Submit' button.

On clicking the 'Submit,' a confirmation message will appear.

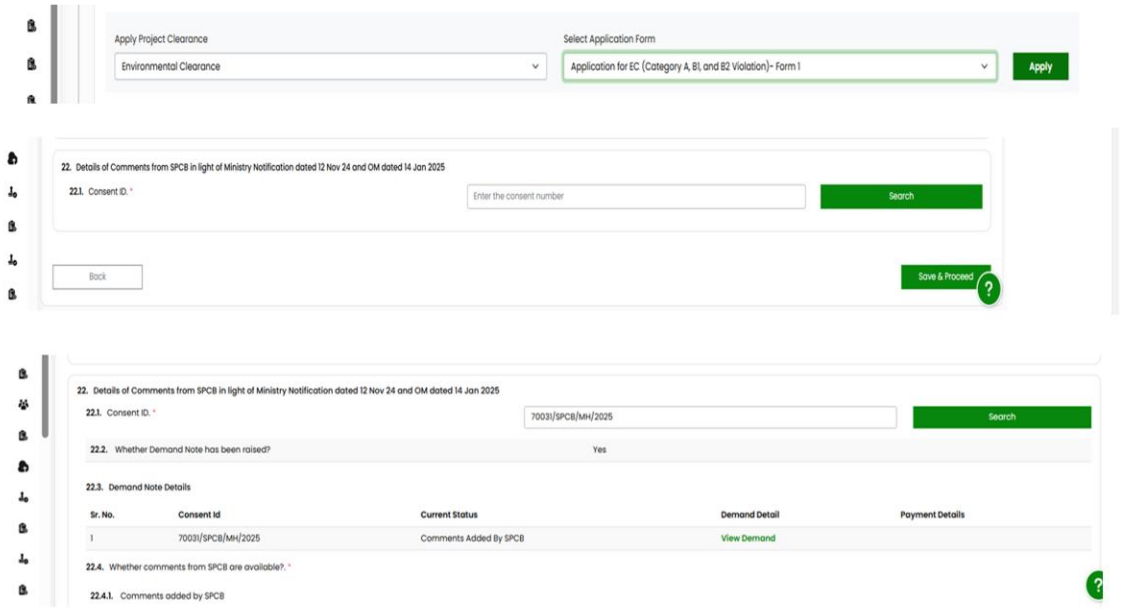


Once you click on the 'Yes' button on the confirmation message, the comments uploaded by the SPCB will be forwarded to PP. Project Proponent (PP) can view the uploaded comment on the left sidebar menu under tab 'Proposal Processed by SPCB'. Also, PP is required to enter consent ID against which the comments has been uploaded, in Part C of EC application form. Based on the Consent ID, details of Comments furnished by the SPCB gets auto fetched in the application form.

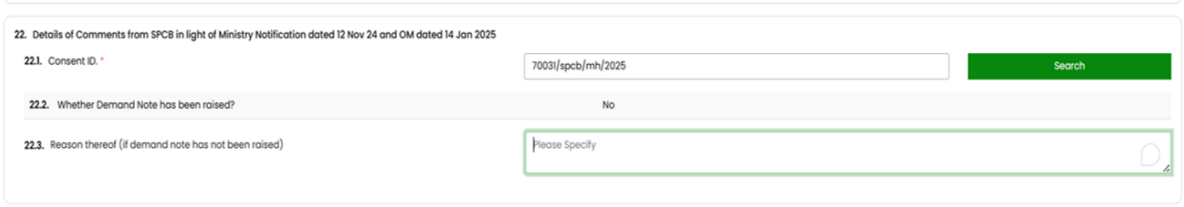


➢ Step 5: Project Proponent (Filling of EC application form after receipt of comments from SPCB)

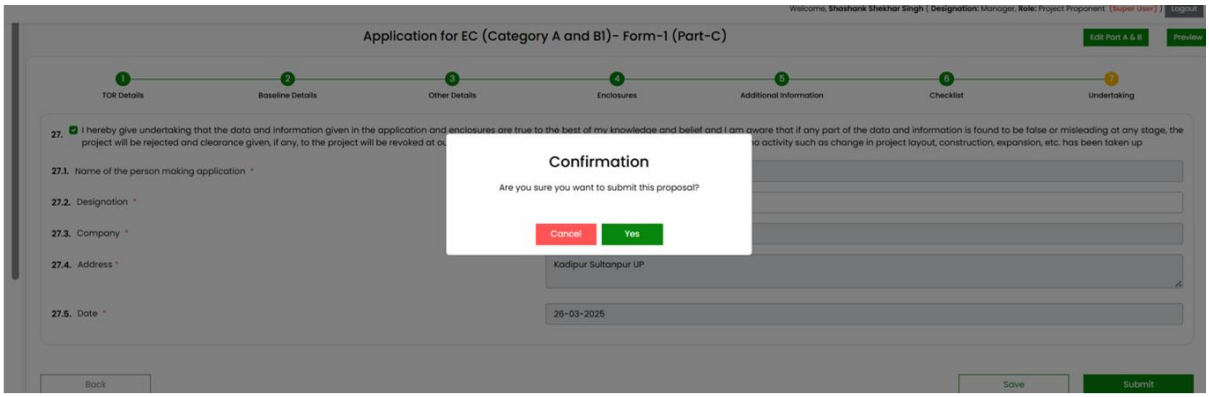
After SPCB added the comment, PP will fill Part C, where they will also need to enter the consent id to auto fetch the details related to demand note, comments etc.



Note: Project Proponent (PP) should carefully enter the consent ID. Any deviation may lead to auto fetching of wrong details in the application form.



After filling in all the required fields, click on 'Yes' in the confirmation message, and EC application Form (Part C) will be submitted to respective authorities (Ministry/SEIAA-SEAC).



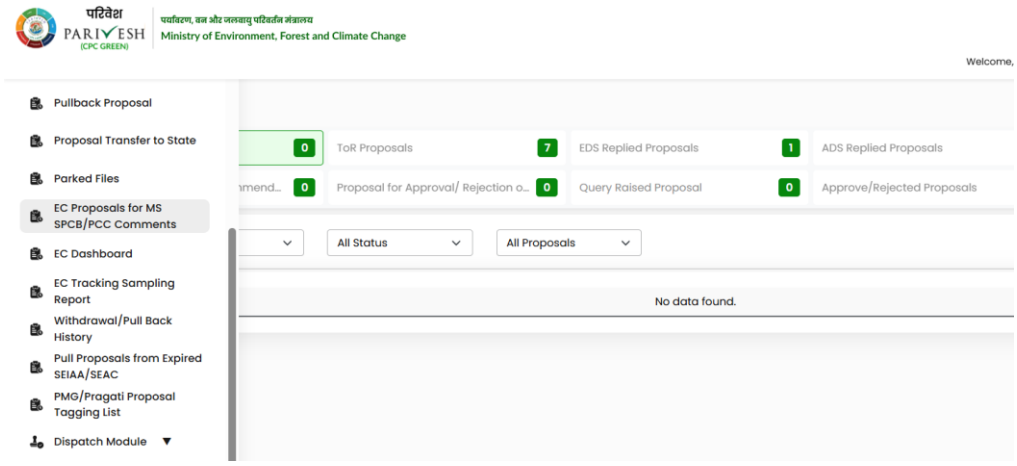
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Scenario 2: Obtaining comments from SPCB on the EC proposal submitted under para 7(ii)(a) of EIA Notification 2006 and B2 Category projects.

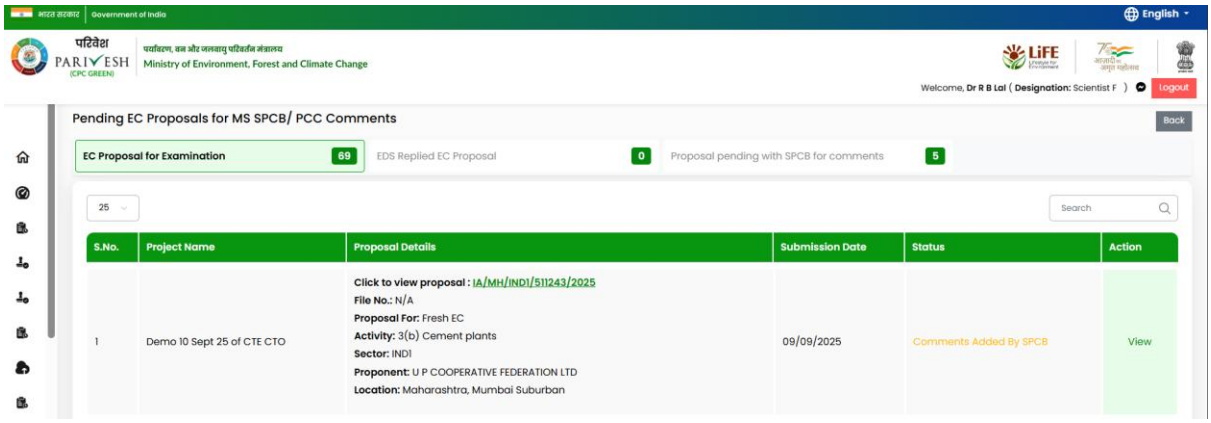
Following steps are involved in seeking comments from the SPCB for the proposals submitted directly for EC either to Ministry or SEIAA:

➢ Step 1: Action by Member Secretary (Ministry / SEAC)

(a) For obtaining comments from SPCB on the EC proposals submitted under para 7(ii)(a) of EIA Notification 2006 and category B2 projects, EC application either submitted to Ministry or SEAC and will be visible in left sidebar menu '*EC Proposals for MS SPCB/PCC Comments*" of the Member Secretary (MS) (Ministry or SEAC, as the case may be). The MS needs to select 'EC proposals for MS SPCB/PCC Comments' option given in the left sidebar menu.

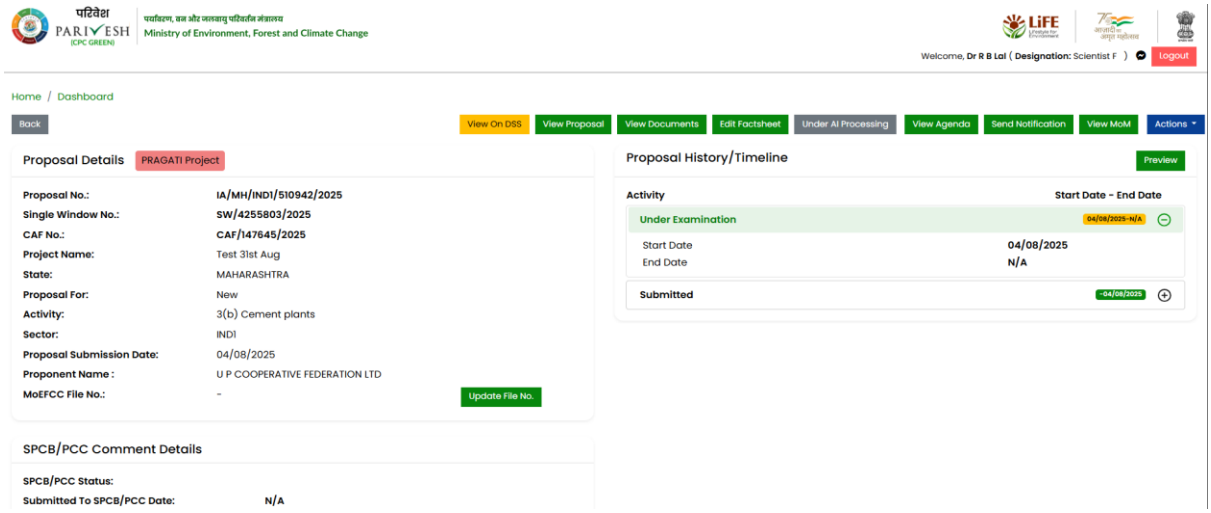


When the MS clicks on 'EC proposals for MS SPCB/PCC Comments', a new page will open with two tabs i.e., EC Proposals for Examination and Proposals Pending with SPCB for Comments. Now, click on "EC Proposals for Examination" tab to view the list of EC proposals submitted by the PP.

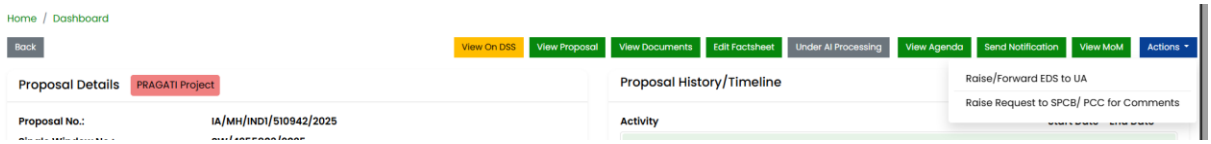


(b) Now, select the desired proposal from the list and click on the 'View' to examine the proposal for its completeness. Under Action tab, two options are visible (Raise request to SPCB for comments and raise EDS). If the proposal is not complete or have some deficiency, EDS can be raised. If the proposal is complete in all respect, MS shall raise request to SPCB/PCC for comments. After taking this action, the proposal will move to the second tab in MS login i.e '*Proposals Pending with SPCB for Comments'* tab.

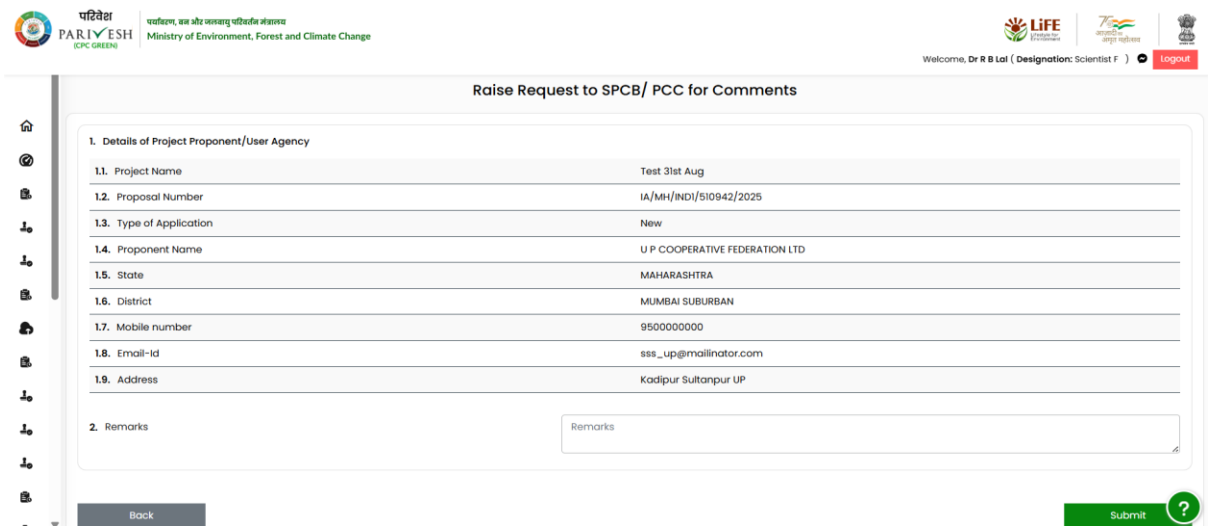
On clicking the 'View' icon, page will open to take action.



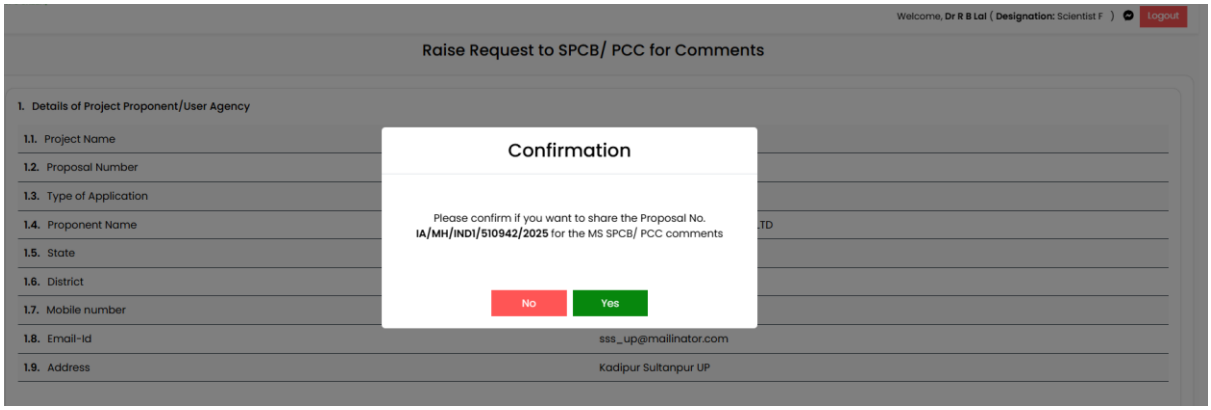
Now, the concerned Member Secretary can either raise an EDS or submit a request to SPCB/PCC for comments.



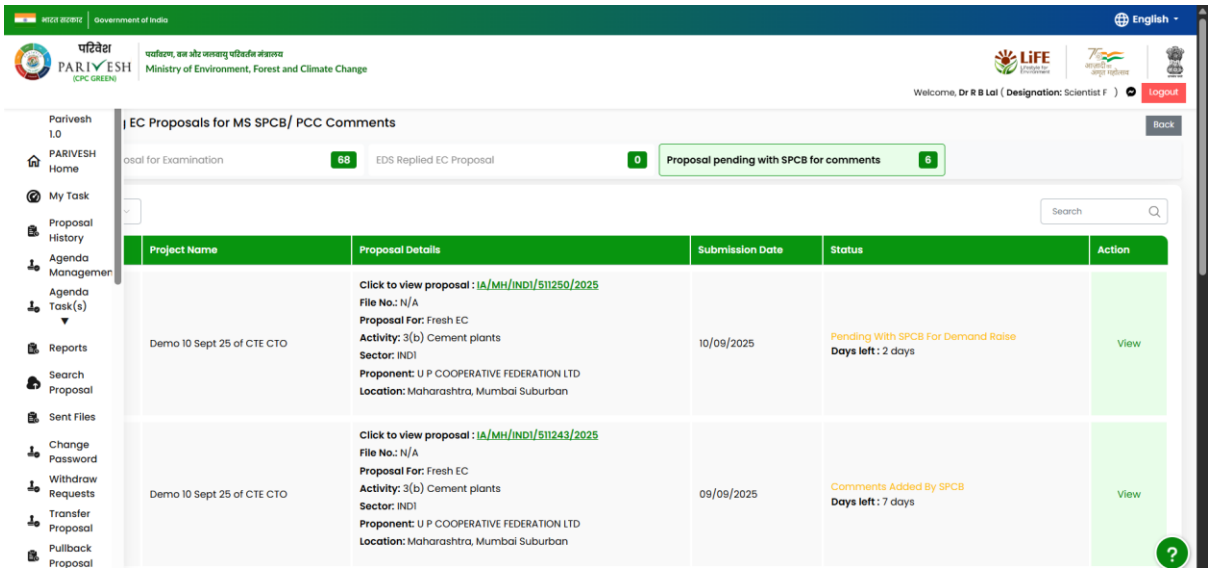
Once the user clicks on ‘Raise request to SPCB/PCC for comments’, a new page will open where the Member Secretary (MS) can add remarks and submit the request.



Once the user clicks on the ‘Submit’ button, a confirmation message will appear.

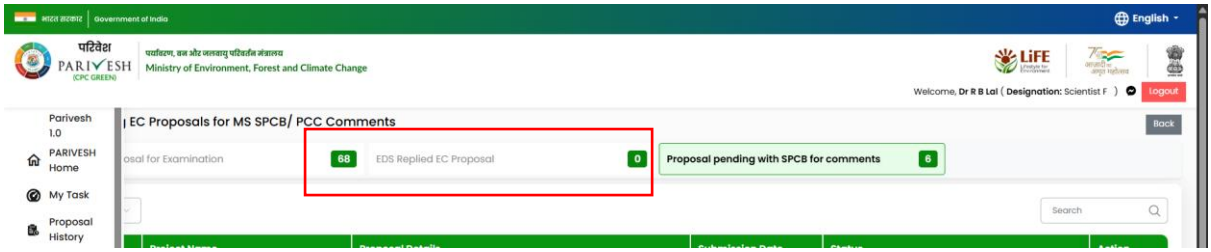


(c) After taking this action, Proposal will move to the MS SPCB login. Also, in MS (Ministry/SEAC) login, same proposal will now be visible in '*Proposal pending with SPCB Comment*' section. On clicking the 'Proposals Pending with SPCB for Comments' section, a list will appear showing all the proposals that have already been sent to SPCB for adding comments.



Here, the Member Secretary (MS) can track the status in parallel and see the actions being performed at the SPCB's end.

If Member Secretary (MS) raises an EDS, the proposal will move to the Project Proponent (PP). When PP replies to the EDS, the proposal will shift to the 'EDS Replied EC Proposal' bucket.



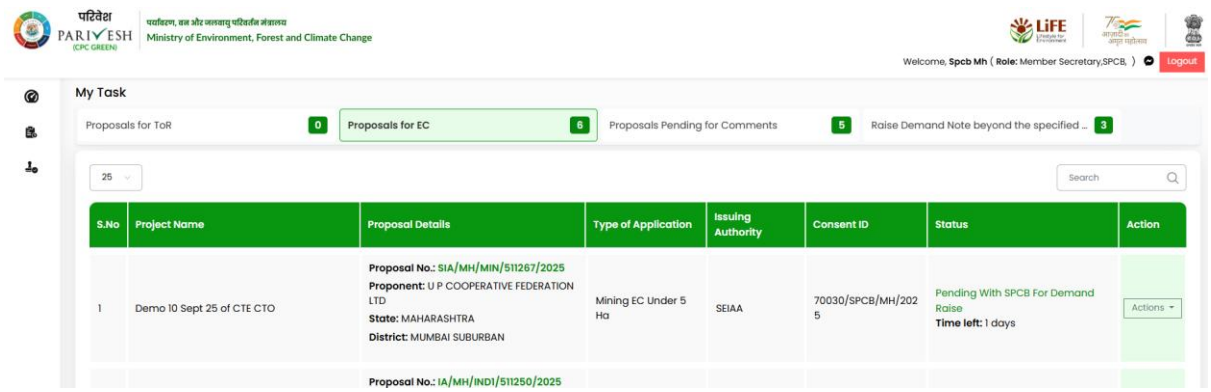
From there MS can take action and give comments, following the same process as described earlier.

➢ Step 2: SPCB -Process flow for raising Demand Note within 7 days

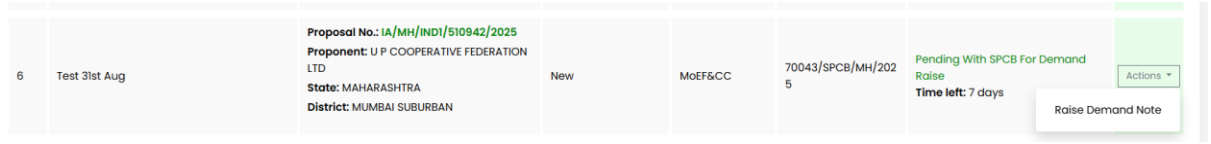
(a) At this stage, SPCB will log in. Upon log in, the system will display a page with four tabs:

- Proposal for ToR
- Proposals for EC
- Proposals for Comments
- Raise Demand Note beyond the specified Timeline

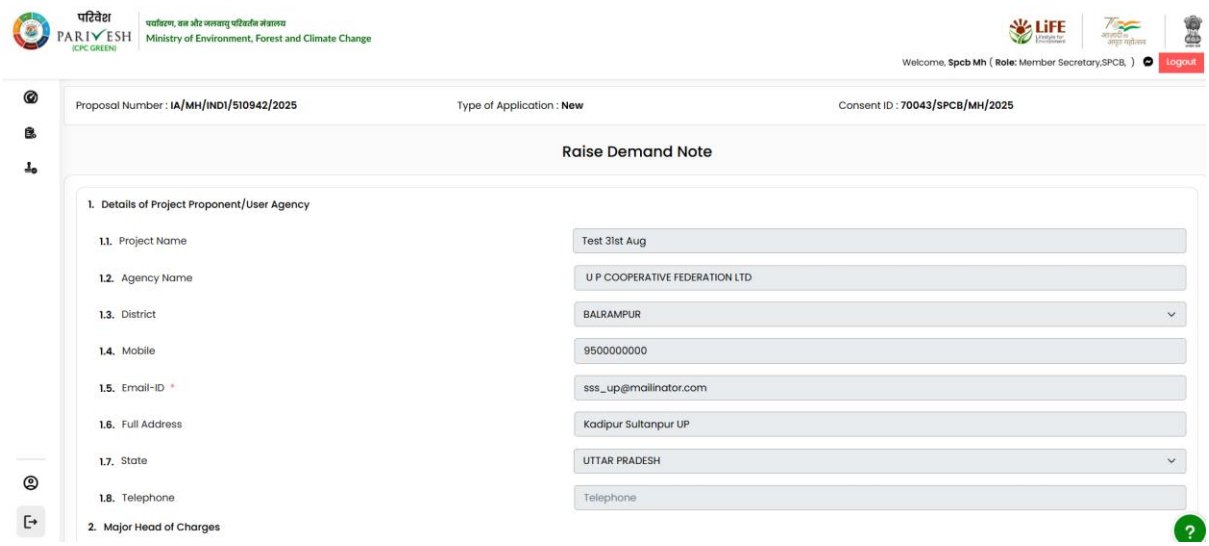
(b) SPCB will select the 'Proposal for EC' tab to proceed.



Now, SPCB will click on the 'Actions' button. Upon clicking the 'Actions' button, the user must select 'Raise Demand Note' to proceed.



On clicking 'Raise Demand Note', a new page will open where SPCB is required to fill up all the mandatory details. Certain details will be auto-fetched and will remain non-editable, as shown in the figure below.

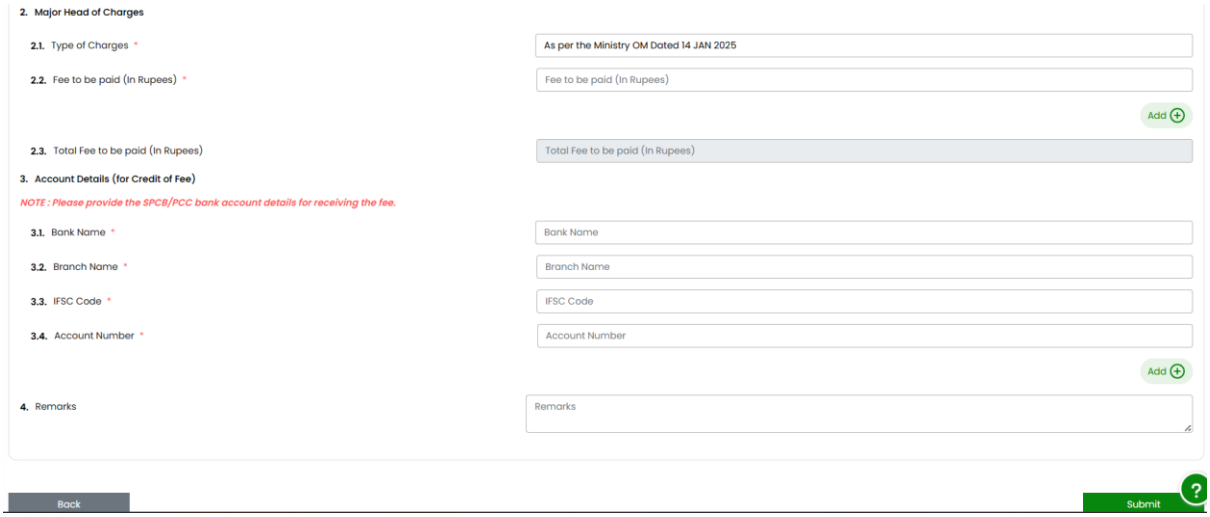


Next, the 'Major Head of Charges' section will be visible, where the user must provide details such as Type of Charges. The user needs to fill the Type of Charges, click on the 'Add' icon, and the total fees to be paid will be automatically calculated. Next, the Account Details section will appear, where the user must enter details such as:

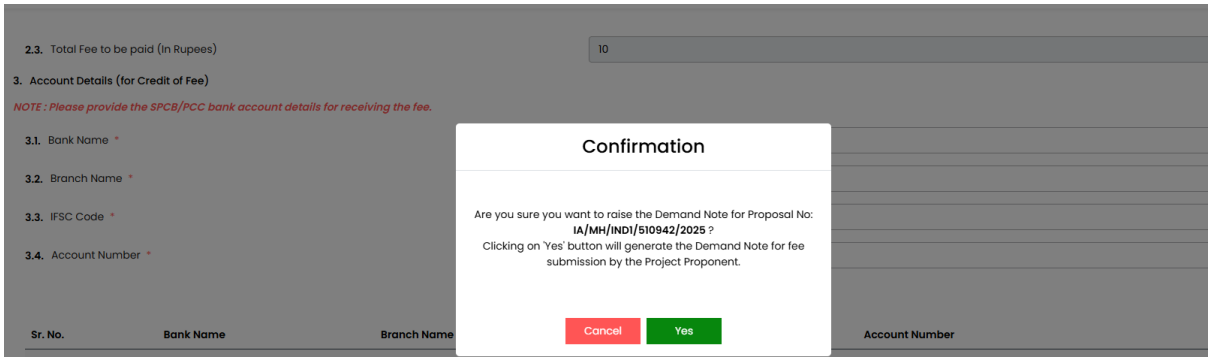
- Bank Name
- Branch Name
- IFSC Code

After entering above details, the user should click on the 'Add' icon to save them.

Additionally, remarks are optional. Finally, the user must click on the 'Submit' button to proceed.



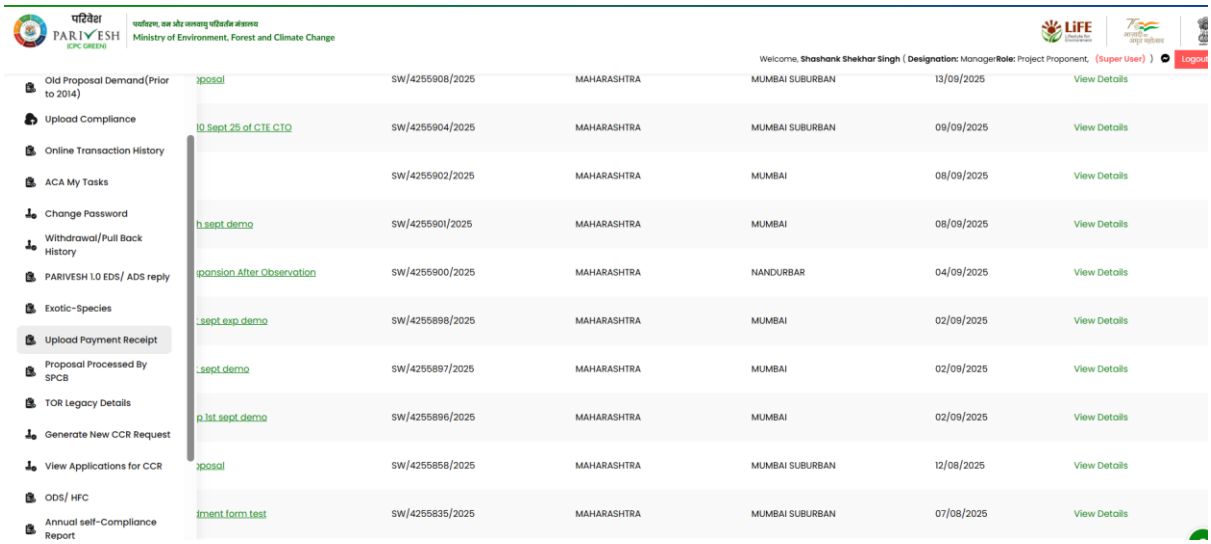
On clicking 'Submit' button, confirmation will popup wherein SPCB is required to confirm about the details filled in Demand Note.



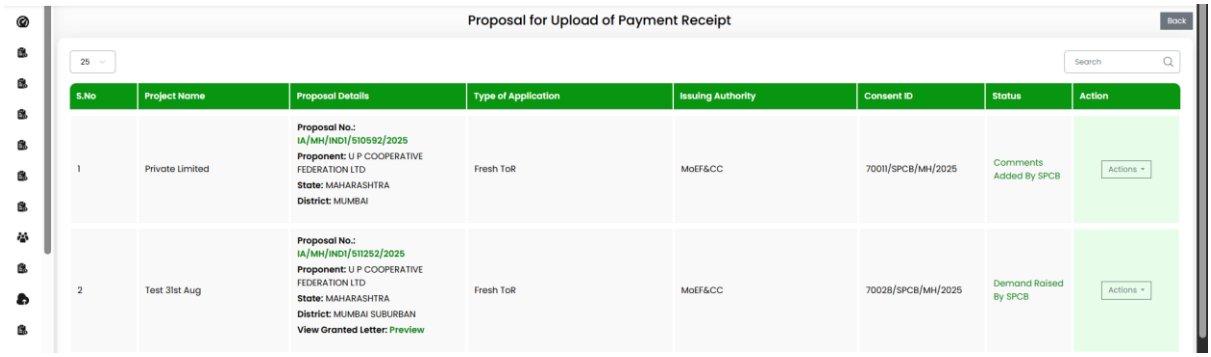
Once the user clicks on the 'Yes' button, the Demand Note will be raised to the PP and the proposal will be shifted from the My Task tab to '*Proposal history'* tab given in left sidebar menu.

➢ Step 3: Project Proponent (PP) -Process flow for uploading receipt of payment)

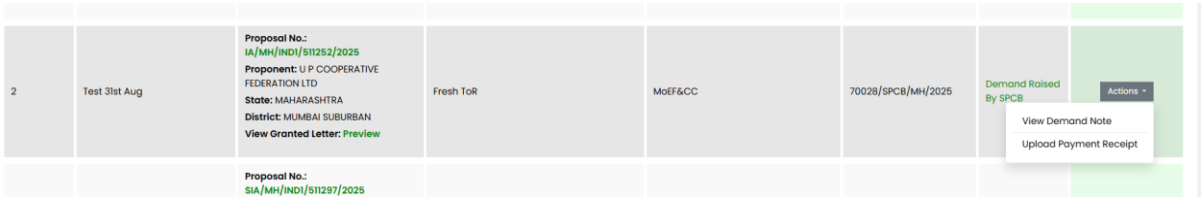
(a) Now, the PP must click on 'Upload Payment Receipt' to proceed.



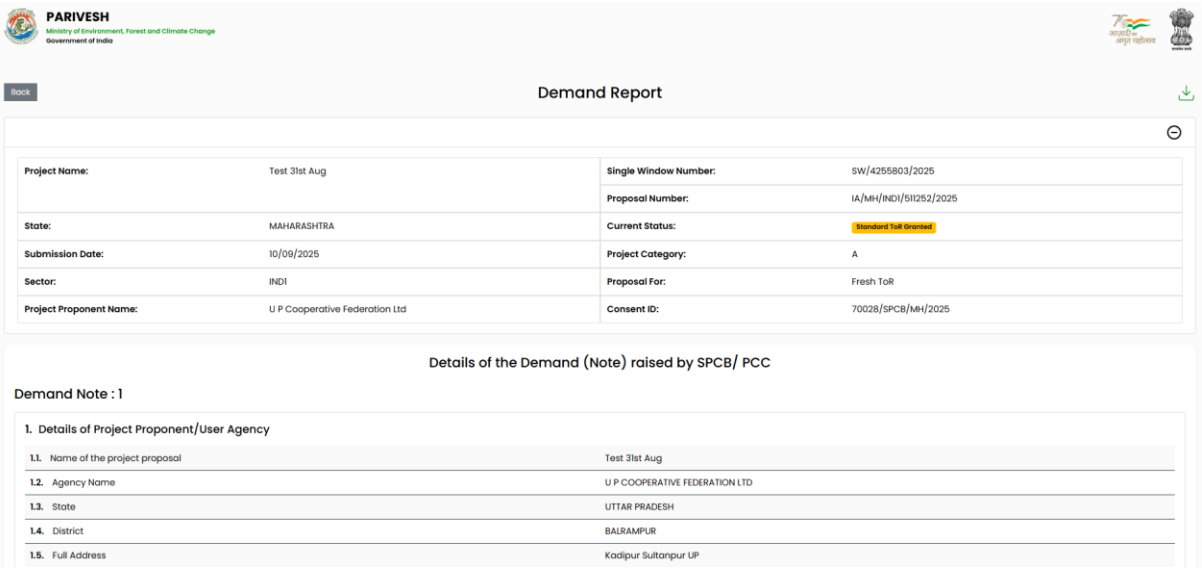
(b) On clicking the 'Upload Payment Receipt' button available in the left sidebar menu, a page will open where the proposal for which the demand note was raised by SPCB will be displayed.



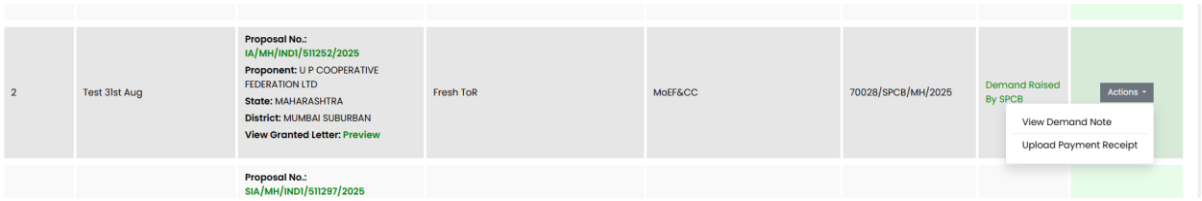
PP will click on the ‘Action’ button to view the details of Demand Note and further to upload payment receipt.



(c) On clicking ‘View Demand Note’, the demand report will open, and the PP will have the option to download it.



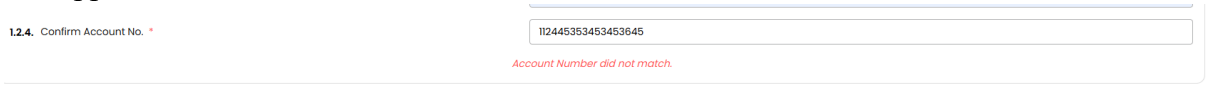
(d) To upload the payment receipt, the user must click on ‘Upload Payment Receipt’.



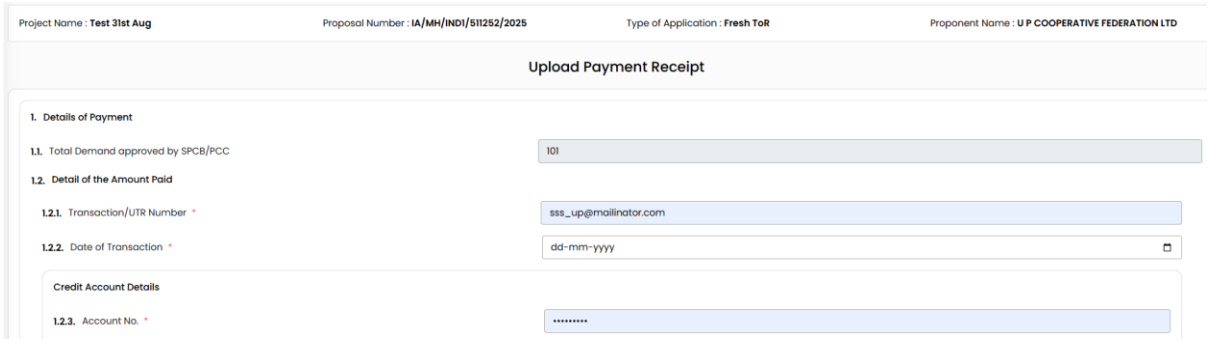
Upon clicking ‘Upload Payment Receipt’, a new page will open where the PP can view the details of the payment. User is required to fill all the fields, which include:

1) Date of Transaction
2) Credit account number
3) Confirm Credit Account Number – System will verify whether this account number matches the one entered by SPCB while raising the demand note.

- If the account number does not match, the form will not proceed, and an error message will appear.

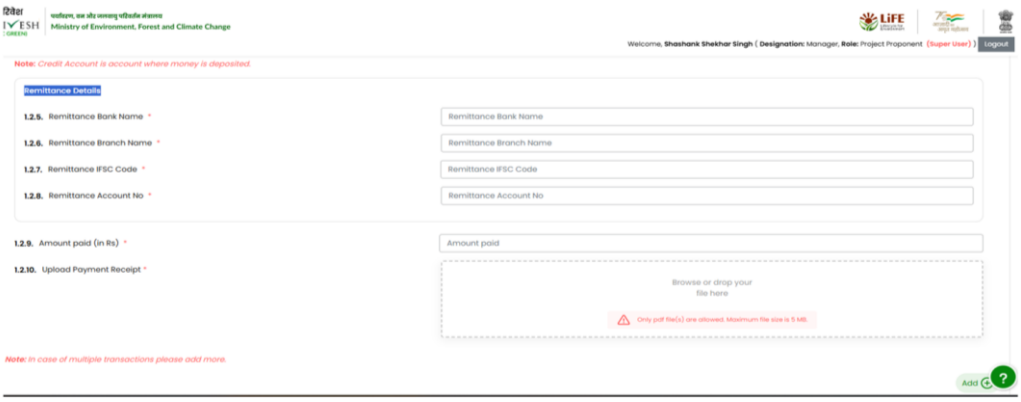


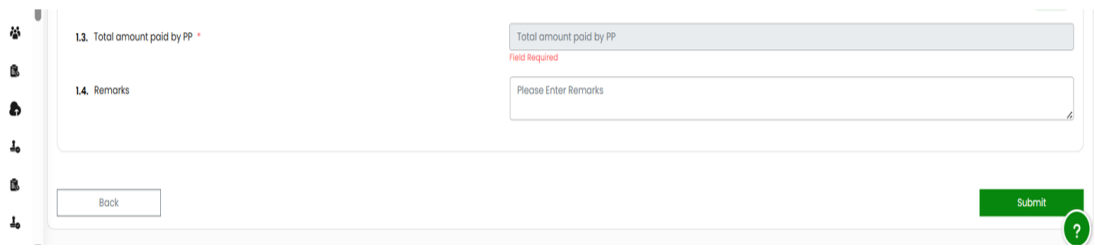
- If the account number matches, the process will continue and the user will then fill up the other fields



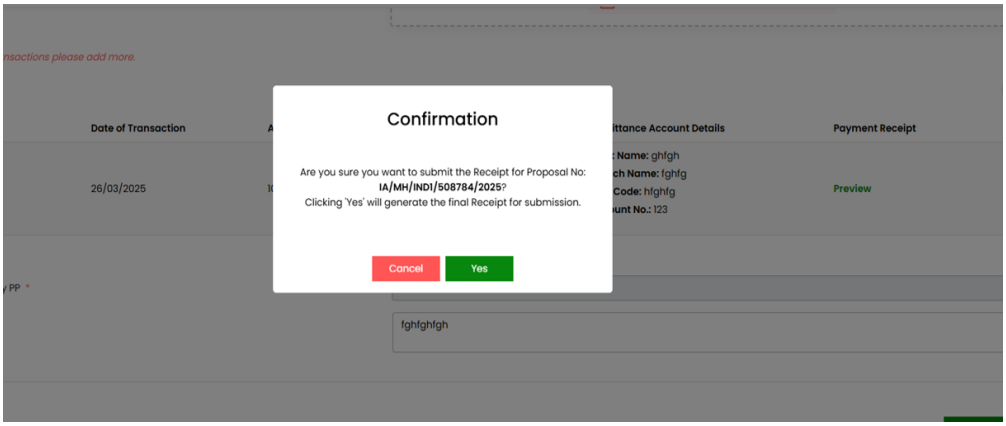
Next, the user is required to fill up the Remittance Details, where they must provide the following information:

1. Remittance Bank Name
2. Remittance Branch Name
3. Remittance IFSC Code
4. Remittance Account Number
5. Amount Paid (in Rs.)
6. Upload Payment Receipt
7. Total Amount Paid by PP
8. Remarks (optional)





After filling up all the mandatory fields, the user must click on the ‘Submit’ button.

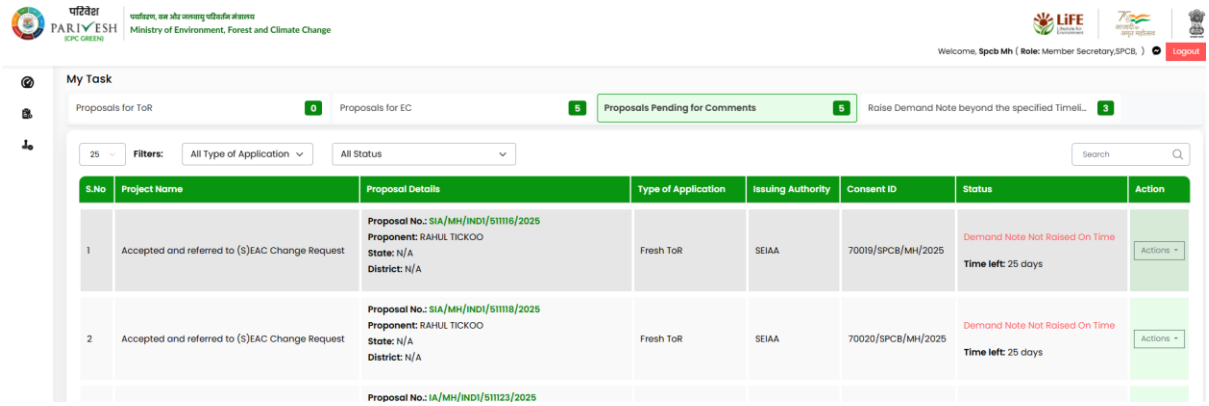


Once submitted, the proposal will appear in the SPCB dashboard under the 'Proposals for Comment' section.

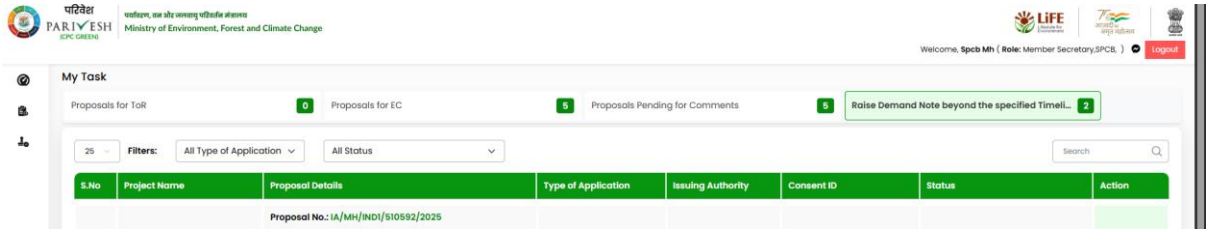
Note: *Before submitting the payment receipt, Project Proponent (PP) must ensure that all the details mentioned in the receipt are as per the Demand Note raised by the SPCB.*

➢ Step 4: SPCB (Process flow for verification of payment received and uploading comments on PARIVESH portal within 15 days of receipt of payment)

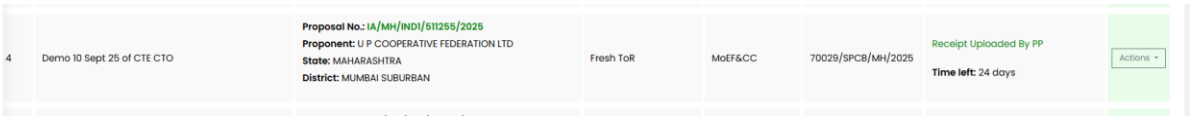
(a) In the SPCB dashboard, after uploading of receipt by PP, the proposal will be visible under the 'Proposals pending for Comments' section. The user must click on 'Proposals pending for Comments' to proceed.



Note: If the comments are not uploaded comments within 15 days of receipt of payment, the system will automatically move the proposal to the 'Raise Demand Note beyond the specified Timeline' bucket. In that case, SPCB need to go to the 'Raise Demand Note beyond the specified Timeline' bucket and locate the proposal. From there, SPCB can add comments.



(b) On clicking 'Proposals pending for Comments', a list of proposals open for uploading of comments will be displayed. SPCB must click the 'Action' button on the specific proposal where they need to add the comments.

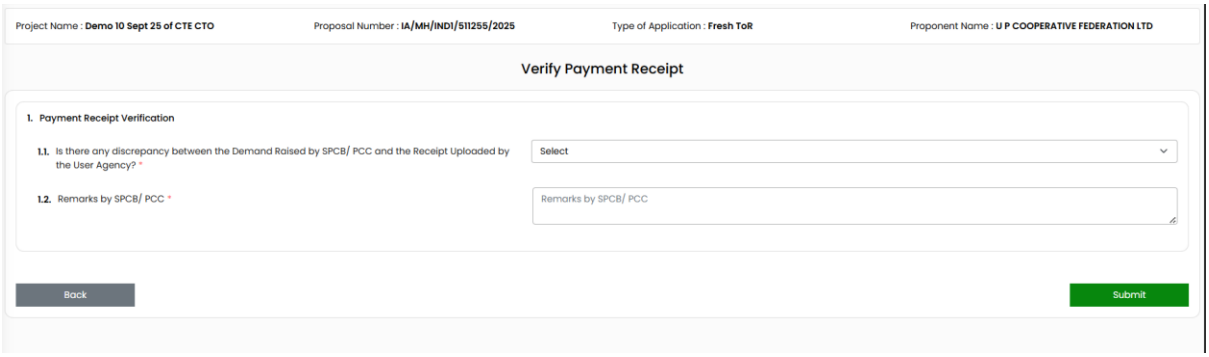


(c) On clicking the 'Action' button, three dropdown options will appear, allowing SPCB to view the demand note and verify the payment receipt and can add comments after verifying payment Receipt.

- Verification of the payment receipt is mandatory step. Only after successful verification, SPCB can upload the comments. To verify the payment receipt, SPCB must click on 'Verify Payment Receipt'.

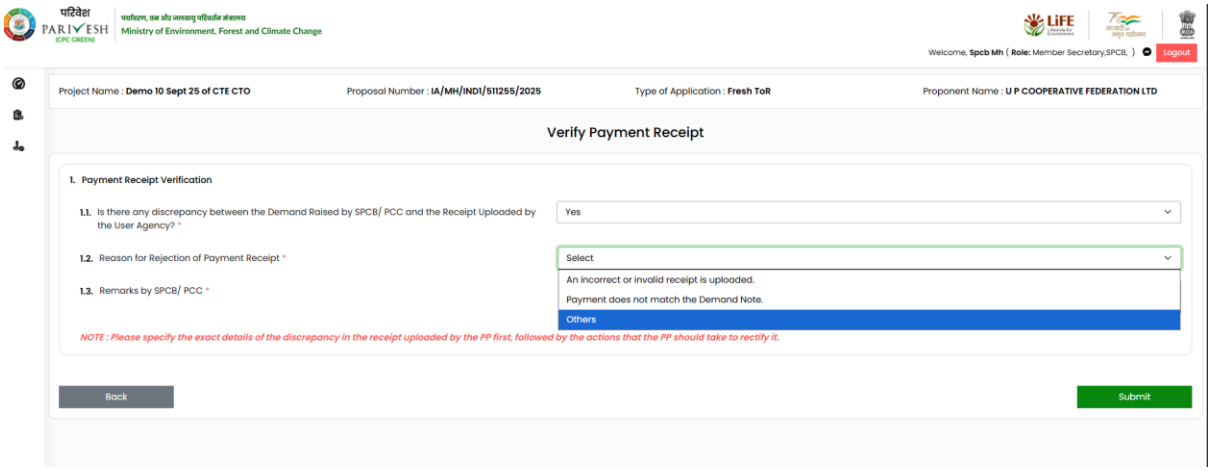


(d) Verification of Receipt: On clicking 'Verify Payment Receipt', a page will open, as shown in the figure below.

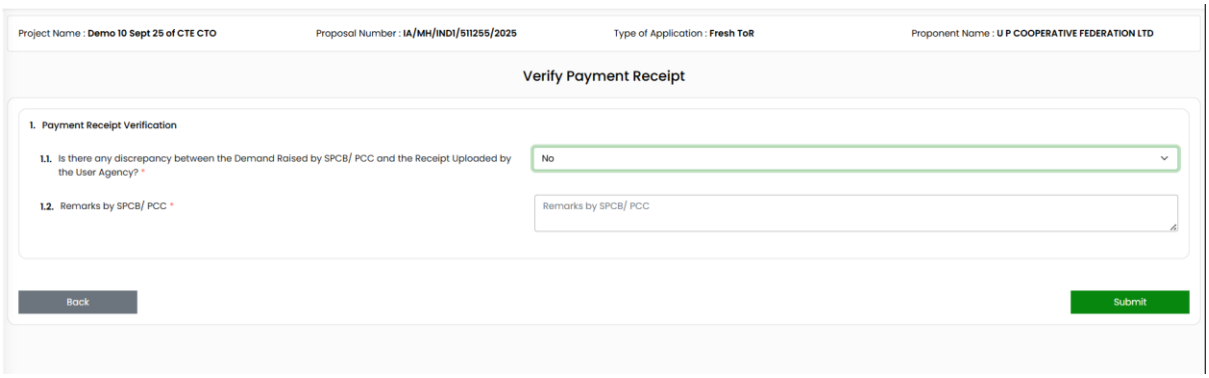


Now, SPCB will check if there is any discrepancy between the Demand Raised by SPCB/PCC and the Receipt Uploaded by the User Agency.

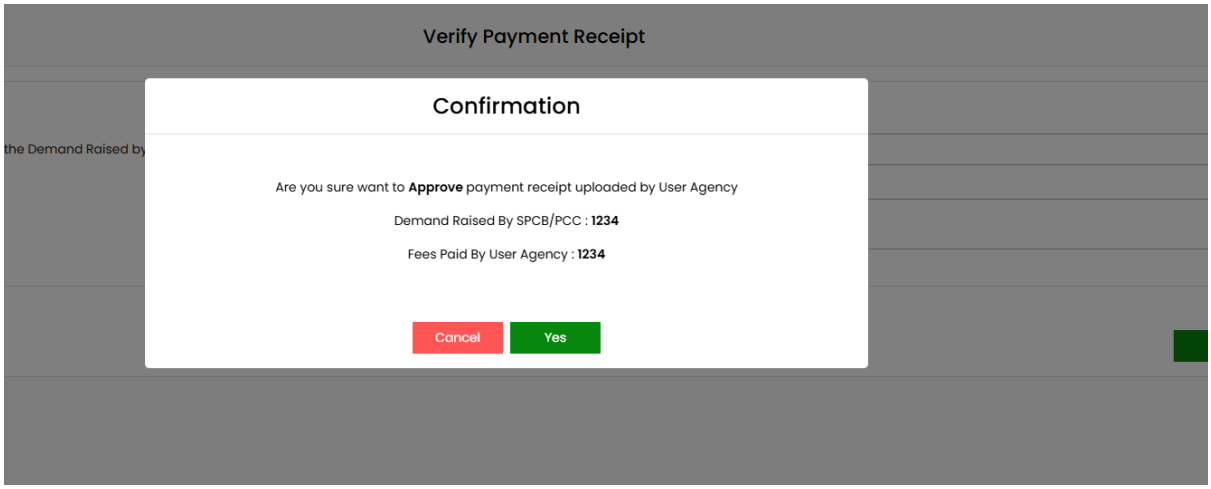
- If (yes) discrepancy observed, SPCB is required to specify the discrepancy noted and further action that PP should take to rectify it. On click of 'Submit' button, proposal gets forwarded to the PP for uploading revised Payment Receipt.



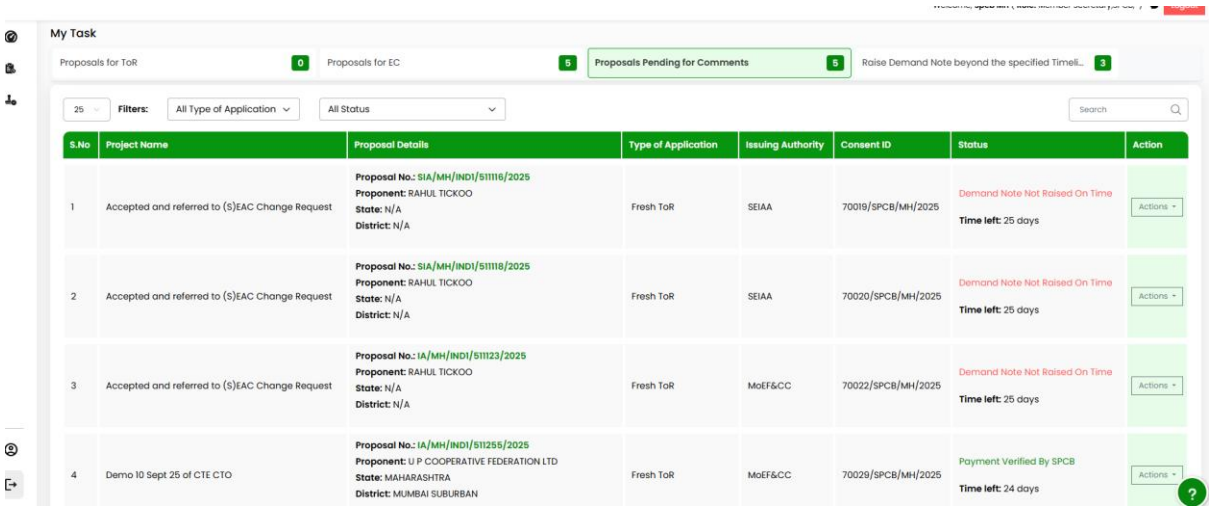
- If no (no discrepancy), the process will proceed smoothly for uploading comments.



After adding remarks, click on the 'Submit' button to proceed further. Upon clicking the 'Submit' button, a confirmation message will pop up.



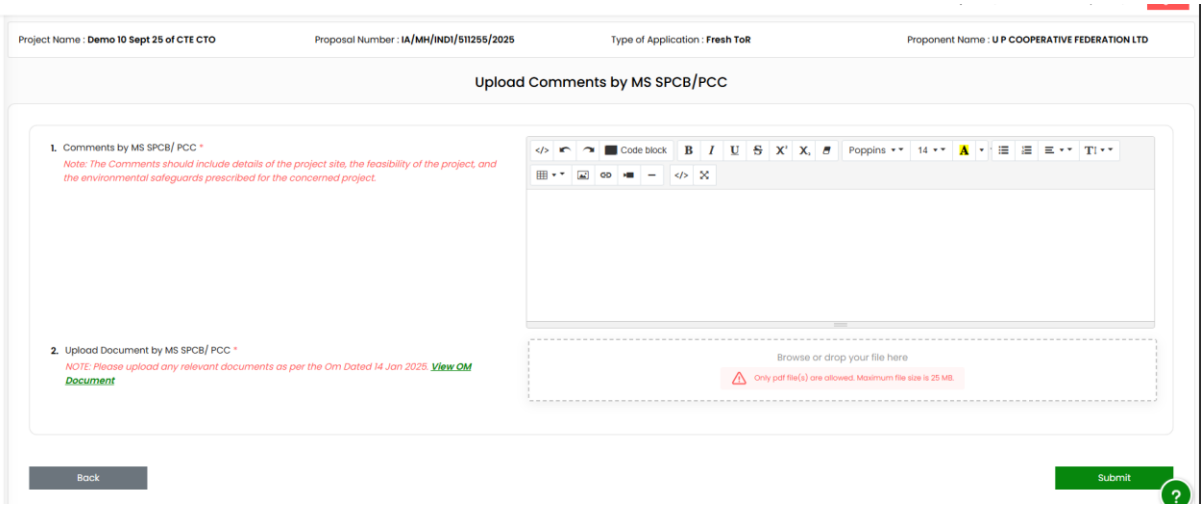
After clicking the 'Yes' button, and if the verification is successful, option to upload comment will then be visible under action button.



(e) Uploading of Comment: Click on the 'Add comment' in order to add comments.

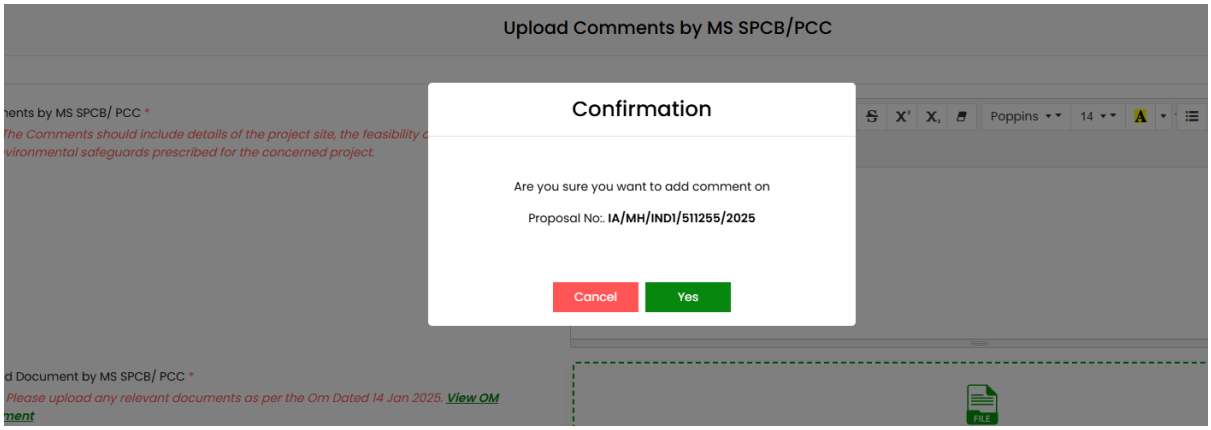


Once the user clicks on the 'Add Comment' option, a page will open where they need to enter their comments. The user shall upload the comments and the details of project site, feasibility of the project and environmental safeguard prescribed for the concerned project.



Once the user fills all the mandatory fields and upload the supporting document, they should click on the 'Submit' button.

On clicking the 'Submit,' a confirmation message will appear.



Once you click on the 'Yes' button in the confirmation message, then the comments uploaded will be parallel started visible (MS login of Ministry/SEAC) against the project proposal for which the comments of SPCB was sought. Now the proposal of EC will be visible in the My Task and can be taken forward for agenda preparation and consideration of proposal by the Expert Appraisal Committee in Ministry or State Expert Appraisal Committee, as the case may be, under the provision of EIA Notification 2006 and as amended thereof.

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