

**PROCEDURE AND LIST OF DOCUMENTS FOR OBTAINING ONETIME  
AUTHORISATION FOR BATTERY DEALERS UNDER BATTERY WASTE  
MANAGEMENT RULES**

**Procedure to be followed by Applicant to submit authorisation application:**

1	The applicant should visit <a href="https://ocmms.tn.gov.in/OCMMS/">https://ocmms.tn.gov.in/OCMMS/</a> and register his/her industry
2	Post registration, applicant logs in with respective user credentials
3	Once logged in applicant can choose to apply for the authorisation application (Battery Dealers).
4	The applicant can refer to the detailed user manual while filling the authorisation application (Battery Dealers) – Refer screen shots for filling Battery Dealers application available under guideline tab in OCMMS home page
5	The documents to be uploaded along with application are mentioned in Annexure 1.
6	Once the documents are uploaded and details are filled, an authorisation application number is generated.
7	The applicant no need to pay the fees through an online payment gateway for Battery Dealers i.e. there is no fees charged for authorisation

**Procedure followed by TNPCB to process authorisation application through the online system:**

The back end procedure followed by TNPCB is based on the risk based classification defined

**For Battery Dealers Application**

1	The application is received by the concerned District Environment Engineer (DEE). The DEE forwards application to AEE/AE for verification.
2	AEE/AE forwards application to DEE after verification.
3	If any discrepancy is noted in the observation DEE will return application to Industry for rectification
4	The industry will respond to observations raised by the DEE through the OCMMS portal.

5	DEE forwards application to AEE/AE for verification. If any discrepancy is present, step (3) to (5) follows
6	AEE/AE forwards application to DEE for inspection of industry
7	The DEE will notify the industry of date of inspection through the portal. The applicant will receive an email/ sms notification with date of scheduled inspection.
8	After conducting inspection, the AEE/AE will prepare an inspection report and forward it to DEE. The inspection report is to be uploaded within 48 hours of conducting inspection
9	The DEE will directly approve the application and application sent to AEE/AE for preparation of registration order.
10	AEE/AE prepares registration order and send it to DEE for approval
11	DEE approves registration order and closes the application. The digitally signed copy of plastic waste registration is sent to industry online. An email/SMS alert is sent to the industry
12	The industry can log in to the OCMMS portal and download the digitally signed Authorisation order and inspection report. The industry can monitor the status of application at any time through the portal.

### **Annexure I**

<b>Onetime Authorisation for Battery Dealers under Battery Waste Management Rules</b>	
<b>Sl. No</b>	<b>Item</b>
1	Covering Letter
2	GST Certificate
3	Copy of all the half Yearly returns filed so far (if applicable)