USER MANUAL

Consent to Establish (CTE)

1. Introduction

1.1 About Consent to Establish (CTE)

Consent to Establish (CTE), popularly known as the No Objection Certificate (NOC), is a mandatory statutory clearance required by all new developmental and industrial projects in Odisha prior to commencement of construction or installation activities. The clearance is granted by the Odisha State Pollution Control Board (OSPCB) under the provisions of:

- The Water (Prevention and Control of Pollution) Act, 1974
- The Air (Prevention and Control of Pollution) Act, 1981

The CTE ensures that the proposed project complies with environmental norms and that adequate pollution control measures are planned before the unit is established.

1.2 About GO-SWIFT Single Window Portal

GO-SWIFT (Government of Odisha – Single Window for Investor Facilitation and Tracking) is the integrated digital single-window platform of the Government of Odisha. It enables investors to submit a Combined Application Form (CAF), make online payments, track application status, and receive digitally signed clearances from multiple departments through a single sign-on. The Consent to Establish service of OSPCB has been seamlessly incorporated and integrated into GO-SWIFT to provide time-bound, transparent, and paperless processing as per timelines mapped under the Odisha Right to Public Services Act, 2012.

1.3 Purpose of this Manual

This user manual provides a step-by-step guide for applicants (industries, project proponents, and investors) to apply for Consent to Establish through the GO-SWIFT portal. It covers registration, application filling, document upload, fee payment, tracking, and certificate download.

2. Applicability and Industry Categorisation

Based on pollution and hazard potential, industries are classified by OSPCB into four categories. CTE is mandatory for Red, Orange, and Green category projects. White category units are exempted and need only to intimate the Board.

Category	Pollution Potential	CTE Requirement
Red	Highly polluting industries (e.g. cement, thermal power, iron & steel, distillery, pharmaceuticals)	Mandatory – processed at Head Office / Regional Office based on investment

Category	Pollution Potential	CTE Requirement
Orange	Moderately polluting industries (e.g. food processing, automobile servicing, packaging)	Mandatory – generally processed at Regional Office
Green	Low-polluting industries (e.g. dairy processing, mineral water bottling)	Mandatory – processed at Regional Office
White	Non-polluting / very low-polluting industries	CTE not required – only intimation to the Board

2.1 Project Classification by Investment

Industrial projects are further classified into Category A, B, and C based on capital investment. This classification determines whether the application will be processed at the OSPCB Head Office or the Regional Office.

3. Pre-requisites Before Applying

Before initiating the application on GO-SWIFT, the applicant should keep the following ready:

3.1 Required Information

- Details of the occupier (name, designation, contact, e-mail)
- Details of the industrial unit (name, address, location coordinates, KML file of the site)
- Land details (extent of land, ownership, lease, plot/khata numbers)
- Capital investment details (land, building, plant & machinery)
- Product details with proposed installed capacity
- Raw materials with quantities
- Water requirement, source, and waste water discharge details
- Stack details and air emission characteristics
- Solid / hazardous waste generation and management plan
- Proposed pollution control devices (PCDs)

3.2 Required Documents (to be uploaded in PDF)

1. Detailed Project Report (DPR)
2. Site / Layout Plan showing pollution sources and PCDs
3. Land documents (Sale Deed / Lease Deed / RoR / Allotment Letter from IDCO)
4. KML file of the project site (mandatory)
5. Identity proof of the occupier (Aadhaar / PAN)
6. Constitution documents (Certificate of Incorporation / Partnership Deed / Proprietorship declaration)

7. Environmental Clearance (EC), wherever applicable
8. Manufacturing process flow diagram with material balance
9. Water balance diagram
10. Affidavit / Self-declaration as prescribed
11. CA Certificate for capital investment
12. PAN of the occupier / company

Note: The exact list may vary based on industry category and project type. The portal will display the document checklist dynamically once the category is selected.

4. Step-by-Step Application Procedure on GO-SWIFT

4.1 Step 1 – Access the Portal

13. Open a web browser and navigate to the GO-SWIFT portal at https://investodisha.gov.in/goswift/
14. Click on the "Login / Sign Up" link on the home page.

4.2 Step 2 – User Registration

First-time users must register before applying. The portal offers two registration categories:

- Industrial User – to apply for industry-related services including Consent to Establish.
- Non-Industrial User – limited to the Grievance module only.

For CTE, select Industrial User. Provide the following:

15. Full name of the applicant / authorised signatory
16. Mobile number (OTP verification)
17. E-mail ID (verification link)
18. Create a strong password and security hint question
19. Submit the form to receive the login credentials

4.3 Step 3 – Login and Access the Investor Dashboard

20. Login with the registered credentials.
21. The Investor Dashboard provides access to all integrated services, real-time application status, payments, certificates, and grievances.

4.4 Step 4 – Initiate the CTE Application

22. From the dashboard, navigate to "Apply for Services".
23. Select Department: State Pollution Control Board (OSPCB).
24. Choose one of the following services as per applicability:

- Consent to Establish under Water Act, 1974
- Consent to Establish under Air Act, 1981

- Consent to Establish under Water Act, 1974 and Air Act, 1981 (combined)

4.5 Step 5 – PEAL Form (if applicable)

If the project requires land allotment from IDCO, the applicant must first complete the PEAL (Project Evaluation and Allotment of Land) Form under GO-SWIFT and obtain Single Window Authority approval. Existing units already in possession of land may proceed directly to the CTE application.

4.6 Step 6 – Fill the Combined Application Form (CAF)

The CAF is divided into multiple parts. Part C of the CAF specifically captures details for CTE/CTO clearances from OSPCB. Fill the following tabs in sequence:

25. **Occupier Details:** Name, designation, and the hint question (used for password recovery).
26. **Industry Details:** Unit name, address, geo-coordinates, KML upload, category (Red/Orange/Green), and investment.
27. **Product Details:** List of products with installed capacity and units.
28. **Raw Material Details:** Raw materials and their quantities.
29. **Water & Waste Water Discharge:** Source of water, daily requirement, discharge points, treatment system.
30. **Air Emission Details:** Stack details, fuel used, emission parameters, control devices. (Four sub-sections must be completed.)
31. **Fee Details:** Computed automatically from inputs; the home-page Fee Calculator may be used in advance.
32. **Other Information:** Bank instrument details (DD/cheque) or online payment reference.
33. **Documents Upload:** Use the Upload option for each prescribed document; the Delete option allows replacement of an already uploaded file.

Use the Save & Next button at the end of each tab. Partially filled forms can be saved as draft and resumed later.

4.7 Step 7 – Fee Payment

After completion of all tabs, the system displays the consolidated application summary and the applicable fee.

34. Click Proceed to Pay.
35. Choose any of the available payment modes: Net Banking, Debit Card, Credit Card, UPI, or NEFT/RTGS.
36. On successful payment, an e-Receipt with a transaction reference number is generated and stored under the applicant's dashboard.

Note: Fee structure varies by category and capital investment. The Fee Calculator on the OSPCB / GO-SWIFT home page may be used before submission to estimate the amount.

4.8 Step 8 – Application Submission

37. Review the application using the Preview option.
38. Click Submit. A unique Application Reference Number is generated.
39. Note down the Application Number for all future correspondence.
40. An automated SMS and e-mail confirmation is sent to the registered mobile and e-mail.

4.9 Step 9 – Application Processing by OSPCB

Once submitted, the application is automatically routed to the Head Office or the concerned Regional Office of OSPCB based on the industry category and investment. The processing stages are:

- Scrutiny of the application and uploaded documents.
- Site inspection, if required (typical for Red and Orange categories).
- Issuance of query / clarification (only once, within 7 days of receipt of a complete application).
- Recommendation by the Regional Officer / Consent Management Division.
- Final approval and digital signing of the Consent Order.

4.10 Step 10 – Tracking Application Status

41. Login to the GO-SWIFT portal.
42. Open the Investor Dashboard.
43. Click Track Application against the relevant Application Reference Number.
44. Real-time status, pendency, and stage-wise movement are displayed.
45. Critical-stage SMS and e-mail alerts are sent automatically.

4.11 Step 11 – Responding to Queries / Clarifications

If OSPCB raises a query, an alert is sent. The applicant must:

46. Log in and open the application.
47. Read the query carefully.
48. Upload the requested clarification / additional document.
49. Resubmit within the stipulated timeline to avoid rejection.

4.12 Step 12 – Download the Digitally Signed CTE Certificate

50. On approval, the system generates a Digitally Signed Consent Order.
51. A notification is sent through SMS and e-mail.
52. Login to the dashboard and open the application.
53. Click Download Certificate to obtain the digitally signed PDF.
54. The certificate may be independently verified through the portal's certificate verification utility.

5. Validity and Renewal

- CTE under Green Category is typically issued for a fixed validity matching project commissioning timelines.

- CTE under Orange Category is granted for a minimum period of one year or as requested by the unit / project proponent.
- CTE under Red Category is granted as per the request of the unit and the discretion of the Board, subject to project commissioning schedule.
- Renewal of CTE, where required, must be applied for well before the expiry of the existing consent through the same GO-SWIFT portal.

6. Important Points and Best Practices

- Always upload the KML file of the project site – this is mandatory for all CTE applications.
- Ensure that all uploaded documents are legible, complete, and in PDF format within the prescribed file-size limit.
- Keep the Application Reference Number safely for all future correspondence and tracking.
- The hint question set during registration is essential for password recovery.
- Use the Fee Calculator to estimate fees before final submission.
- Queries are issued only once within 7 days; respond promptly to avoid delays.
- All communication (intimations, queries, approvals) is sent through SMS and e-mail in addition to the dashboard.
- CTE must be obtained before commencing any construction or installation activity at the site.
- Operation of an unconsented unit attracts penal action under the Water Act, 1974 and the Air Act, 1981.

7. Help and Support

7.1 Grievance Redressal

If the applicant faces any issue during the application process or has a grievance, the Grievance Module available on the GO-SWIFT dashboard may be used to lodge complaints. Each grievance receives a unique reference number and is tracked till closure.

7.2 Useful Links

- GO-SWIFT Portal: https://investodisha.gov.in/goswift/
- OSPCB Official Website: https://ospcboard.odisha.gov.in/
- Consent Management Division: https://ospcboard.odisha.gov.in/divisions/consent-management-division/consent-to-establish/
- Online Consent Management & Monitoring System (OCMMS): https://odocmms.nic.in/

7.3 Contact

For technical assistance with the GO-SWIFT portal, the applicant may contact the Single Window Helpdesk under the Industries Department, Government of Odisha. For service-specific queries on CTE, the Consent Management Division of the State Pollution Control Board, Odisha is the nodal authority.