



Subject: STANDARD OPERATING PROCEDURES (SOPS) FOR ENVIRONMENTAL APPROVALS MANAGEMENT SYSTEM (EAMS)

The Environmental Protection Agency (EPA) is committed to streamline the process of Environmental Approvals (EA) and ensure timely and transparent disposal of all related cases. To achieve this end, the Environmental Approvals Management System (EAMS) has been implemented and is accessible at www.environmentcms.punjab.gov.pk.

This circular outlines the Standard Operating Procedures (SOPs) for the effective utilization of the EAMS. All stakeholders are required to adhere to these procedures strictly.

A. SOPs FOR DIVISIONAL AND DISTRICT ENVIRONMENTAL APPROVALS

1. Access and Login:

- i. Each Notified Officer (Deputy Director/Assistant Director acting as district officer of EP&CCD) has been provided with a unique login ID and password for the EAMS.
- ii. Users are responsible for maintaining the confidentiality of their login credentials.

2. Review Fee Payment:

- i. Effective from the E-pay integration, the Review Fee of the IEE and EIA Cases as per the Schedule-III of IEE and EIA Regulations 2022 shall be paid through the E-Pay System only.
- ii. Manual submission of review fees will not be acceptable after integration of E-Pay system that will be notified via orders

3. Application Receipt and Initial Processing:

- i. Upon receiving an Environmental Approval application (through the Business Facilitation Center or in person), the Notified Officer shall immediately enter the application details into the EAMS.
- ii. The EAMS will automatically generate a unique ID and File Number, which will serve as the tracking number for the case.
- iii. The Notified Officer will print the application details containing the tracking number and provide it to the applicant as proof of submission.
- iv. The Notified Officer will also upload the application and supporting documents into the EAMS.

- v. The proponent email will be considered as mandatory field as all the correspondence of status change and any letter will directly send to them via email

4. Data Entry and Document Upload:

- i. Notified Officers are responsible for accurately and diligently uploading all required information and documents related to Environmental Approvals' applications.
- ii. Extreme caution must be exercised as editing is generally NOT possible once information is uploaded.

5. Site Inspection Report (SIR):

- i. Upon receiving a case on EAMS, an automatic notification for a Site Inspection Report will be generated and assigned to the relevant field officer.
- ii. The concerned field officer will conduct the site inspection and upload the same on the EAMS within 7 working days.
- iii. Utmost care is required as editing the SIR is generally not possible after upload.

6. Deficiency Memo and Response:

- i. Any shortcomings or deficiencies identified in the submitted environmental assessment report shall be clearly and concisely documented in a Deficiency Memo and uploaded to the EAMS.
- ii. The EAMS shall automatically notify the proponent of the Deficiency Memo via their registered email address.
- iii. Upon receiving a satisfactory response from the applicant, the Notified Officer will review the response and proceed to the next step.
- iv. If the response is unsatisfactory or not received within the specified timeframe, the Notified Officer shall document this in the EAMS and follow the procedure for closure of case.

7. Working Paper Submission:

- i. After receiving a satisfactory response to the Deficiency Memo and a satisfactory SIR, the Notified Officer (in case of Divisions/Districts) will prepare a Working Paper summarizing the case and submit it for the Divisional/District Environmental Approval Committee (DEAC) review through the EAMS.
- ii. Upon submission of the Working Paper, the application will be automatically assigned to the login of the competent authority (Commissioner/Deputy Commissioner).

8. DEAC Meeting and Decision:

- i. The Notified Officer will coordinate with the competent authority for scheduling the DEAC meeting and provide them with all necessary case information through the EAMS.
- ii. Following the DEAC meeting, the competent authority (Commissioner/Deputy Commissioner) will record their decision (approval, deferment, return with observations, etc.) on the EAMS.

9. Addressing Observations:


- i. In case of any observation by the competent authority, the Notified Officer will get them addressed and resubmit the case through the EAMS.

10. Final Decision and Upload:

- i. In case of approval by the Competent Authority, the Environmental Approval, shall be issued and uploaded on the EAMS in Image shape which will automatically notify the proponent through registered email.

B. SOPS FOR THE EPA HQ

1. Access and Login:

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- i. The Concerned Officers of the EIA Directorate of EPA Headquarters have been provided with login IDs and passwords for the EAMS.
 - ii. Users are responsible for maintaining the confidentiality of their login credentials.

2. Review Fee Payment:

- i. Effective from the integration of E-pay, the Review Fee of the IEE and EIA Cases as per the Schedule-III of IEE and EIA Regulations 2022 shall be paid through the E-Pay System only.
- ii. Manual submission of review fees will not be acceptable after integration of E-pay system

3. Application Receipt and Initial Processing:

- i. Upon receiving an Environmental Approval application (through the Business Facilitation Center or in person), the Notified Officer shall immediately enter the application details into the EAMS.
- ii. The EAMS will automatically generate a unique ID and File Number, which will serve as the tracking number for the case.
- iii. The Notified Officer will print the application details containing the tracking number and provide it to the applicant as proof of submission.
- iv. The Notified Officer will also upload the application and supporting documents into the EAMS.

- v. The proponent email will be considered as mandatory field as all the correspondence of status change and any letter will directly send to them via email

4. Data Entry and Document Upload:

- i. Notified Officers are responsible for accurately and diligently uploading all required information and documents related to Environmental Approvals' applications.
- ii. Extreme caution must be exercised as editing is generally NOT possible once information is uploaded.

5. Site Inspection Report (SIR):

- i. Upon receiving a case on EAMS, an automatic notification for a Site Inspection Report will be generated and assigned to the relevant field officer.
- ii. The concerned field officer will conduct the site inspection and upload the same on the EAMS within 7 working days.
- iii. Utmost care is required as editing the SIR is generally not possible after upload

6. Deficiency Memo and Response:

- i. Any shortcomings or deficiencies identified in the submitted environmental assessment report shall be clearly and concisely documented in a Deficiency Memo and uploaded to the EAMS.
- ii. The EAMS shall automatically notify the proponent of the Deficiency Memo via their registered email address.
- iii. Upon receiving a satisfactory response from the applicant, the concerned officer will review the response and proceed to the next step.
- iv. If the response is unsatisfactory or not received within the specified timeframe, the Notified Officer shall document this in the EAMS and follow the procedure for closure of case.

7. Public Hearing (For EIA Projects):

- i. Once the SIR has been received and preliminary scrutiny has been completed, the request for the Public Hearing Venue and Date shall be uploaded on the EAMS which will be communicated to the proponent through registered email address.
- ii. Upon receiving the response from the proponent, the Public Hearing Notice for publication in the Newspaper by the proponent shall be uploaded on the EAMS.
- iii. The EAMS shall automatically notify the proponent and the relevant Field office of the Public Hearing Notice via their registered email addresses.



- iv. After the Public Hearing, the relevant Field Office shall convey the Proceedings of the Public Hearing to EPA HQ within 3 days of the public hearing.

8. Committee of Experts (COE):

- i. The case complete in respect of SIR, Preliminary Scrutiny, and Proceedings of Public Hearing (only EIA) shall be placed before the Committee of Experts.
- ii. The Minutes of the COE meeting shall be uploaded on the EAMS within 3 working days of the meeting.

9. Submission of Case to Competent Authority (DG):

- i. The case complete in respect of SIR, Preliminary Scrutiny, Proceedings of Public Hearing (only EIA), and Minutes of the Committee of Experts Meeting, along with the proposal of the Director (EIA), shall be submitted to the Competent Authority, i.e., the Director General, through the EAMS.
- ii. Upon submission of the case, the application will be automatically assigned to the login of the competent authority (Director General).

10. Addressing Observations:

- i. In case of any observation by the competent authority, the Notified Officer will get them addressed and resubmit the case through the EAMS.

11. Final Decision and Upload:

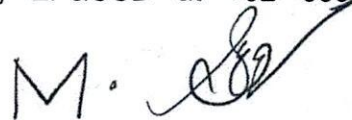
- i. In case of approval by the Competent Authority, the Environmental Approval, shall be issued and uploaded in Image shape on the EAMS which will automatically notify the proponent through registered email.

C. Compliance and Monitoring

1. All stakeholders are required to comply with these SOPs.
2. The EPA will monitor the implementation of the EAMS and these procedures through regular audits and system reports.
3. Non-compliance with these SOPs may result in disciplinary action

D. Contact Information

- i. For any queries or technical assistance regarding the EAMS, please contact:
 - o Mr. Noor Ahmad, Deputy Director (EIA), EPA at +92 321 4842834
 - o Mr. Fahad Ahmad, Data Analyst, EP&CCD at +92 335 4354143 (Email: fahadepa@gmail.com)



**DR. IMRAN HAMID SHEIKH (PAS)
DIRECTOR GENERAL
ENVIRONMENTAL PROTECTION AGENCY
PUNJAB**

Copy forwarded for information & necessary action to:

- 17/4/25 mt 17/4/25
- i. The Secretary, EP&CCD, EPA Punjab
 - ii. The Additional Director General (Ops & Imp), EPA Punjab
 - iii. The Director EIA with the directions to intimate all notified officers and ensure implementation of this circular
 - iv. All Deputy Director (Field) / Assistant Director (Field), EPA Punjab for implementation and necessary action. **They are further directed to brief the system to Commissioners and Deputy Commissioners.**
 - v. The in-charge, Strategy and Analysis Wing (SAW) EPA Headquarters, Lahore.
 - vi. In-charge, Social Media Cell of EPA Punjab to place this order on the website (epd.punjab.pk) and all the social media platforms 17/4/25
 - vii. PA to Director General EPA Punjab

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