

List of documents required while applying for CTE under Water Act, 1974 and Air Act, 1981

1. Undertaking in prescribed format duly signed by applicant.
2. Project Report giving details of the unit, proposed capital investment, various activities, nos. of workers & employees, Manufacturing Process in Detail with flow chart, raw materials, products & by products (with quantity per day), details of water consumption & discharge, source of waste water/ emissions and proposed pollution control system/ measures (details of design & constitute units), as applicable
3. Lay out plan – In the layout plan of the unit dimensions & directions are to be indicated so that exact boundary of the unit is known
4. Proof of possession of plot/ allotment letter/ lease deed. In case of rental premises, valid rent agreement.
5. PAN Card of the Industrial Unit/Proprietor/HCU issued by Income Tax department except Govt. Owned / PSU Agencies
6. Copy of Aadhar Card of the applicant.
7. Original authorization letter except in case of individual proprietary concern.
8. If the unit is falling in the industrial area earmarked for redevelopment under MPD 2021.
 - Longitude and latitude shall be required to be submitted by the unit in the self-certified undertaking.

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1. Undertaking in prescribed format duly signed by the applicant
2. Certificate from Chartered Accountant (w.r.t. column 5 of consent form)
3. Manufacturing Process in Detail with flow chart
4. List of raw materials used, product manufactured and by-products generated during the process with maximum quantity per day
5. Noise Monitoring Report of D.G. Set, if applicable, not more than six month old.
6. ETP/ STP effluent analysis report not more than six month old, if applicable
7. Stack monitoring report(s) not more than six month old , if applicable
8. Proof of CETP Membership in the name & address of unit, if CETP exists.
9. Copy of the electricity/ power bill of the connection being used by the applicant
10. Copy of Water Connection, in case of Municipal Supply.
11. PAN Card of the Industrial Unit/Proprietor/HCU issued by Income Tax department except Govt. Owned / PSU Agencies
12. Original authorization letter except in case of individual proprietary concern.
13. Copy of CGWA/DJB/DC Permission/ Registration, if applicable.
14. SSI / MSME Registration Certificate, if applicable.
15. Proof of conformity with the provisions of Master Plan of Delhi from the concerned authority/local body shall be taken.
OR
Relevant provision in the Master Plan showing conformity of the activity shall be taken.
16. In case of Petrol Pump cum Service Station:-
 - Approved Layout Plan (from Oil Companies)
 - Allotment letter/dealership with one of the four National Oil Companies i.e. Indian Oil Company, Hindustan Petroleum, Bharat Petroleum and IBP
 - Letter from Oil Company stating that dealership agreement is valid as on date.
 - Proof of conformity with the provisions of Master Plan of Delhi from the concerned authority/local body shall be taken.OR
Relevant provision in the Master Plan showing conformity of the activity shall be taken.
17. If the unit is falling in the industrial area earmarked for redevelopment under MPD 2021.
 - Any one of the documents as proof of date of establishment prior to 07.02.2007 as specified in the office order dated 19.6.2013 shall be taken.
 - a) License issued by MCD/ NDMC/ DCB/ Local Bodies in the name of unit/ applicant.
 - b) Sale Tax/ VAT/ TIN Registration in the name of unit/ applicant.

- c) Income tax return of the unit/ applicant.
- d) Land Line telephone bill in the name of unit/ applicant.
- e) Power sanction letter/ bill in the name of unit/ applicant.
- f) Water sanction letter/ bill in the name of unit/ applicant.
- g) Sanction Building Plan from Local Bodies/ Land Owning Agencies in the name of unit.
- h) Completion certificate from Local Bodies/ Land Owning Agencies in the name of unit.
- i) In case of rented premises, an undertaking from the landlord indicating date of first lease/ rent agreement to the unit with a copy of the lease/ rent agreement.
- j) Any other document/ license/ notice/ letter issued by the Statutory Authority to the unit/ applicant.