



DEVELOPMENT OF PORTAL FOR VOLUNTARY INDUSTRIAL GREEN RATING

INDUSTRY – USER MANUAL

Prepared by

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1 PURPOSE

This software design specification is made with the purpose of outlining the software architecture and design of the web-portal to create, develop, implement, and maintain a web portal dedicated for a voluntary green rating system for industries in collaboration with the Tamil Nadu Pollution Control Board (TNPCB). The intended audiences of this document are

- Members of the Software Development team
- Stakeholders of the project, primarily, Industries, Third Party Evaluators other department officials of the TNPCB.
- Any other agency appointed by the Client for verification/validation purposes.

2 TARGET AUDIENCE

The intended audience for this instruction manual will be Industries all over Tamil Nadu. The basis of the report is set for focusing on the complete understanding of user's roles and responsibilities within the portal.

3 APPLICATION DETAILS

The portal is suitable for use on any computer as it provides a basic, web-based interface that allows us to use the core features efficiently. Launch the internet browser and browse to <https://tnpcbgrp.devops-in22labs.com/> (Staging Server URL)

4 USER FUNCTIONALITIES

- Register as an Industry.
- Submit eligibility form.
- Await approval/rejection status from department.
- On approval, upload payment challan and submit rating form.
- Download certificate on approval.
- View reason for rejection in case of denial.
- Renewal green rating certificate after expiry.

5 INDUSTRY REGISTRATION

To register as an Industry under the portal:

- Open the TNPCCB Website.
- Click on the Green Rating Program link.
- Click on Login/Sign-Up to proceed further.



KEY IDEA

About Green Rating Certificate

The Green Rating Certificate in Tamil Nadu is a voluntary mechanism that recognizes and rewards industries for their environmentally sustainable practices. It serves as a testament to an organization's commitment to reducing its environmental impact and promoting sustainable development

Why Apply To Green Rating Program?

Applying to the Green Rating Program allows industries to showcase their commitment to environmental sustainability and gain recognition for their efforts.

- Environmental responsibility
- Performance monitoring
- Data-driven governance
- Information dissemination
- Market empowerment
- Self-monitoring incentives

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- Upon first-time login, enter OCMMS's latest Application Number, provided you are already registered on the OCMMS portal.

Tamil Nadu Pollution Control Board
தமிழ்நாடு மாசு கட்டுப்பாடு வாரியம்

Voluntary Green Rating of Industries

Industry Registration

Latest OCMMS Application Number*

Captcha

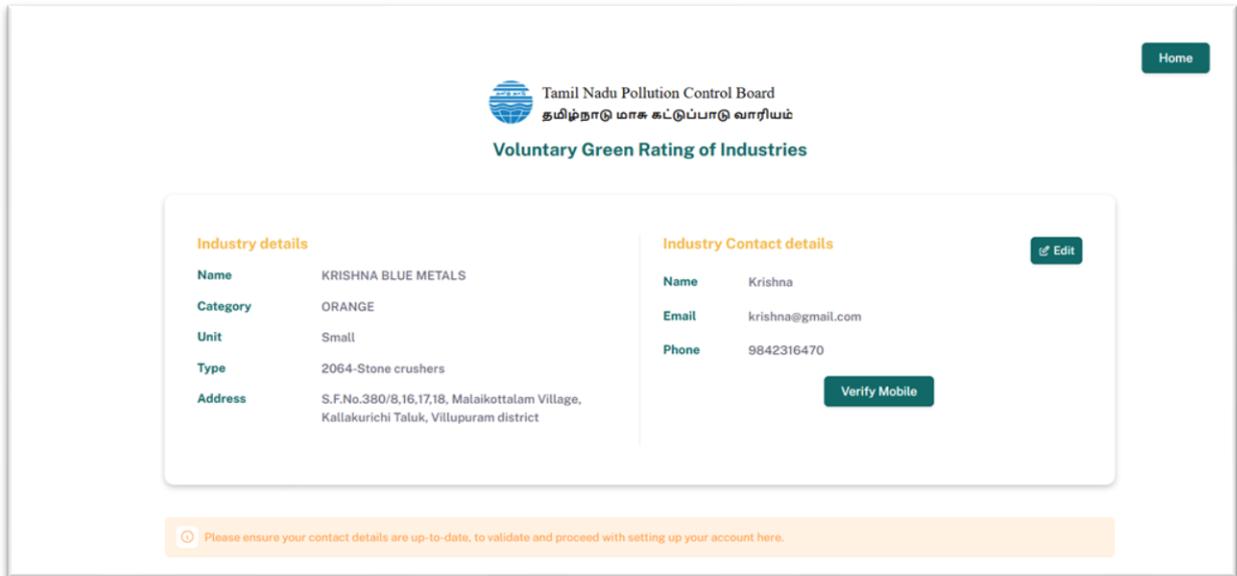
Enter the captcha displayed in the image above *

Register here only if registered on OCMMS.
 Provide the latest application number from OCMMS.

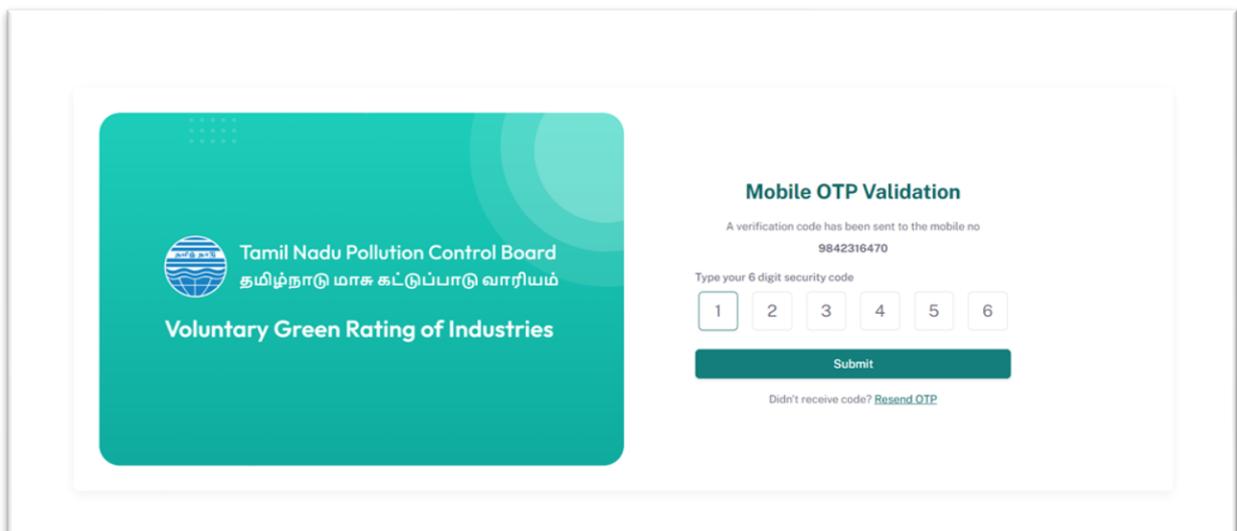
[Verify](#)

Already a registered? [Login](#)

- After entering the user ID, basic Industry details will be retrieved from the OCMMS portal and populated in this portal.



- If the contact details need to be updated, it can be done using the Edit option provided to receive the OTP & communication from the portal.
- If the contact details are correct/its updated - Click '**Verify Mobile**' button.
- On click, you will be taken to another page to enter the OTP sent to your Mobile number.

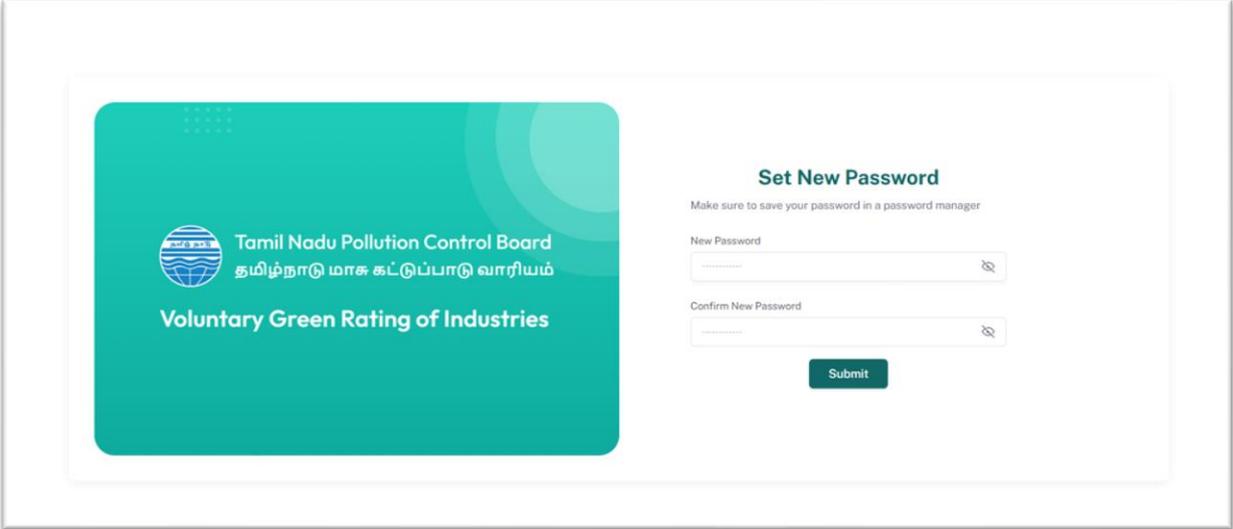


- Enter the 6-digit OTP received in the Mobile number in the text box displayed and click '**Submit**' for verification.

6 PASSWORD SET-UP

On successful submission, you can set your password.

- **New password** – Enter password
- **Confirm password** – Re-enter password for confirmation.
- Click '**Set new password**' to proceed to login page.



Set New Password

Make sure to save your password in a password manager

New Password

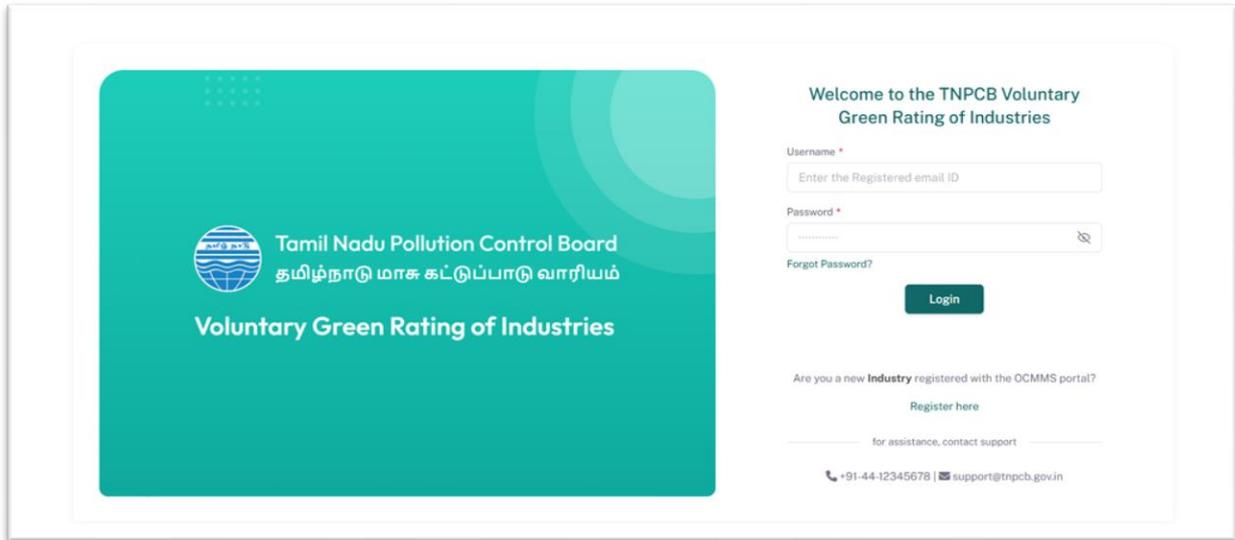
Confirm New Password

Submit

7 INDUSTRY LOGIN

To login to your account;

- Open TNPCB GRP portal.
- Enter your registered email and password.
- Click '**Login**'.



8 FORGOT PASSWORD

To change your password;

- Click **'Forgot password'**.
- Enter your registered email ID and click **'Send Reset Link'**.
- You will receive a link through your registered email ID to generate new password.

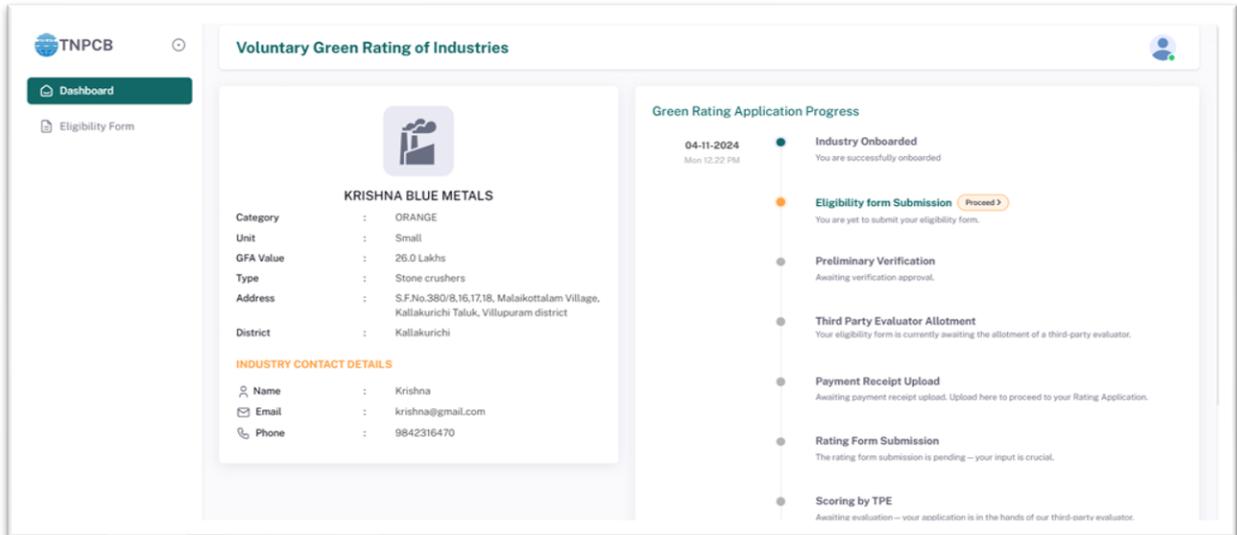
On clicking the link, you will be redacted to a new page to set new password.

- **New password** – Enter password
- **Confirm password** – Re-enter password for confirmation.
- Click **'Set new password'** to proceed to login page.

9 DASHBOARD

The dashboard is your main interface in the TNPCCB GRP Portal. It includes:

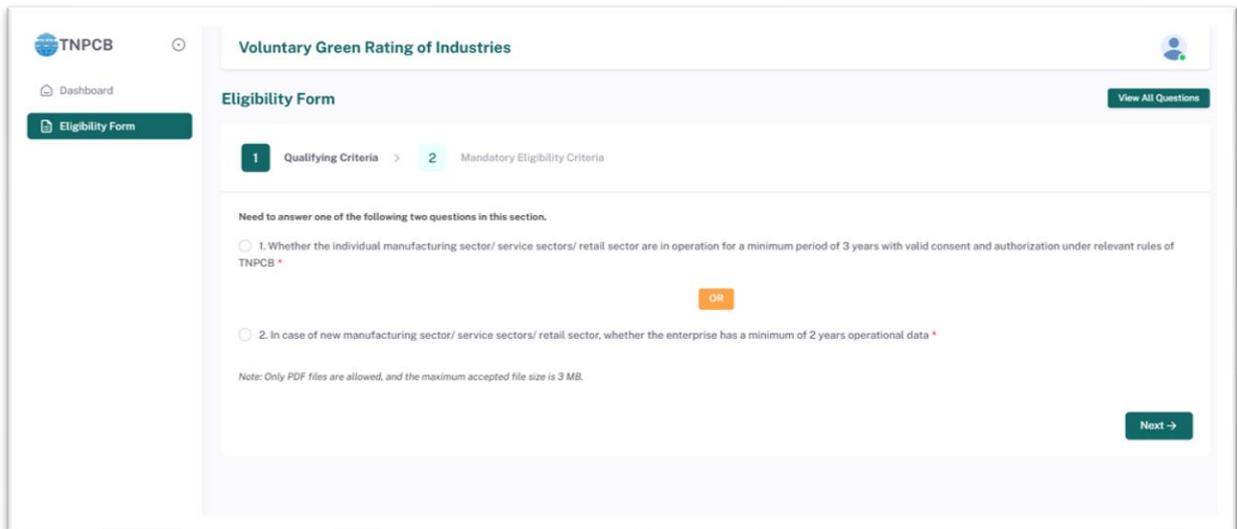
- Your basic information like type, classification etc.
- Progress timeline of your green rating certificate showing the stage title, date, day, time, and status of each stage.



10 ELIGIBILITY FORM

You can submit your Eligibility form through the 'Eligibility form' menu on the left panel.

- Click on the menu to land on the form page with questions segregated into two sections.
- Fill in all mandatory fields in the form; including necessary supporting documents before submission.

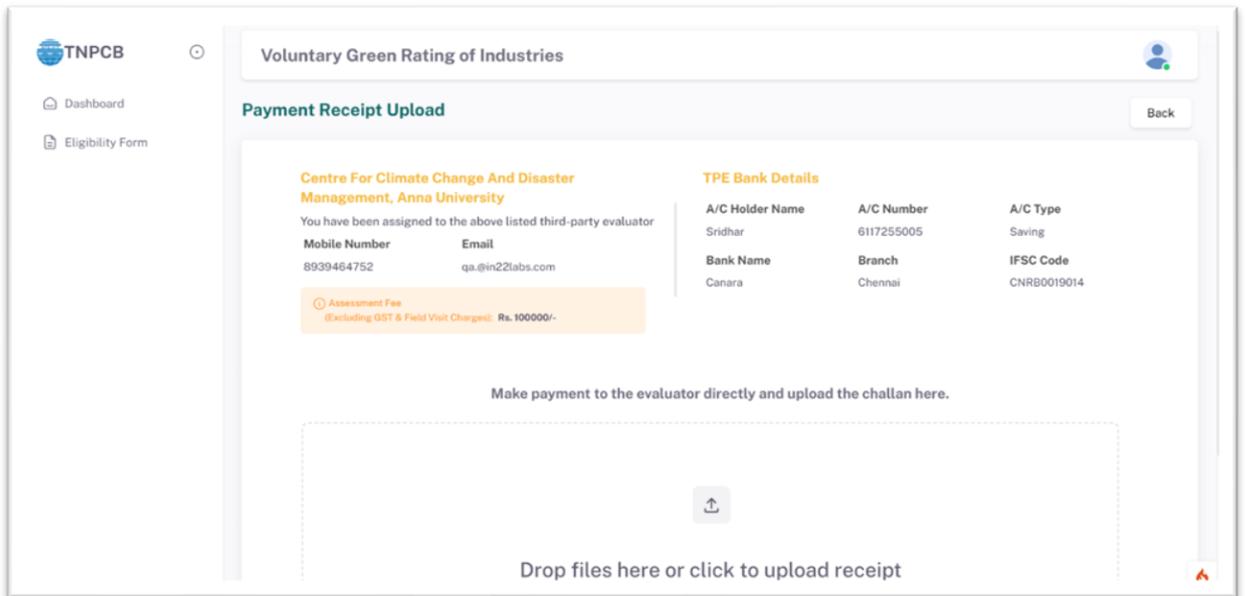


- Click **'Submit'** to submit your eligibility form.
- You can view the submitted form by clicking the Eligibility form menu.

11 TPE ALLOCATION, PAYMENT RECEIPT UPLOAD

Once your application eligibility is approved by a TNPCB official, the application will be sent to TPE for acceptance. Upon TPE acceptance, you will be notified of the assigned third-party evaluator to whom you need to make your payments.

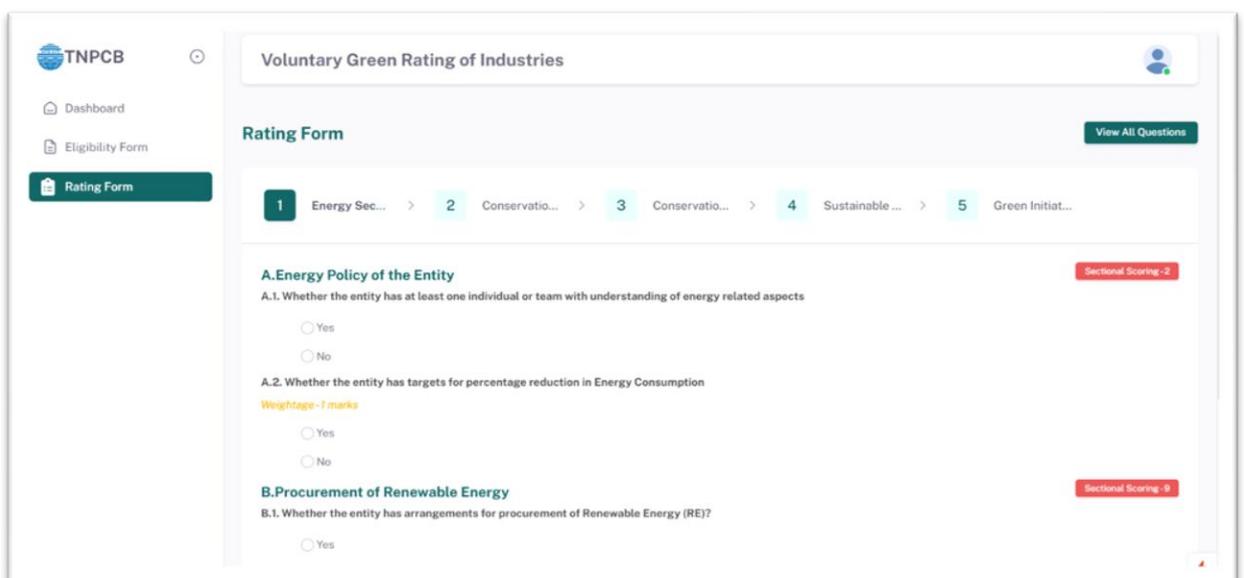
- Click **'Click here to view your allotted TPE'** to view your TPE details, amount to be paid to the TPE based on your GFA and the Bank details of the TPE.
- You can make the payments offline and upload the payment receipt in the portal for proceeding to submit the Rating form.
- Click **'Upload Challan'** to upload payment receipt.
- **'Drop files here or click to upload receipt'** field allows you to upload the receipt.
- Click **'proceed'** to confirm submission.



- On successful submission, you will be proceeded to Rating form.

12 GREEN RATING FORM

- The rating form consists of 5 sections that you need to complete and submit to obtain your green rating certificate.
- Each section includes multiple questions with various field types, such as text fields, supporting document uploads, and text areas for detailed explanations, etc.



- For questions requiring dynamic answers, click the **'Add Details'** to add multiple entries.
- Click the **'delete'** icon to remove any entries.
- Complete all five sections and click **'submit'** to confirm submission.
- Upon successful submission, await review response from TNPCB officials.
- View your answers submitted on clicking **'Rating form'** from the menu.

TNPCB Voluntary Green Rating of Industries

346 SAMY AND CO SIZING AND WEAVING MILL Submitted for Review : 29-10-2024

1 Energy Sec... > 2 Conservatio... > 3 Conservatio... > 4 Sustainable... > 5 Green Initiat...

A. Energy Policy of the Entity Sectional Scoring - 2

A.1. Whether the entity has at least one individual or team with understanding of energy related aspects

YES NO

A.1a. Specify the name and designation of the concerned competent individual or team
Weightage - 1 marks

Evidence for existence of energy competent individual or team and Organizational chart [View](#)

Employee details

SNO	NAME OF INDIVIDUAL	POSITION	RESPONSIBILITIES	QUALIFICATIONS/ SPECIALIZATION
1	Punith	Accountant	Test	Accounts

A.2. Whether the entity has targets for percentage reduction in Energy Consumption
Weightage - 1 marks

YES NO

13 CERTIFICATE

Your rating form will be evaluated and scored by the third-party evaluator before being sent for approval by TNPCB.

- If approved, you will receive the green rating certificate, which can be downloaded by clicking the **'View Certificate'** button.
- You can also access the certificate from the **'Certificate'** menu on the right panel.