



Subject: **STANDARD OPERATING PROCEDURES UNDER SECTION 6(1)(i) OF THE PUNJAB ENVIRONMENTAL PROTECTION ACT, 1997 FOR DISPOSING OF / DECIDING THE APPLICATIONS FILED UNDER RULE 12(4) OF THE PUNJAB ENVIRONMENTAL PROTECTION (SMOG PREVENTION & CONTROL) RULES, 2023 FOR COMPLIANCE OF STANDARDS**

**WHEREAS**, Environmental Protection Agency (EPA) Punjab is striving hard to provide for the protection, conservation, rehabilitation and improvement of the environment, prevention and control of pollution, promotion of sustainable development;

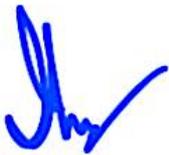
2. **AND WHEREAS**, in order to streamline and ensure transparency in the disposal of applications filed under Rule 12(4) of the Punjab Environmental Protection (Smog Prevention & Control) Rules, 2023, it is imperative to devise Standard Operating Procedures (SOPs) under Rule 12(5) of the Rules ibid, for establishing a structured, uniform, and time-bound mechanism to process such applications through the EPA's online portal in an efficient and consistent manner;

3. **AND WHEREAS**, Section 6(1)(i) of the Punjab Environmental Protection Act, 1997, empowers the Environmental Protection Agency, Punjab to establish systems and procedures for surveys, surveillance, monitoring, measurement, examination, investigation, research, inspection, and audit to prevent and control pollution, and to estimate the costs of cleaning up pollution and rehabilitating the environment in various sectors;

4. **NOW, THEREFORE**, I, Dr. Imran Hamid Sheikh, Director General, Environmental Protection Agency, Punjab, in exercise of powers conferred under Sections 5(4) and 6(1)(i) of the Punjab Environmental Protection Act, 1997, do hereby order that, **henceforth**, all the applications submitted under Rule 12(4) of the Punjab Environmental Protection (Smog Prevention & Control) Rules, 2023 shall be dealt under Rule 12 (5) of the Rules ibid, in the following manner:

- i. All the applications under Rule 12(4) for compliance of standards or for refraining from pollution causing activity shall be submitted through the official EPA online portal (<https://epd.punjab.gov.pk/>), accompanied by:
- an affidavit of compliance of standards or an undertaking to refrain from pollution-causing activities;
  - a copy of the order against which the application is being filed; and

- c) proof of deposition of any imposed fine in designated head of account, if applicable.
- ii. Upon submission, the applicant shall receive an automated acknowledgment at his/her email address, duly provided by the applicant at the time of submission of the application.
  - iii. The information of submission of such applications shall also be received in the official email addresses of the Registrar and the authorized officers under Rule 12(5) of the Rules *ibid*.
  - iv. The Registrar shall maintain a digital record of all applications received under Rule 12(4) of the Rules *ibid* and generate a daily cause-list of hearing proceedings to be done against the said applications. The said hearings shall be scheduled within 48 working hours of receipt of applications.
  - v. The registrar shall intimate about the date and time of hearing to the applicant at his / her provided email address. In addition, the daily cause list will also be shared with authorized officers under Rule 12(5) of the Rules *ibid* and concerned District Officers (Environment) through online portal / email.
  - vi. The applicant must remain available on the hearing date and time communicated to him / her through the email and shall appear either in person or through an authorized representative in the office of his / her concerned District Office of EPA.
  - vii. The authorized officer shall generate zoom link for online hearing and shall share the same with the District Officers or his authorized representative, or vice versa, at least 03 hours before the hearing time so that his / her office may facilitate the persons coming for the said hearings.
  - viii. The District Officer (Environment), while initiating preventive action under Rule 12(1)(a)(b)(c)(d)(f)(i), shall ensure entry of the Unique ID number duly allotted to said unit and mobile number of the owner, manager, or authorized representative (as mentioned in the ECO Watch App) on his / her order under Rule 12(1)(a)(b)(c)(d)(f)(i).
  - ix. The District Officer (Environment) or his nominated officer shall verify the identity of applicant or his / her duly authorized representative and mark their attendance on standard format before admitting them to the hearing proceedings.
  - x. The authorized officers under Rule 12(5) of the Rules *ibid*, shall ensure that hearing proceedings are recorded and securely stored in their computers.



- xi. The District Officer (Environment) shall send the attendance sheet and proof of identity of the attending person to the concerned authorized officers under Rule 12(5) of the Rules ibid through registered post after the hearing proceedings, within 03 days.
- xii. After hearing the applicant and District Officer (Environment) concerned, the authorized officer under Rule 12(5) of the Rules ibid shall pass an appropriate order.
- xiii. In case the authorized officer grants time for compliance with environmental standards, the case shall be kept pending and the District Officer (Environment) shall be directed to follow up the implementation status. Upon expiry of the granted period, the case shall be re-fixed for hearing, whereupon the authorized officer shall pass an appropriate order, which shall be final.
- xiv. The Registrar shall send final order/decision, via e-mail, to the applicant; the concerned District Officer (Environment) and maintain a digital database for record keeping.



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

**Copy forwarded for information & necessary action to:**

1. The Secretary, Environment Protection and Climate Change Department, Punjab.
2. All the Commissioners of Punjab.
3. The DG Public Relations (DGPR) with a request to ensure wide publicity.
4. All the Deputy Commissioners of the Punjab.
5. The Additional Secretary (Staff), Chief Secretary's Office, Lahore.
6. All the commissioner
7. The Additional Secretary (In charge Environmental Affairs), Chief Minister Office, Lahore.
8. The Additional Director General (Ops & Imp), EPA Punjab.
9. All the Directors, EPA Punjab.
10. PSO to Minister for Environment, Forest and P&D Board, Punjab.
11. The Secretary, Judicial Water and Environment Commission (JW&EC), Lahore.
12. Law Officer, Punjab Environmental Tribunal.
13. The Deputy Director (Strategy and Analysis Wing), EPA HQs, Lahore.
14. All Deputy Director (Field) / Assistant Director (Field), EPA Punjab for compliance and necessary action.
15. The Incharge, Social Media Cell of EPA Punjab.
16. PA to Director General EPA Punjab.