

File No. 300/1/2024-Waste To Energy  
Government of India  
Ministry of New and Renewable Energy  
(Waste to Energy Division)

Atal Akshay Urja Bhawan  
Opp. CGO Complex, Lodhi Road  
New Delhi-110003  
Dated: 30.12.2025

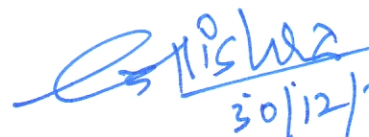
**OFFICE MEMORANDUM**

**Subject: Creation of a provision on Bio-Urja Portal for uploading documents for release of 50% CFA and extension of application- reg.**

The undersigned is hereby directed to refer to the subject cited above and forward herewith communication (copy of email dated 14.10.2025) received from IREDA (Team Bio-Urja) regarding the requirement for creation a provision on the Bio-Urja Portal to enable uploading of requisite documents for 50% release of CFA as per detail given in **Annexure 'A'**.

2. NIC, MNRE is requested to make a provision for SSS-NIBE to upload inspection report during final claim of CFA, in the Biourja portal.
3. In view of the above, it is requested that the PMU/NIC team, MNRE may kindly take necessary action to incorporate the said provisions as per **Annexure 'A'** in the Bio-Urja Portal at the earliest, to facilitate smooth processing of CFA release under WTE Programme.
4. This issues with the approval of Secretary, MNRE.

Encl.: As above

  
(Dr. Gaurav Mishra)  
Scientist- 'F'

To

Project Monitoring Unit, Biourja Portal,  
NIC, MNRE, AAUB - 110003

Copy through the MNRE website for concerned,

1. PS to Hon'ble Minister for NRE.
2. PPS to Secretary, MNRE
3. Implementing Agency IREDA
4. SSS-NIBE, SNAs, and BDTCs
5. All Stakeholders

**A. Creation of a provision for uploading documents on the Biourja portal**

**1. For Stage 1 (During application – to be uploaded by developer):**

- i. Detailed Project Report (DPR)
- ii. Loan sanction letter, if loan availed
- iii. Undertaking on a non-judicial stamp paper of Rs. 500/-

**2. For Stage 2 (During initial 50% claim- To be uploaded by the Project Developer):**

- i. Consent to Operate (CTO)/ Acknowledgement Certificate
- ii. Bank Guarantee
- iii. Bank Mandate Form

**3. For Stage 3 (Before Full Disbursement):**

**1. Combined Plant Inspection report, alongwith following documents (to be uploaded by SSS- NIBE):**

- i. Commissioning Certificate#
- ii. Performance Inspection Report (Joint Inspection report) with 24 hours and 3 months Performance data,
- iii. Consent to Operate (CTO) from State Pollution Control Board for the plant,
- iv. Approval for storage & filling of Bio-CNG Plant from Petroleum and Explosive Safety Organization (PESO), Nagpur,
- v. EIA clearance, if applicable for >15MW power projects,
- vi. Access details of SCADA system/remote monitoring system, and
- vii. Photographs of the plant with high resolution.

**2. Mandate form would include the following (to be uploaded by Project developer):**

- i. Bank details for payment transfers duly certified by Bank/FI. In case of loan account, the CFA would be utilised to offset the loan amount.
- ii. For bank/FI financed projects it would include the Loan disbursement details, and Non-NPA declaration by the bank.