

**All Industry are requested to file Monthly Patrak Online before 2<sup>nd</sup> week of every month.**

**Following are the steps to fill Monthly Patrak Online.**

**HOW TO FILE MONTHLY PATRAK ONLINE**

- The unit should enter the Goa State Pollution Control Board website ([www.goaspcb.gov.in](http://www.goaspcb.gov.in)).
- Click on the XGN REGISTRATION button at the bottom of the Home page of GSPCB website.
- Login with the user ID and Password and click on Submit.
- Goto **Menu**→click on **RET**→Click on **Monthly Patrak**
- **Following screen will appear clicking on Monthly Patrak**

The screenshot shows the 'Monthly Patrak' form on the Goa State Pollution Control Board website. The form is for 'Test Industry' and is for the month '201210'. It includes a certification statement: 'I hereby Certify that this month there was,  No Production  No Fuel Consumption  No Gaseous Emission  No HAZD Waste Disposals'. The 'CETP Name' is 'NOT a CETP Member' and 'Main TSDF' is 'Not Linked to Any TSDF'. The form contains several data entry tables:

Electricity UNITS Consumed in month			Water Consumed in month		Effluent Discharged in month		H.W Returns=0
Production	ETP	APCM	Meter Reading	Kilo Litre	Meter Reading	Kilo Litre	
0	0	0	0	0	0	0	0

Additional fields include 'Cooling-Boiler' (0), 'Domestic Use' (0), 'Process-BIO Degradable' (0), and 'BIO Non Degradable' (0). There are also checkboxes for 'Work of Control Measures In Progress' such as 'APCM Up gradation', 'Cleaner Production Technique', 'Nothing in Progress', etc. A 'Remark' field is also present.

Below the form, there is a table for 'Enter Quantity = 0 for DELETION' with columns for Category, MLT Name, Unit, and Quantity. A 'NEW' button and a 'Save' button are also visible.

- Complete the entire form by entering correct monthly data and save the same.
- On filing the Monthly Patrak Industry will be able to view all Legal Document issued to Industry such as Direction given to Industry, Show Cause Notice, Provisional Cosent Order or any other General Letter by clicking on **Legal, CCA Orders** button placed on right hand side.

The screenshot shows the 'LEGALS' section of the website. It features a navigation bar with buttons for LEGALS, ORDERS, Gen LETTERS, PROVISIONAL ORDERS, and Upload OLD Orders. Below this is a table of legal documents:

ID	Insp Dt	HO File	No	Act	Leg Dt	For	Insp Id	IR-Leg	Type	Out Type-Date	Out No	R.O
10111	25/06/12		1	SCN	18/10/2012		81612	SCN	APP	20/10/2012	1008	PAN

- All Industry requested to furnish the complete information as early as possible in order to view the all correspondance made to particular Industry Online.