REGISTRATION OF INDUSRTIES

1. Click "New Industry Registration" in the home page of krocmms.nic.in
2. Select type as applicable - Industry/Hotel/Residential/Offices/Commercial/Health Care Institution/House Boat/Diesel Generator
3. Fill in all mandatory fields in the "General" and "Occupier" tabs
4. Select "Save"
5. Wait for confirmation. After confirmation message is displayed take the print out of acknowledgement of registration by selecting "Print". **The acknowledgement of registration is an important document as it contains your login credentials. It should be kept in safe custody. Please note that if the acknowledgement of registration is lost, please send an e-mail request to kspcbtrivandrum@gmail.com**
6. On first login, you will be prompted to reset password.
7. Pass word should be of minimum 8 characters and maximum 15 characters length and contain alphabets, numbers and any one of the special character @,# or $
8. Once the password is reset successfully the message will be displayed and user will be redirected to the homepage for login.
9. The password shall be reset within 15 days of registration.
10. In case the password is lost/account is blocked, use "Forget password" link to reset password.Select "Industry". Fill in User Name (OCMMS Registration ID). Click "Submit". Answer Hint Question (Answer is given in the acknowledgement of registration. The answer is case sensitive.) Option to reset password will be displayed. Once the password reset confirmation will be displayed and the industry can login with new password.

E-FILING OF APPLICATION

1. Login with the user id, password and captcha code. Username and password are case sensitive.
2. On login the user is directed to the consent management link by default. If the industry user wants to submit monthly water consumption return/apply for registration or authorization under Bio-Medical Waste Rules/Hazardous Waste Rules/Municipal Waste Rules please select Cess Management or Waste Management as the case may be.
3. For generating new consent application select "Apply for Consent".
4. Select Type - CTE/CTO : New/Renew/Variation/ Expansion/Modernization
5. Fill in the mandatory fields. Attach documents (Documents shall be in pdf format. Size per file shall be less than 5MB) and click Save.
6. The application can be saved as "In progress" if the user wants to perform further editing.
7. Once the application is saved as "Complete" it will be submitted to the Board and editing can be done only if the Approving Authority returns it to industry account.

8. Application can be downloaded in pdf format/printed by clicking "Print" displayed in the top right corner of the screen.

9. To view the status of submitted application click "Completed" tab in the Industry home page.

10. To edit returned application click on the application number in the "Completed" tab. The file will be opened. Scroll down and click the "Edit" button. The application will be available in editable mode. Make corrections and save as "completed" to re-submit.

11. To submit clarification click on "C" symbol shown against application number in the "Completed" tab.

12. If clarification is raised on an application, unless clarification is submitted by the Industry User the application cannot be disposed by the SPCB User.