

The Standard Operating Procedure for Projects consists of following steps:

1. The Project proponent identifies the location of proposed plant after ensuring compliance with existing siting guidelines. If project site does not agree with the siting guideline, the proponent has to identify other alternative site for the project.
2. The project proponent then assesses if the proposed activity/project falls under the purview of environmental clearance. If it is mentioned in schedule of the notification, the proponent conducts as EIA study either directly or through a NABET accredited consultant. If the project falls in B category, the project goes to State Environmental Impact Appraisal Authority (SEIAA) for clearance which further categorise into B1 and B2 projects (B2 projects does not require preparation of EIA reports). In above mentioned cases where project goes to State Environmental Impact Appraisal Authority (SEIAA), the first step is to apply for Terms of Reference (ToR). The Terms of Reference (ToR) on the proposed project is finalized by State Environment Appraisal Committee (SEAC).
3. With the approval of ToR, Environment Impact Assessment (EIA) study can be conducted. After the EIA report is ready, the proponent approaches the concerned State Pollution Control Board. The SPCB evaluates and assesses the quantity and quality of effluents likely to be generated by the proposed unit as well as the efficacy of the control measures proposed by the proponent to meet the prescribed standards. If the SPCB is satisfied that the proposed project will meet all the prescribed effluent and emission standards, it issues consent to establish (commonly known as NOC), which is valid for 15 years.
4. The public hearing is a mandatory step in the process of environmental clearance for certain developmental projects. This provides a legal space for people of an area to come face-to-face with the project proponent and the government and express their concerns. The process of public hearing is

conducted prior to the issue of NOC from SPCB. The State Pollution Control Board will facilitate the Public Hearing under the chairmanship of concerned District Collector.

5. The project proponent submits an application for environmental clearance with SEIAA if it falls under project B category. The application form is submitted with Environment Impact Assessment (EIA) report, Environment Management Plan (EMP), details of public hearing and NOC granted by SPCB.
6. The documents submitted by the project proponent are first scrutinized by a multi-disciplinary committee consisting of technical members, i.e., State Environment Appraisal Committee (SEAC) who may also undertake site-visits wherever required.
7. On the basis of the exercise described in the foregoing paragraphs, the SEAC make their technical recommendations for approval or rejection of particular projects. The recommendations of SEAC are then processed in State Environmental Impact Appraisal Authority (SEIAA).
8. Once all the requisite documents and data from the project proponent are received, assessment and evaluation of project from the environment angle is completed within 90 days and decision of SEIAA shall be conveyed within 30 days thereafter to the project proponent.