



EPA/SEC/O/260604/0062

ORDER

499/PA/DG/EPA/2026

In pursuance to this office order number 490/PA/DG/EPA/2026 dated 30 May, 2026, the following course content / modules titled **Hands on Training on Environmental Approval System: Preparation, Filing and Allied matters on IEE / EIA Reports Through e-Biz** is hereby notified.

I. Course Title "Hands on Training on Environmental Approval System: Preparation, Filing and Allied matters on IEE / EIA Reports Through e-Biz"

II. Course Overview:

This course is designed to develop practical understanding of the e-Biz system used for submission, review, and processing of Initial Environmental Examination (IEE) and Environmental Impact Assessment (EIA) cases.

It aims to build a wider pool of competent users including students, interns, consultants, industry professionals, and general applicants, enabling them to effectively prepare, submit, and track environmental applications through the digital platform.

The programme follows an applied learning approach aligned with international e-governance training standards, combining conceptual learning with hands-on system practice.

III. Target Audience

- Students of Environmental Sciences / Environmental Engineering
- Interns at EPA and allied institutions
- Environmental Consultants and EIA practitioners
- Industry compliance and environmental officers
- General public interested in environmental approvals

IV. Course Duration & Delivery Format

- **Duration:** 4 Weeks
- **Mode:** Hybrid (Self-paced + Instructor-led sessions)

- **Total Sessions:** 09
- **Sessions per Week:** 2 sessions
- **Session Length:** 90 minutes (1.5 hours)
- **Test Assessments per week:** 60 minutes
- **Weekly Load:** 4 hours
- **Total Programme Hours: 16 hours (approx.)**

V. Learning Outcomes

By the end of this programme, participants will be able to:

- Understand the structure and function of the e-Biz system
- Navigate the portal for IEE/EIA submissions
- Prepare complete and compliant application packages (IEE/EIA Reports)
- Upload, revise, and track environmental cases digitally
- Identify and avoid common submission errors
- Understand regulatory workflow and approval stages
- Apply practical case-based knowledge in real-world submissions'

VI. Course Structure / Modules (One session per module)

Module 1: Introduction to Environmental Governance & e-Biz System

- Overview of environmental regulatory framework
- Role of digital governance in EPA systems
- Introduction to e-Biz platform architecture
- User roles and access levels

Module 2: IEE & EIA Fundamentals

- Difference between IEE and EIA
- Project categorization (Schedules I & II)
- Legal and procedural requirements
- Common documentation requirements

Module 3: e-Biz Portal Navigation & Account Setup

- Registration process
- Profile creation for proponents/consultants
- Dashboard overview
- Submission workflow

Module 4: Submission of IEE/EIA Cases

- Step-by-step case submission

- Uploading reports and supporting documents
- KML file preparation, uploading and location tagging
- Fee submission process

Module 5: Document Preparation & Compliance Requirements

- Standard formats for reports
- Mandatory annexures and checklists
- Environmental baseline data requirements
- Legal NOCs and attachments

Module 6: Review Process & Common Errors

- Scrutiny mechanism in EPA system
- Reasons for rejection or delay
- Frequent mistakes in submissions
- How to respond to observations

Module 7: Case Tracking, Revision & Approval Workflow

- Tracking application status
- Responding to comments
- Revision submission process
- Final approval stages

Module 8: Practical Simulation (Hands-on Training)

- Dummy project submission exercise
- Case study walkthrough
- Peer comparison of submissions
- Troubleshooting real-life issues

Module 9: Ethics, Transparency & Digital Compliance

- Transparency in environmental approvals
- Anti-manipulation safeguards
- Role of consultants and accountability
- Best practices in digital compliance

Assessment Methodology (70% passing marks in each test)

- Weekly MCQ Quizzes – **30%**
- Practical Assignments – **40%**
- Final Simulation Test – **30%**

VII. Certification

Participants successfully completing the programme will be awarded:

“Hands on Training on Environmental Approval System: Preparation, Filing and Allied matters on IEE / EIA Reports Through e-Biz”

VIII. Delivery Platform

- EPA Learning Management System (LMS) / E-learning Portal
- Online
- In-person
- Video lectures
- Interactive guided practice dashboards
- Optional live Q&A sessions

2. The Director (Tech./Env.) related to Section 12 of PEPA 1997, will be the Chief Instructor of the said training while the Incharge IT Support Unit (ITSU) will provide technical assistance

3. This order shall come into force with immediate effect and shall remain in force until modified or withdrawn



M. Imran Hamid Sheikh

(DR. IMRAN HAMID SHEIKH)

DIRECTOR GENERAL

ENVIRONMENTAL PROTECTION AGENCY

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A copy is forwarded for information and necessary action to the:-

- 1) Secretary
Environment Protection and Climate Change Department
- 2) Director General
Climate Policy and Technology Center
- 3) **All Directors EPA, Punjab**
- 4) Deputy Director , (SAW)
Environmental Protection Agency
- 5) Coordinator , (CKENPD) (For extending maximum facilitation)
Environmental Protection Agency
- 6) Incharge IT Support , (Unit)
Environmental Protection Agency

- 7) librarian , (EPA)
Environmental Protection Agency
- 8) Personal Assistant , (PA To DG)
Environmental Protection Agency



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