

Documents required for applying registration under The Batteries (Management & Handling) Rules, 2001

1. Site plan
2. Location plan
3. Partnership / Proprietorship / MoA
4. Half yearly return to be submitted by the dealer
5. PAN no.
6. Registration fees as applicable

Fees:

The Board earlier was processing the registration application of the Battery dealers in hard copy and was charging a registration fees of Rs. 1000/- as per Board's office order no. HWM/EE-I/Battery/2011/14 dated 10/1/2011

Procedure:

1. The user has to register itself on the single Window portal (www.pbindustries.gov.in) & fill service form for registration.
2. Once the application is submitted (along with requisite documents and adequate fee) the application is received in the account of the receiving officer, i.e Environmental Engineer of the concerned Regional Office, in whose jurisdiction, the industry falls.
3. The application is then forwarded to the concerned Assistant Environmental Engineer (AEE)/JEE of the area for scrutiny.
4. The AEE/JEE scrutinizes the application and if found incomplete, the application is returned to the industry with reason and the industry has to apply again or remove the clarification as the case may be.
5. If the application is complete in all respects, the AEE completes the scrutiny and submits the application to Environmental Engineer, for further orders.
6. The Environmental Engineer may raise inspection to AEE for visiting the industry, according to the need, as the case may be.
7. The AEE/JEE of the office visit/ inspect the industry, as per the requirement and the inspection report is prepared for the visit.
8. The report is then uploaded on the portal within 48 hours, and the same is also visible to the industry and inspection is closed.
9. The concerned officer then forwards the application to EE with recommendations which is forwarded to SEE/ CEE / Member Secretary, Chairman as per the competency for deciding the application.
10. Any clarifications if required, are raised, and may be asked to the entrepreneur for reply of the same within stipulated time.
11. In case of violation, show cause notice, with or without the opportunity of personal hearing, may be issued to the entrepreneur for submitting the reply and/or attending the hearing.
12. After the decision of the competent authority for approval / refusal, the application is forwarded to the concerned officer for issuing the certificate.
13. The officer then prepares the certificate for approval / refusal (according to the decision of the competent authority) and closes the application.
14. Once the application is closed, the copy of the generated certificate is available in the account of the industry which can be downloaded.