

**GOVERNMENT OF THE PUNJAB**  
**ENVIRONMENT PROTECTION DEPARTMENT**

Dated Lahore the                      , May, 2021

**GUIDELINES FOR**  
**REGISTRATION OF ENVIRONMENTAL CONSULTANTS**

**Notification No. xxxxx:** In exercise of the powers conferred under Regulation 14 of the Punjab Environmental Protection (Registration of Environmental Consultants) Regulations, 2017, the undersigned, having obtained the approval of the Government, hereby prescribe the following guidelines:

**1. Short title and commencement.** (i) These guidelines may be cited as the Punjab Environmental Protection (Registration of Environmental Consultants) Guidelines, 2021.

(ii) These shall come into force upon their notification in the official Gazette of the Punjab Government.

**2. Definitions.** (i) In these regulations, unless there is anything repugnant in the subject or context:

(a) **“Act”** means the Punjab Environmental Protection Act, 1997 (XXXIV of 1997);

(b) **“cost”** means the total cost including the cost of project land, cost of the machinery and equipment installed, and infrastructure cost;

(c) **“Consulting firm”** means a firm or a consortium of consulting firms registered under the Regulations;

(d) **“Environmental Impact Assessment”** means an environmental impact assessment as defined under section 2(xi) of the Act;

(e) **“Environmental Assessment”** means an environmental assessment i.e., Initial Environmental Examination or Environmental Impact Assessment within the meaning of the Act;

(f) **“Individual Consultant”** An individual consultant means any individual person, qualifying for any of the categories as prescribed in **Schedule I & II**;

(g) **“Initial Environmental Examination”** means an initial environmental examination as defined under section 2(xxiv) of the Act;

(h) **“proponent”** means an initial environmental examination as defined under section 2(xxxvi) of the Act;

(i) **“person”** means a person as defined under section 2(xxxii) of the Act; and

(j) **“Regulations”** means the Punjab Environmental Protection (Registration of Environmental Consultants) Regulations, 2017.

(ii) All other words and expressions used in these guidelines but not defined shall have the same meanings as are assigned to them under the Act, Rules, and Regulations.

**3. Registration of foreign consultants.** An individual environmental consultant or environmental consulting firm from outside of Pakistan may register with the Provincial Environmental Protection Agency under the Regulations to undertake an environmental assessment in the province Punjab.

**4. Categories for individual consultants.** An individual consultant may be registered under the Regulations:

- (a) Associate Environment Professional,
- (b) Qualified Environment Professional,
- (c) Lead Environment Professional, and
- (d) Qualified Subject Matter Specialist.

**5. Categories for consulting firms.** (1) A consulting firm may register in one of the four categories namely A, B, C, and D, according to the strength and combination of individual consultants present at its roll along with relevant experience, professional affiliations, quality control policies, and other factors given at [Schedule III](#).

(2) A registered consulting firm shall not undertake any project beyond the scope mentioned against its respective category described at [Schedule III](#).

**6. Application for registration.** (1) Any consultant who fulfils the laid criteria may make an application by following the [Regulation 4](#) in the form set out in [Schedule IV](#) to the Director General of the Provincial Agency for registration as an environmental consultant.

(2) Every such application for registration shall be accompanied by a non-refundable scrutiny fee at the rate specified in [Schedule V](#).

**7. Decision on application.** (1) Subject to [Regulation 7](#), an application for the registration may be rejected or accepted within forty-five days from its receiving in the Provincial Agency.

(2) Where the Provincial Agency rejects an application, the applicant shall be informed of the reasons for such rejection and the decision is appealable before the Punjab Environmental Tribunal under the Act.

(3) Subject to clause (4), rejection of an application for registration shall not debar an applicant from submitting a fresh application for registration.

(4) A fresh application shall not be entertained until the lapse of at least three months from the date of rejection of an application and payment of the specified fee afresh.

**8. Validity of registration and its renewal.** (1) Every registration made under the Regulations shall be valid for a maximum period of one year and it may be considered for renewal – subject to fulfillment of the relevant criteria and compliance of the provisions of the Act and Regulations.

**9. Renewal of registration.** (1) An application for renewal of registration shall be made in the form set out in [Schedule IV](#), to the Provincial Agency at least forty-five days prior to the date of expiry of the certificate of practice issued under [Regulation 7](#).

(2) An application for renewal shall be accompanied by a copy of the annual report of the activities of the environmental consultant.

(3) An application for renewal shall be dealt with, scrutinized and decided exactly in the same manner as an application for registration and the provisions of these guidelines and

the Regulations relating to an application shall, mutatis mutandis, apply to an application for renewal of registration.

(4) If an application for renewal of registration is made, the certificate shall continue to remain valid till the application for renewal is decided.

(5) The fee for renewal of registration shall be payable at the rate specified in **Schedule V**.

**10. Role and duties of the consultants.** (1) For the purpose of undertaking an environmental assessment, the consulting firm shall appoint a team, comprising of individual consultants having the relevant competency. The team shall be headed by a Lead Environment Professional for Category A and by a Lead Environment Professional or Qualified Environment Professional for Category B, C and D consulting firm

**11. Maintenance of records.** (1) All information and records concerning the work undertaken by an individual consultant and consulting firm shall be maintained in Urdu/English, in hard as well as digital form, for at least five years and made available to the Provincial Environmental Protection Agency or the proponent as and when required.

(2) The Agency may, from time to time, pass instructions as to the manner of keeping such record.

**12. Fee for registration etc.** Registration of an individual consultant and a consulting firm and its renewal shall be subject to payment of fee as given at **Schedule V**.

**Secretary  
Government of the Punjab  
Environment Protection Department**

**Schedule I**  
[See Guideline 4]

**MINIMUM REQUIREMENTS FOR REGISTERING AS AN INDIVIDUAL CONSULTANT**

Criteria	Associate Environment Professional	Qualified Environment Professional	Lead Environment Professional	Qualified Subject Matter Specialist
Minimum qualification	<p>1. B.Sc. Engineering/B.E. in Environmental, Civil, Agricultural, Industrial, or Chemical; or Master Degree (M.Sc./M.S.) in Environmental Sciences from an institution recognized by Higher Education Commission, Pakistan.</p> <p>2. Registration with Pakistan Engineering Council in case of having an Engineering Degree.</p>	<p>1. B.Sc. Engineering/B.E. in Environmental, Civil, Agricultural, Industrial, or Chemical; or Master Degree (M.Sc./M.S.) in Environmental Sciences from an institution recognized by Higher Education Commission, Pakistan.</p> <p>2. Registration with Pakistan Engineering Council in case of having an Engineering Degree.</p> <p>3. Has published at least one research paper in “W’ category research journal as a lead author on environment related field</p> <p style="text-align: center;">OR</p> <p>Has published at least two research papers in “X’ category research journal as a lead author on environment related field</p>	<p>1. Master Degree in Environmental, Civil, Agricultural, Industrial, or Chemical Engineering; or M.Phil. Degree in Environmental Sciences from an institution recognized by Higher Education Commission, Pakistan.</p> <p>2. Registration with Pakistan Engineering Council in case of having a B.E./ B.Sc. Engineering Degree.</p> <p>3. Has published at least two research papers in “W’ category research journal as a lead author on environment related field</p> <p style="text-align: center;">OR</p> <p>Has published at least four research papers in “X’ category research journal as a lead author on environment related field</p>	<p>1. Ph.D./D.Sc. Degree in Environmental, Civil, Agricultural, Industrial, or Chemical and any other relevant engineering discipline; or Doctorate (Ph.D./D.Sc.) in Environmental/Natural Sciences from an institution recognized by Higher Education Commission, Pakistan. Qualification for the specific subject(s) shall be evaluated based upon specialization/thesis topic.</p> <p>2. Registration with Pakistan Engineering Council in case of having a B.E./ B.Sc. Engineering Degree.</p> <p>3. Has published at least three research papers in “W’ category research journal as a lead author on environment related field</p> <p style="text-align: center;">OR</p> <p>Has published at least six research papers in “X’ category</p>

<b>Criteria</b>	<b>Associate Environment Professional</b>	<b>Qualified Environment Professional</b>	<b>Lead Environment Professional</b>	<b>Qualified Subject Matter Specialist</b>
				research journal as a lead author on environment related field
Minimum experience (post qualification)	Verifiable proof of internship in environment related industry/organization preferably for a period of at least one month or more	Five years verifiable proof of experience in environmental assessment/designing/remediation OR Five years verifiable proof of experience as Associate Environment Professional	Five years verifiable proof of experience in environmental assessment/designing/remediation OR Five years verifiable proof of experience as Qualified Environment Professional	Five years verifiable proof of experience in environmental assessment/designing/remediation OR Five years verifiable proof of experience as Lead Environment Professional

**Schedule II**  
[See Guideline 4]

**SUBJECTS FOR QUALIFIED ENVIRONMENTAL SUBJECT MATTER SPECIALIST**

1. Archeology;
2. Biology, medicine, life sciences, genetics or any other related field
3. Climate change management;
4. Disaster management;
5. Ecology, biodiversity and tourism;
6. Economics;
7. Energy, petroleum and petroleum products;
8. Environmental geology;
9. Environmental health;
10. Environmental, civil, mechanical, public health, agricultural or chemical engineering;
11. Forestry and plant conservation;
12. Forestry, agriculture, horticulture and plant conservation;
13. Geology and soil conservation;
14. Hydrology, ground water and water conservation;
15. Irrigation;
16. Land use including town, city and regional planning, and architecture;
17. Noise, vibration and acoustics;
18. Pollution modeling and prediction;
19. Pollution monitoring, prevention and control;
20. Public health and sanitation;
21. Geography, Environmental chemistry;
22. Risk assessment and hazard management;
23. Social Impact Assessment/Sociology;
24. Soil conservation;
25. Solid and hazardous waste management;
26. Sustainable development;
27. Law specialist with Diploma in Environmental Law
28. Transport management; and
29. Any other relevant subject notified by EPD from time to time

**Schedule III**  
[See Guideline 5(1)]

**MINIMUM REQUIREMENTS FOR A CONSULTING FIRM TO REGISTER IN VARIOUS CATEGORIES**

<b>Criteria</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>
Permanently enrolled individual consultants (at least for one year) having relevant experience to identify/redress the environment related issues and development of management plans	Lead Environment Professional: 03 Qualified Environment Professionals: 04 Associate Environment Professionals: 05	Lead Environment Professional: 02 Qualified Professionals: 02 Associate Professionals: 03	Lead Environment Professional: 01 Qualified Professionals: 01 Associate Professionals: 02	Qualified Professionals: 01 Associate Professionals: 01
Access to experts from various fields to undertake specific studies	Qualified Subject Matter Specialists 06	Qualified Subject Matter Specialists 04	Qualified Subject Matter Specialists 02	Qualified Subject Matter Specialists 01
Experience	Minimum 20 Environmental Impact Assessments (EIA) undertaken by the firm and approved by the Agency or any other environmental regulatory authority in the last five years, out of which at least three pertain to the field of work in the Category B firm	Minimum 10 Environmental Impact Assessments (EIA) undertaken by the firm approved by the Agency or any other environmental regulatory authority in the last five years, out of which at least three pertain to the field of work in the Category C firm	05 Initial Environmental Examinations (IEE) undertaken by the firm approved by the Agency or any other environmental regulatory authority in the last five years out of which at least two pertain to the field of work in the Category D firm	At least 01 Initial Environmental Examinations (IEE) undertaken by the firm approved by the Agency or any other environmental regulatory authority in the last two years
Means to undertake basic surveys	Shall possess basic field equipment such as GPS receivers, compasses, digital camera, field kit for taking	Shall possess basic field equipment such as GPS receivers, compasses, digital camera, field kit for taking	Shall possess basic equipment such as GPS receivers, compasses, digital camera, field kit for water analysis.	Shall possess basic equipment such as GPS receivers, compasses, digital camera, field kit for water analysis.

Criteria	Category A	Category B	Category C	Category D
	environmental samples and simple analysis as specified by the Director General from time to time.	environmental samples and simple analysis as specified by the Director General from time to time.		
Tools to ensure quality of process and products	<p>Preferably ISO 9000 certified system, inter alia, clearly delineating the following:</p> <ul style="list-style-type: none"> <li>- Firm's quality policy;</li> <li>- Management responsibility;</li> <li>- Manual for carrying out studies including mechanisms for process control, peer review, editing and quality check;</li> <li>- Document and data control system/archives;</li> <li>- Information management system;</li> <li>- Sampling and analysis quality assurance system;</li> <li>- Testing equipment inspection and calibration system;</li> <li>- Control of non-conforming reports;</li> <li>- Corrective and preventive action plan;</li> <li>- Training programmes; and</li> <li>- Continual improvement plan</li> </ul>	<p>ISO 9000 certified system, inter alia, clearly delineating the following:</p> <ul style="list-style-type: none"> <li>- Firm's quality policy;</li> <li>- Management responsibility;</li> <li>- Manual for carrying out studies including mechanisms for process control, peer review, editing and quality check;</li> <li>- Document and data control system/archives;</li> <li>- Information management system;</li> <li>- Sampling and analysis quality assurance system;</li> <li>- Testing equipment inspection and calibration system;</li> <li>- Control of non-conforming reports;</li> <li>- Corrective and preventive action plan;</li> <li>- Training programmes; and</li> <li>- Continual improvement plan</li> </ul>	<p>Preferably ISO 9000 certified system, inter alia, clearly delineating the following:</p> <ul style="list-style-type: none"> <li>- Firm's quality policy;</li> <li>- Management responsibility;</li> <li>- Manual for carrying out studies including mechanisms for process control, peer review, editing and quality check;</li> <li>- Document and data control system/archives;</li> <li>- Information management system;</li> <li>- Sampling and analysis quality assurance system;</li> <li>- Testing equipment inspection and calibration system;</li> <li>- Control of non-conforming reports;</li> <li>- Corrective and preventive action plan;</li> <li>- Training programmes; and</li> <li>- Continual improvement plan</li> </ul>	Firm's quality policy



<b>Criteria</b>	<b>Category A</b>	<b>Category B</b>	<b>Category C</b>	<b>Category D</b>
Information disclosure	Firm's detailed information disclosure policy and a functional website clearly displaying: <ul style="list-style-type: none"> <li>- Individual consultants permanently enrolled in the firm or to whom the firm has access to; and</li> <li>- Studies carried out by the firm in the past with observations and decisions of the Agency</li> </ul>	Firm's detailed information disclosure policy and a functional website clearly displaying: <ul style="list-style-type: none"> <li>- Individual consultants permanently enrolled in the firm or to whom the firm has access to; and</li> <li>- Studies carried out by the firm in the past with observations and decisions of the Agency</li> </ul>	Firm's detailed information disclosure policy and a functional website clearly displaying: <ul style="list-style-type: none"> <li>- Individual consultants permanently enrolled in the firm or to whom the firm has access to; and</li> <li>- Studies carried out by the firm in the past with observations and decisions of the Agency</li> </ul>	Detailed information disclosure policy
Permitted scope of work for consulting firms in various categories	1. All kinds of Environmental Assessments as specified under Review of IEE & EIA Regulations, for the time being enforced.  2. The project cost equal to or more than PKR 100 million can only be undertaken by category A firm	1. All kinds of Environmental Assessments as specified under Review of IEE & EIA Regulations, for the time being enforced.  2. The project cost up to PKR 100 million can only be undertaken by category B firm	1. All kinds of Environmental Assessments as specified under Review of IEE & EIA Regulations, for the time being enforced.  2. The project cost up to PKR 50 million can only be undertaken by category C firm	1. All kinds of Environmental Assessments as specified under Review of IEE & EIA Regulations, for the time being enforced.  2. The project cost up to PKR 30 million can only be undertaken by category D firm

**SCHEDULE IV**  
**(See Regulations 6(1) & 9(1))**  
For Registration/Renewal of An Environmental Consultant

**Application Form**

Please tick the relevant option:

- ❖ Applying for the  **Individual Consultant**,  **Consulting Firm**
- ❖ Nature of the application  **New registration**,  **Renewal of registration**

**Eligibility Criteria:** *(If your reply is yes to A & B& below, please proceed further).*

A. Do you have the relevant qualification of the category applying for?	YES	NO
B. Do you have the relevant experience required for the category?	YES	NO

**Category of Environmental Consultant Applied for:** \_\_\_\_\_

<b>Name of Applicant:</b> <small>(Name in block letters)</small>	
<b>Father's Name:</b>	
<b>CNIC No:</b>	<b>Website:</b>
<b>Contact No:</b>	<b>Email Address:</b>
<b>Postal Address:</b>	

**Academic Qualification**

Certificate / Degree Level	Title of Degree	Major Subject / Specialization	Passing Year	Percentage, Grade & Division
<b>Matric</b> (10 Years)				
<b>Intermediate</b> (12 Years)				
<b>Bachelor</b> (14 Years, if applicable)				
<b>Bachelor (Hons.) / Master</b> (16 Years)				
<b>MS/M.Phil.</b> (18 Years)				
<b>Ph.D.</b>				

Signature of the applicant: \_\_\_\_\_

**Employment Record / Experience:**

Sr. No.	Organization / Employer Name (Please write the most recent first)	Job Title/Position	Job Duration	
			From	To
1				
2				
3				
4				
Total length of relevant experience as on date of application signing:				

**Training/courses/Attended etc.**

Sr. No.	Diploma / Certificate	Duration	Institute / University	Marks / Grade
01				
02				
03				
04				
05				

**Additional Expertise (if any):**

Signature of the applicant:

## CHECKLIST

Please check whether you have attached the 02 sets of following:

#	Description	Yes	No
1.	Attested Copy of Bachelor Degree (If applicable)		
2.	Attested Copy of Master/M.Phil Degree (If applicable)		
3.	Attested Copy of PhD Degree (If applicable)		
4.	Attested Copy of CNIC		
5.	Updated and duly signed CV		
6.	Attested copy of Certificate of Practice of all required individual consultant issued under Regulation 7, in case of an environmental firm's registration		
7.	Attested Copy of Experience Certificate		
8.	Latest Photograph (02 Passport size )		
9.	Proof of qualifying criteria as prescribed in relevant Schedules		
10.	Fee payment/deposit proof in original		
11.	Undertaking by the Applicant		
12.	Agreement between the applicant and individual consultants on duly issued and oath commissioner's attested stamp paper of Rs. 100, in case of an environmental firm's registration		

Signature of the applicant:

## **Undertaking by the Applicant**

(On a duly issued stamp paper of Rs. 100 and attested by an oath commissioner)

I \_\_\_\_\_, S/D/W of \_\_\_\_\_ do hereby declare that I have read and understood the provisions relevant act, rules, regulations, and guidelines and filled-up the application form for registration with the Provincial Environmental Protection Agency as Environmental Consultant (category \_\_\_\_\_) as per instructions and attached the relevant documents/experience certificates.

2. In case of any information contained herein is found to be missing, untrue, misleading, false or forged at any stage, my registration can be **cancelled**, and I shall be liable for proceeded against as per law.

Date: \_\_\_\_\_ Signature of the applicant \_\_\_\_\_

**Witnesses:**

1. Name with parentage and CNIC

2. Name with parentage and CNIC

**Schedule V**  
[See Guideline 12]

**FEE FOR NEW/RENEWAL OF REGISTRATION AS INDIVIDUAL CONSULTANT OR A  
CONSULTING FIRM IN VARIOUS CATEGORIES**

<b>Registration Category</b>	<b>Registration Fee</b>	<b>Renewal Fee</b>
Consulting Firm Category A	PKR 3,50,000/-	PKR 1,50,000/-
Consulting Firm Category B	PKR 300,000/-	PKR 80,000/-
Consulting Firm Category C	PKR 250,000/-	PKR 50,000/-
Consulting Firm Category D	PKR 100,000/-	PKR 30,000/-
Associate Professional	PKR 5,000/-	PKR 2,000/-
Qualified Professional	PKR 10,000/-	PKR 5,000/-
Lead Professional	PKR 20,000/-	PKR 8,000/-
Qualified Subject Specialist Category	PKR 20,000/-	PKR 5,000/-