



No.190F-07/Dir (Admin)/EPA/17
GOVERNMENT OF THE PUNJAB
ENVIRONMENTAL PROTECTION AGENCY
QADDAFI STADIUM, LAHORE
Dated 18 September, 2017



NOTIFICATION

No.190F-07/Dir (Admin)/EPA/17. In exercise of the powers conferred upon me under section 5(5) of the Punjab Environmental Protection Act, 1997, the undersigned as Director General, Environmental Protection Agency, Punjab, hereinafter referred to as the Agency, do hereby delegate upon each Deputy Director (Field) and Assistant Director (Field), in-charge of a district, hereinafter referred to as in-charge of the district, powers to pass an order under section 16(1) of the Act ibid, and to file a complaint before the Punjab Environmental Tribunal or the relevant Environmental Magistrate under section 21(3)(a) and 24(3)(a) of the Act ibid respectively concerning any facility listed in the Appendix A which, in his opinion, is discharging or emitting any effluent, waste, air pollutant or noise, or is disposing of waste in a manner which constitutes, or is likely to constitute violation of any provision of the Act ibid, rules or regulations or of the conditions of a license, or is likely to cause, is causing, or has caused an adverse environmental effect.

2. These powers shall be exercised by each in-charge of the district within the territorial limits of the district to which he is assigned and in the manner and to the extent as given hereunder:

- (a). As a general rule, no in-charge of a district shall take cognizance of a matter under this notification except upon a written complaint carrying full particulars and signatures of the complainant or on the directions of the Deputy Commissioner concerned;
- (b). Where on the basis of own information, or on a report of any official of the Agency working under his charge, or otherwise, an in-charge of the district, considers that immediate action is required and no complaint is forthcoming, he may, without any unnecessary delay, refer the matter to the Director General and shall not take cognizance of the matter unless a written permission in this regard is received from the Director General;
- (c). Unless otherwise directed by the Director General, immediately after receipt of the complaint or permission of the Director General, the in-charge of the district shall direct the Senior Inspector or Inspector concerned to visit the facility and effected area, if any, and prepare a Site Inspection Report;
- (d). Immediately after receipt of directions of the in-charge of the district, the Senior Inspector or as the case may be the Inspector, shall proceed with the

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inspection, inquiry or investigation under section 6(2)(a) of the Act *ibid*, *inter alia*, having due regard for the following aspects:

- (1). Decide if inquiry or investigation into the matter in question would require an announced or unannounced inspection; and in case of former, inform the person in-charge of facility complained against, complainant and any other relevant person as to the date and time of his inspection and tentative list of evidence, documents or other information which they may like to provide during the inspection;
 - (2). Take necessary evidence, including oral or written statements, and for that purpose require the facility, complainant or any other relevant person to furnish such additional evidence, document or other information which he considers is relevant or necessary for the inquiry or investigation;
 - (3). If necessary, summon and enforce attendance of representative of the facility, complainant or any other relevant person for the above purpose under section 7(f) of the Act *ibid*;
 - (4). In view of nature of the complaint and the manner of operation of the facility, collect or cause to be collected appropriate samples of the material, products, articles or substances or of the effluent, wastes or air pollutants being discharged or emitted under section 7(h) of the Act *ibid* and arrange for their test and analysis through Agency's laboratory or a laboratory certified by the Agency under section 7(i) of the Act *ibid*;
 - (5). If necessary, after obtaining permission of in-charge of the district, confiscate any article used in commission of an offence under section 7(j) of the Act *ibid*;
 - (6). Where required, obtain search warrants or directions from the Punjab Environmental Tribunal or Environmental Magistrate concerned under section 7(j) of the Act *ibid*;
 - (7). Submit Site Inspection Report to in-charge of the district, in the form set out at Appendix B clearly mentioning, *inter alia*, his finding(s) and recommendation(s) as regards to the matter in question;
 - (8). Make prompt entries of all inspections in Site Inspection Register to be maintained in the form set out at Appendix C.
- (e). Upon receipt of the Site Inspection Report, if the in-charge of the district arrives at that a case is made out *prima facie*, he shall:
- (1). Call in-charge of the facility, complainant and any other relevant person for hearing under section 16(1) of the Act *ibid*;

(2). In appropriate circumstances, after recording a gist of evidence and reasons, pass an Environmental Protection Order under section 16(1) of the Act ibid in the form set out at Appendix D, ensure its service upon the in-charge of the facility and direct the Senior Inspector or the Inspector concerned to furnish a Compliance Status Report immediately after expiry of the timeline for compliance of directions provided in the Order, in the form set out at Appendix E;

(3). After giving due consideration to the Compliance Status Report and other appertaining circumstances, implement directions given in the Environmental Protection Order under section 6(1)(a) and (t) of the Act ibid, or file complaint before the Punjab Environmental Tribunal or the relevant Environmental Magistrate under section 21(3)(a) and 24(3)(a) of the Act ibid respectively and prosecute it; and

(4). Where circumstances so require, file an appeal against an order of the Environmental Magistrate under section 25 of the Act ibid, and if in his opinion an appeal shall be made against an order of the Punjab Environmental Tribunal, make recommendation to the Director General accordingly.

3. Each in-charge of the district shall keep the Director General as well as the respective Deputy Commissioner generally informed of the proceedings under this notification. In particular, a copy of all complaints received, Environmental Protection Orders and directions for implementation of directions issued, complaints filed before the Punjab Environmental Tribunal and Environmental Magistrate, and appeals made against the order of the Environmental Magistrate shall be submitted to them for information and instructions if any. Similarly, each in-charge of the district shall maintain complete record in this respect in the forms set out at Appendix G and submit monthly reports to the Director General and the Secretary, Environment Protection Department in the form set out at Appendix H.

4. For the purpose of this notification, each in-charge of a district shall work under general supervision of the respective Deputy Commissioner.

5. For the purpose of removing any ambiguity, it is clarified that all relevant regulations, guidelines and policy instructions shall remain applicable to the work undertaken in pursuance of this notification.

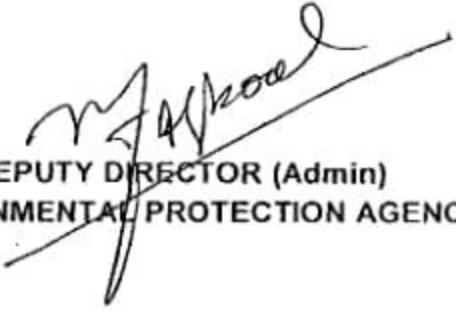
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DIRECTOR GENERAL
ENVIRONMENTAL PROTECTION AGENCY

No. & Date Even:

Copy is forwarded for information and necessary action to:

1. The Chief Secretary, Punjab
2. Secretaries to the Government of Punjab Environment Department, Industries, Commerce and Investment Department, Services and General Administration Department.
3. All Commissioners in the Punjab
4. All Deputy Commissioners in the Punjab
5. All Directors, Environmental Protection Agency, Punjab
6. All Deputy Directors and Assistant Directors (Environment) in the Districts (R&I)
7. All Senior Inspectors and Inspectors, Environmental Protection Agency, Punjab,
8. Personal Assistance to Director General, Environmental Protection Agency, Punjab


DEPUTY DIRECTOR (Admin)
ENVIRONMENTAL PROTECTION AGENCY

Appendix "A"

List of Facilities in Respect of which Powers are Delegated to Deputy and Assistant Directors (Field) In-charge of a District under this Notification

- a. Acid tempering units;
- b. Asphalt plants;
- c. Brick, charcoal and pottery kilns to the extent of use of substandard fuel(s) only;
- d. Cotton carding machines and cotton waste ginning units;
- e. Cotton waste washing and processing units;
- f. Fat melting units;
- g. Improper disposal of solid waste;
- h. Improper handling, processing and disposal of hospital waste;
- i. Iron trunk making units;
- j. Junk yards;
- k. Metal extraction through open burning units;
- l. Plastic and polymer burning;
- m. Pneumatic press, sheer cutter and moulder causing noise or vibrations;
- n. Power looms;
- o. Printing press;
- p. Raw hides storage, salting and desalting units;
- q. Saw machines, furniture and wood works, painting and polishing units;
- r. Sizing units;
- s. Slaughter houses, illegal slaughtering;
- t. Small scale baking units;
- u. Small scale carpet weaving and washing units;
- v. Small scale embroidery and garment stitching units;
- w. Small scale fibre glass processing units;
- x. Small scale metal welding, bending and cutting workshops;
- y. Small scale spices, condiments and grain grinding units;
- z. Small scale tobacco processing units;
- aa. Stand by power generators;
- bb. Stone crushing, cutting and grinding units;
- cc. Unauthorized lubricant recycling units;
- dd. Waste batteries handling and processing units using manual procedures;
- ee. Workshops for motor vehicles including spray painting units and service stations;

Appendix "B"

Environmental Site Inspection Report

Part I - Basic Information on Inspecting Officer and Inspection										
Name and rank of inspecting officer	Inspection date D D - M M - Y Y Y Y									
Inspection type: Announced <input type="checkbox"/> Unannounced <input type="checkbox"/>	Time	Duration mins								
Any follow up action (if required)										
Name of the facility	Follow up <input type="checkbox"/>									
Part II - Basic Information on Facility Inspected										
Address										
Land Zone in which the facility is located										
Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/>	Other <input type="checkbox"/>							
Agricultural <input type="checkbox"/>	Negative area <input type="checkbox"/>									
GPS coordinates	Police Station									
Identity number	District									
Date of establishment	D	D	M	M	Y	Y	Y	Y	Date of contravention	
Process code										
Brief description of process including approximate quantity and type of raw material used, products manufactured and waste produced										
Pollution control devices used at the facility if any										
Area	Device make, type and capacity									
Waste water treatment	Whether working effectively									
Gaseous emissions	Yes <input type="checkbox"/> No <input type="checkbox"/>									
Solid waste disposal	Yes <input type="checkbox"/> No <input type="checkbox"/>									
Noise	Yes <input type="checkbox"/> No <input type="checkbox"/>									
Other	Yes <input type="checkbox"/> No <input type="checkbox"/>									
Name of person concerned with the facility (see section xx of the Act)	National Identity Card number of the Person concerned									
Relationship of the person concerned with facility operation										
Full owner	<input type="checkbox"/>	General Manager <input type="checkbox"/>	CEO <input type="checkbox"/>							
Partner	<input type="checkbox"/>	Contractor <input type="checkbox"/>	Other <input type="checkbox"/>	Contact No. _____						

Part III - Facility's compliance with Regulatory Approval Requirements					
Does the facility require environmental approval Yes, required	<input type="checkbox"/>	No	<input type="checkbox"/>	Industries Department	Yes <input type="checkbox"/> No <input type="checkbox"/> Any other approval
			If yes, has environmental approval been obtained <input type="checkbox"/> Yes, obtained <input type="checkbox"/> No, not obtained		
If approval has been obtained, please mention date and reference					
Other approval requirements, if any:					
Local Government: Yes <input type="checkbox"/> No <input type="checkbox"/> Industries Department: Yes <input type="checkbox"/> No <input type="checkbox"/> Any other approval Yes <input type="checkbox"/> No <input type="checkbox"/>					
Part IV - List of Complaint and Observations of Inspecting Officer					
Name of complainant	Date of complaint	D	D	-	M M - Y Y Y Y Y
Previous complaint history					
Complainant's address					
Briefly mention tests performed at site in view of matter of complaint					
Parameter	Method applied for testing				
a.					
b.					
c.					
d.					
e.					
Briefly mention samples collected from site in view of matter of complaint and their results					
Sample collected	Name of testing laboratory				
a.					
b.					
c.					
d.					
e.					
Briefly mention witnesses, including complainant and defendant, examined and gist of their evidence					
Name	National Identity Card number, if available				
List of his/her opinion on complaint					

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Name	National Identity Card number, if available
Gist of his/her opinion on complaint	
Name	National Identity Card number, if available
Gist of his/her opinion on complaint	
Name	National Identity Card number, if available
Gist of his/her opinion on complaint	
Main allegations raised in the complaint and observation of inspecting officer on these Allegations Observation of inspecting officer	
a.	In my opinion, allegation is proved Yes <input type="checkbox"/> No <input type="checkbox"/>
b.	In my opinion, allegation is proved Yes <input type="checkbox"/> No <input type="checkbox"/>
c.	In my opinion, allegation is proved Yes <input type="checkbox"/> No <input type="checkbox"/>
d.	In my opinion, allegation is proved Yes <input type="checkbox"/> No <input type="checkbox"/>

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Is the facility violating law		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Briefly mention reasons for this conclusion
If yes, please mention section(s) of law, rule or regulation				
Part V - Impact of Violation				
a.	Name of localities and approximate number of person effected by violation			
b.	Approximate number of trees or other natural resources effected by violation and their location			
c.	Name of water body and the extent (length in meters or acreage) effected by violation			
d.	Location and extent of land degradation (in acreage) caused by violation			
e.	Any other effect of the violation			
Severity of adverse environmental impact caused by violation Insignificant <input type="checkbox"/> Moderate <input type="checkbox"/> Severe <input type="checkbox"/> In view of severity of pollution and number of persons, trees, other natural resources, extent of water body effected, land degradation etc. effected, in my view, the degree of impact of violation(s) against following				
a.	Public health, safety and well being			
b.	Local environment in general			
	No Impact <input type="checkbox"/>	Minor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Severe <input type="checkbox"/>
	No Impact <input type="checkbox"/>	Minor <input type="checkbox"/>	Moderate <input type="checkbox"/>	Severe <input type="checkbox"/>

Part VI - Conclusion and Findings					
Main findings in this case are					
a.					
b.					
c.					
d.					
e.					
Recommended course of action to control or remedy environmental damage and address grievance of the complainant					
Part VII - Authentication etc.					
Material/documents related to matter of complaint attached with the report					
Material	Quantity	No. of pages	Remarks, if any		
Copy of complaint					
Satellite map of the facility					
Layout plan including all information/locations relevant to complaint					
Photographs taken during inspection with date and time					
Photographs throwing light on matter of complaint					
Copy of environmental and other approvals pertaining to facility					
Results of tests performed at site					
Sample collection documents					
Laboratory results on samples collected					
Statements of witnesses (including complainant and defendant)					
Other (mention exact nature of document)					
Signature, name and designation of inspecting officer	Prepared on:	D D	D D	M M	- -
	Submitted on:	D D	D D	M M	- -
	Submitted to:				

Instructions:

- (1). Fill up all possible details either by typing in Microsoft Word file format or by hand in block letters, electronic copies of the document could be had from Agency Headquarters

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- (2). Do not leave any column blank unless it is not applicable or information is not forthcoming despite effort. In case of former write 'NA' against appropriate column and in latter mention the difficulty in brief
- (3). Use plain papers for any additional information or in case the space provided in the form is considered insufficient
- (4). Securely attach relevant documents as mentioned in the form, number pages consecutively including the pages constituting this form
- (5). In case of any difficulty, clarifications may be sought from Agency Headquarters

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REGISTER OF ENVIRONMENTAL SITE INSPECTION REPORTS

Appendix "C"

Name and Rank of Inspecting Officer		Date of opening of Register
District		Date of closing of Register
Jurisdiction		

Instructions:

- 1). This register shall be maintained by each Senior Inspector and Inspector individually and handed over to his successor
 - 2). Do not leave any column blank unless it is not applicable or information is not forthcoming despite effort. In case of former write 'NA' against appropriate column and in latter mention the difficulty in brief.
 - 3). Register shall be frequently inspected by in-charge of the district to ensure its timely preparation as well as accuracy
 - 4). In case of any difficulty, clarifications may be sought from Agency Headquarters

Appendix "D"

Environmental Protection Order

Facility to which this Order is addressed													
Address of the facility													
Police Station				District									
Facility's Identity Number (if any)													
Brief description of process used at Facility													
Process Code													
Name of the Person Concerned													
Relationship of person concerned with facility operation												Mention detail of other relationship	
Full owner	<input type="checkbox"/>	General Manager	<input type="checkbox"/>	CEO	<input type="checkbox"/>								
Partner	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Other	<input type="checkbox"/>								
Address and contact number of person concerned (if available)													
Brief history of the matter													
Directions issued to facility													
Timelines for compliance of above directions		hrs	D	D	-	M	M	-	Y	Y	Y	Y	
Grounds for the above directions													
Consequences of failure to comply with above directions													
Name and Rank of Officer Issuing Order		Signature and Official Seal											
Prepared at:		hrs	D	D	-	M	M	-	Y	Y	Y	Y	
Issued at:		hrs	D	D	-	M	M	-	Y	Y	Y	Y	
Environmental Protection Order Reference Number													

Date issued
06/05/2014

Appendix "E"

REPORT ON COMPLIANCE WITH DIRECTIONS PASSED IN ENVIRONMENTAL PROTECTION ORDERS

Order reference number	Issue date	D	D	-	M	M	-	Y	Y	Y	
Name and rank of inspecting officer	Compliance timeline	D	D	-	M	M	-	Y	Y	Y	
Name of the facility	Inspection date	D	D	-	M	M	-	Y	Y	Y	
	Time				Duration			mins			
	Address										
GPS coordinates	Police Station										
Identity number	District										
Briefly mention tests performed at site in view of matter of the Order											
Ser	Parameter	Method applied for testing			Observed value			Permissible limit			
a.											
b.											
c.											
Briefly mention samples collected from site in view of matter of complaint and their results											
Ser	Sample collected	Name of testing laboratory			Observed value			Permissible limit			
a.											
b.											
c.											
Directions passed in the Order and observation of inspecting officer on these											
Ser	Direction passed in the Order	Observation of Inspecting officer									
a.											
b.											
	In my opinion, direction is complied	Yes		<input type="checkbox"/>		No		<input type="checkbox"/>			
	In my opinion, allegation is proved	Yes		<input type="checkbox"/>		No		<input type="checkbox"/>			

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		In my opinion, allegation is proved Yes <input type="checkbox"/> No <input type="checkbox"/>																																																																			
Recommended course of action to control or remedy environmental damage and address grievance of the complainant																																																																					
<table border="1"> <thead> <tr> <th colspan="5">Material/documents related to matter of the Order attached with the report</th> </tr> <tr> <th>Material</th> <th>Quantity</th> <th>No. of pages</th> <th colspan="2">Remarks, if any</th> </tr> </thead> <tbody> <tr> <td>Photographs taken during inspection with date and time</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Photographs throwing light on compliance of Order</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Results of tests performed at site</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Sample collection documents</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Laboratory results on samples collected</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Statements of witnesses (including complainant and defendant)</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Other (mention exact nature of document)</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Other (mention exact nature of document)</td> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>Signature, name and designation of inspecting officer</td> <td>Prepared on:</td> <td>D D - M M - Y Y Y Y</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Submitted on:</td> <td>D D - M M - Y Y Y Y</td> <td colspan="2"></td> </tr> <tr> <td></td> <td>Submitted to:</td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>					Material/documents related to matter of the Order attached with the report					Material	Quantity	No. of pages	Remarks, if any		Photographs taken during inspection with date and time					Photographs throwing light on compliance of Order					Results of tests performed at site					Sample collection documents					Laboratory results on samples collected					Statements of witnesses (including complainant and defendant)					Other (mention exact nature of document)					Other (mention exact nature of document)					Signature, name and designation of inspecting officer	Prepared on:	D D - M M - Y Y Y Y				Submitted on:	D D - M M - Y Y Y Y				Submitted to:			
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- (3). Use plain papers for any additional information or in case the space provided in the form is considered insufficient
- (4). Securely attach relevant documents as mentioned in the form, number pages consecutively including the pages constituting this form
- (5). In case of any difficulty, clarifications may be sought from Agency Headquarters

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REGISTER OF COMPLAINECE STATUS REPORTS

Appendix "F"

Instructions: (10)

- (1). This register shall be maintained by each Senior Inspector and Inspector individually and handed over to his successor
(2). Do not leave any column blank unless it is not applicable or information is not forthcoming despite effort. In case of former write 'NA' against appropriate column and in latter mention the difficulty in brief
(3). Register shall be frequently inspected by in-charge of the district to ensure its timely preparation as well as accuracy
(4). In case of any difficulty, clarifications may be sought from Agency Headquarters

Appendix "G"

RECORD OF ENVIRONMENTAL COMPLAINTS RECEIVED

RECORD OF ENVIRONMENTAL PROTECTION AND IMPLEMENTATION ORDERS ISSUED

Main Direction(s) Issued to the Facility	Compliance Status Report			Implementation Order		Follow-up Action(s) [Case filed/ Facility Sealed/ Other]		Remarks					
	Reference	Date received	Results	Reference	Date issued	(10)	(11)	(12)	(13)	(14)	(15)	(16)	

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RECORD OF ENVIRONMENTAL COMPLAINTS FILED IN COURTS OF LAW

Present Status	Final Outcome of Complaint			Whether Outcome was Challenged	Final Result		
	Dismissed (8)	Returned (9)	Fine Imposed (10)	Sentence Awarded (11)	(12)	(13)	(14)

Appendix "H"

MONTHLY PROGRESS REPORT ON ENVIRONMENTAL PROTECTION ORDERS ETC., ISSUED AND DISPOSED

Concerned Inspector	Complaints Received			Cases Initiated with permission of DG			Site Inspection Reports Initiated		
(1)	This month	Previously	Total	This month	Previously	Total	This month	Previously	Total
	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Inspector A									
Inspector B									
Inspector C									
District Total									

Environmental Protection Orders Issued	Compliance Status Reports Received			Implementation Orders Issued				
This month	Previously	Total	This month	Previously	Total	This month	Previously	Total
(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)

Environmental Protection Orders Compiled	Non-compliant Facilities Sealed			Complaint Filed against Non-Compliant Facilities				
This month	Previously	Total	This month	Previously	Total	This month	Previously	Total
(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

Complaints Decided	Cases in which defendant convicted			Fine Imposed				
This month	Previously	Total	This month	Previously	Total	This month	Previously	Total
(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)

5/8/2023