Simple end-to-end workflow

Hazara Division only · Quick role and handoff user guide

Establishment proof, case numbers and rescheduling — 25 October 2026

When creating an **Already established** project, upload **Legal establishment proof** with the establishment date, proof type and reference. A certificate, electricity bill or other evidence of establishment/operation is acceptable for upload (PDF, Word, JPG or PNG). The file is mandatory for already-established projects; proposed projects do not need it. Upload acceptance does not mean EPA has verified the claim. Wait for a clean security scan before submitting the intake form. Use **Establishment proof** on the case page to view scan results or upload a replacement while the case is in draft or returned for clarification. Earlier versions remain retained. Previously created cases are not retroactively blocked.

Classified EIA, IEE and GEA case numbers now begin with **EPA-**, for example **EPA-EIA-MAN-2026-00005**. This applies to existing and new classified cases. Existing numbers remain searchable and old links continue to work; previously issued documents retain their original numbers and bytes. The category, district, year and sequence retain their meaning.

For an open presentation appointment, proponents and case-authorized EPA staff can open **Presentation rescheduling**, propose a new date/time and venue, and explain the reason. Only one request may await a decision for the current appointment. The current review manager sees the pending request in their attention list and can approve or decline it with a reason. The original appointment remains effective until approval. Approval records a successor appointment; decline keeps the current appointment and allows another request. A request against an appointment that has changed or closed cannot change the replacement appointment. Requests and decisions remain in the case history. Rescheduling does not change assessment approval authority or create a new statutory period.

Review committee changes — 24 October 2026

For a held review committee meeting, upload the **Signed attendance sheet**. This is mandatory; manual participant entry has been removed. Record the actual meeting date, venue, draft minutes and outcome. The attendance file must pass its security scan before Director approval. Earlier participant records remain in history. A returned meeting record requires a successor submission.

For technical and public-hearing observation replies, the Case Reviewer selects **Recommend satisfactory** or **Recommend unsatisfactory** and records a reason. This sends the reply to the current technical-lead Director. The Director selects **Approve reply — satisfactory** or **Return reply — unsatisfactory**, with a reason. Only the Director's decision closes or returns the reply. A returned reply needs a corrected applicant submission, a fresh reviewer assessment and a new Director decision. Each assessment pins the reply revision it considered. Earlier completed observations keep their historical evidence.

Supporting reply attachments are optional. Submit the written reply without uploading a file when no attachment is needed. If choosing **Upload for security check**, select a file first. Preliminary EIA evidence can be **Accepted** or **Returned for further information** with a reason; this is separate from the final environmental-approval decision. Field-evidence return is labelled **Revisit/Review**; inspection-role eligibility has not changed.

Open **Technical review → GIS, legal and laboratory referrals** for optional specialist work. GIS is optional until assigned. An assigned GIS review must be completed before decision readiness and retains its existing technical-review timing. Legal/laboratory referral deadlines continue to apply to those referrals. Hearing venue and police-information autofill are deferred.

When the proponent records **construction completion**, the portal shows the operational-approval next step and queues a proponent email. Email delivery depends on the configured provider. The completion submission already creates the initial compliance request: follow the inspection and Director decision in **Compliance / Post-approval**. The notice does not authorize operation.

Transfer an NOC after sale

1. The current proponent opens **Compliance → NOC holder and transfers**. The new proponent must already be registered; obtain its exact registered name and registration reference.
2. In the post-approval evidence upload, choose **NOC ownership proof**, upload proof of ownership and wait until it is clean. Open **NOC holder and transfers**, enter the new proponent's name, registration reference, actual sale date and transfer details, and select the proof.
3. Select **Submit transfer request**. The existing NOC issuing authority for that case reviews the proof and selects **Approve transfer** or **Return for further information**, records a reason and confirms its password. A returned request may be followed by a new request.
4. Approval changes the current NOC holder. The new holder uses **Compliance** for post-approval work; the former holder can no longer submit new post-approval actions. The original NOC, conditions, original applicant record and transfer history are retained. This does not rewrite the original project or facility registry record.

> **The UAT shall be carried out for Hazara Division only.** Use the evaluation system at **https://175.107.59.146/epa/** and synthetic projects located in Hazara Division. IEE and GEA remain with the Hazara office. EIA projects located in Hazara proceed to Headquarters for review and Director General approval; their project location remains Hazara. This guide covers assessment, approval/rejection, corrections and post-approval monitoring. Other divisions, separate environmental-audit and Section 18 exercises are outside this session.

New applicant registration temporarily activates your account immediately. Submit the registration form and supporting PDF, then select **Log in** on the **Registration successful** page and use your registered email and password. EPA account approval is not required in this mode. Consultant case work still needs the proponent's delegation. The supporting PDF remains protected during its scan. Use the current immediate-registration mode for this session. Historical registration review and rejection exercises are outside this guide and require no Registration Reviewer account here.

Before choosing **Establishment status**, **Next form** says **Schedule-I or Appendix-I**. You must choose a status before creating the case: **Proposed / not yet established** uses **Schedule-I**; **Already established** uses **Appendix-I**. The next-form label, draft, review, submission and EPA screening screens follow that choice. The proposed-project examples below use Schedule-I; established cases show Appendix-I in the corresponding steps. EPA still determines the applicable regulatory route during screening.

Use only the UAT address above and the accounts listed below for this exercise.

Field	Value
Purpose	Hazara Division only: role-by-role UAT handoff checklist
Environment	Controlled EPA UAT; synthetic Hazara Division projects only
Status	Execution aid; not an EPA approval or production SOP
Revision	25 October 2026 (PKT) — establishment proof, EPA case-number prefix and presentation reschedule requests; Word revision 57. Earlier guidance and publication history remain in the publication manifest.
Detailed instructions	Plain-language UAT user guide

> Production use is not authorized. Sign out after each role's work and sign in as the next named role. A role title alone is not enough: the account must also have a current assignment, the correct case/organization/geographic scope and any required delegation.

On desktop, select **Hide sidebar** in the top bar to give forms, tables and maps more space. Select **Show sidebar** to restore the menus. This preference is remembered in the same browser when storage is available. On phones and narrow screens, use the menu icon to open navigation; close it with the close button, outside the menu, or Escape. Hiding navigation does not change your working role or access.

Use **Account** at the top right (the avatar on a narrow screen) for **Change password**, **Switch working role** or **Log out**, even when the sidebar is collapsed. Password change requires your current password and a matching new password. Password requirements appear as a list below the new password field. The header shows **HTTP connection** for HTTP access and **Secure session** for HTTPS access. Logout ends the signed-in session. Save any unfinished form before leaving it.

Optional legal and environmental laboratory comments

The technical lead or DG can open **Technical review → GIS, legal and laboratory referrals** and choose either review when advice is needed. Both are optional; leaving them unused adds no task. The system shows the correct section and its currently posted officers. Select **Send to officer**, enter **Advice / comments requested**, then send the request. If no officer is available, ask Administration to post the appropriate Legal Reviewer or Laboratory Officer to that section.

Hazara case responsibility	Laboratory	Legal advice
IEE/GEA with the Hazara office	Abbottabad Laboratory	Abbottabad Legal Section
EIA routed to Headquarters / DG	Peshawar Laboratory	Peshawar Legal Section

The assigned specialist opens **My work → Open specialist referrals**, reads the case file and selects **Submit comments**. Only that assigned officer, using the current section role and posting, may respond. These are internal EPA comments; the applicant does not respond here.

Response deadline: three working days. The request displays the exact due date and time. Monday–Friday count; Saturday and Sunday do not. A Friday request is due the following Wednesday at the same time. Once the period ends, the response closes and the scheduled monitor returns the referral to the referring officer/office. The referring office's current technical lead or DG opens **Withdraw request**, records why, and selects **Withdraw with reason**. The automatic return can take up to the next five-minute scan; it does not extend the response period.

Technical review waits until comments arrive or the referral is withdrawn with a reason. An overdue request is never silently waived. The questions, comments, due date, return and reason remain visible. A correction or further question uses a new linked follow-up request. These comments do not change assessment approval powers or replace laboratory sampling/results work.

For this Hazara-only UAT session, Hazara IEE/GEA cases use Abbottabad. Hazara EIA cases routed to Headquarters/DG use Peshawar. The table explains routing; it does not expand this session beyond Hazara projects or authorize additional synthetic staff.

EPA feedback changes for applicants and staff

The shared sign-in page explicitly includes **Proponent/Consultant login**. A consultant still needs the proponent's current delegation for the selected case and action. Open **Account → My profile** to see your name, email, mobile number and current working roles. Contact the administrator or organization access manager for verified corrections; **Switch working role** changes the workspace without combining permissions.

In **My cases**, search by **company/project name or case reference**. The four added stage cards show **Screening**, **Filing and scrutiny**, **Assessment review** and **Decision preparation**. Counts and results follow your selected role and search. They are stage views within the existing Total/Drafts/Active/Completed groups, so do not add their counts to the summary totals.

In technical and EIA hearing observation screens, choose **Awaiting reply**, **Responded — awaiting EPA assessment**, **Satisfactory**, or **Waived**. A submitted reply remains Responded until EPA assesses it; an unsatisfactory return moves it back to Awaiting reply. **All observations** restores the complete item list, with earlier replies and assessments retained.

Screens call the appointment **Review committee meeting/presentation**. Meeting minutes and issued technical observations remain separate records: the reviewer submits the minutes, the responsible Director accepts them, and observations are issued through their own action. Changing the label does not appoint a committee or change authority. For payment proof, enter the **Deposit slip/payment receipt number** and use **Attach deposit slip/payment receipt**. The generated challan remains a separate payment demand. Native calendar input order follows browser/device regional settings; case dates remain unambiguous and appointments show their time zone.

See the numbered EPA response for already implemented items, source corrections and proposals that require a workflow decision.

Complete Workflow diagram

Select **Workflow** on the main page or in the application navigation to open one connected, vertical flowchart. The diagram starts **Applicant/Consultant login → Create Case and intake form**, then continues through screening, filing, review, EIA hearing, decision, construction, operation and monitoring. Correction loops, non-response closure/reopening, environmental audit and Section 18 appear in the same diagram.

Use **+ / −**, **Fit width** or **Readable size**; scroll in both directions and use the section buttons to reach a stage. **Open full diagram** shows the complete chart; **Download diagram** keeps it as one scalable SVG page. **Read the same workflow as linked text** provides every box and next-step connection. The diagram and text remain available without browser scripting.

Green shows regular work, amber shows corrections/exceptions, purple requires separate activated controls, and red identifies unavailable paths. Every correction preserves earlier evidence. The shared diagram also shows other workflows. Follow only the Hazara assessment and post-approval branches in this session; environmental audit and Section 18 are separate exercises. The chart is guidance, not permission to perform an action blocked by role, scope, evidence or configuration.

Using tabs on long screens

Select a task tab on a wide screen, or use **Section** on a phone or narrow screen. The current case status, important warnings and available actions remain part of the same page. Only sections available to your working role are offered. Short forms, case lists and the focused applicant case overview keep their simple layout; the GIS workspace keeps its existing tool tabs.

Switching tabs keeps typed answers, choices, selected files and map edits in the page. It does not save, upload or submit anything. Use the existing **Save draft**, **Save** or submit button before leaving or refreshing. A long single form still saves its sections together; where the page contains several forms, save each one separately. **Unsaved changes** links identify edited sections, including ones you have hidden by opening another tab.

On forms with several sections, use **Continue to** and **Back to** to work through them. The final save, review or submit button appears in the last section. **Save draft** remains available from any section on Schedule-I/Appendix-I, Schedule VI and decision preparation. Continuing keeps your entries and selected files without submitting. You can also open a section directly using its tab or **Section**. Complete every required section before the final action. Forms contained within one tab keep their own save or submit button.

A field error opens its section; selecting an error-summary link also opens the relevant tab. Existing section links, browser Back/Forward, and Left/Right/Home/End keyboard navigation work. Printing includes every section. Without browser scripting, all sections remain visible.

Workspace	Where to find the work
New application and registration	Identity/project details, location and remaining account or declaration sections
Schedule-I and Schedule VI	Complete the form sections, then review from the last section; Save draft stays available throughout
Filing and applicant replies	Documents, payment/originals, observations, review committee meeting/presentation and revised reports where applicable
Staff screening and decisions	Submitted evidence, classification decision, project details, conditions and decision records
Public hearing and specialist review	Schedule, notices, evidence, replies; GIS map/findings; field package/files/findings
Post-approval	Summary, Documents, Construction and compliance, Reports and extensions, Conditions and History; only applicable action sections appear
Office and operations setup	Separate account, posting, authority, configuration and history sections where present

Tabs organize the same permitted actions and evidence. They do not change the assessment category, required documents, deadlines, assignments, approval authority or completed records.

Role notifications

Every signed-in role has a bell in the top bar. Its badge counts pending work for the selected role. Select it to open the work list. Switch roles to see that role’s work; the badge updates when a page is opened or refreshed. It is a pending-work count, not an unread-message count.

Choose the map background

On a browser map, use **Map layer** to choose **OpenStreetMap**, **Google Maps** for roads, **Google Satellite** for satellite imagery, or **Google Hybrid** for imagery with roads and labels. The selector appears on the project-location forms, project KMZ map, GIS review map and GIS workspace. In the GIS workspace, open **Map tools → Layers** to find the **Map layer** dropdown under **Map background**. Google choices are disabled until configured.

In the GIS workspace, open **Map tools → Analysis**. Enter the **Buffer radius** with `m` or `km`, for example `500m`, `5km` or `1.5km`. Select **Place buffer**, then select its centre on the map. Invalid or oversized values show a correction message before placement.

Changing the background keeps the project marker, boundary and other displayed layers in place. It does not save or move the project location. Continue to use **Save draft** or the form's submit button after editing the location. If Google cannot load, a message says that OpenStreetMap is shown instead; your entered coordinates and boundaries remain available.

The background helps you find the site. The filed project boundary and approved GIS evidence remain the records used for review. The Environmental Approval PDF keeps its retained project map; changing the browser background does not change that PDF.

Case lists for every role

Applicant and staff case lists use the same columns: **Case**, **Project**, **Category**, **Stage** and **Last Updated**. This includes staff task dashboards, **My work queue** and filtered **Casework** lists. Management dashboards show performance cards and charts instead of case rows. The stage badge has **Pending: Proponent** or **Pending: EPA** underneath when work is outstanding. The pending party follows current case work, including replies and post-approval steps. A closed or rejected case has no pending badge.

Select the case number to open the case page. A task-specific link may appear below it, and GIS reviewers also see their review status. In **Work queue**, expand **Work details and action links** for handoffs and assignees. In a filtered **Casework** list, expand **Work details and recorded deadlines** for current assignments and deadlines. Each role still sees only its authorized cases.

My cases and case numbers

On **My cases**, select **Total cases**, **Drafts and corrections**, **Active** or **Completed** to show the matching cases. Search stays applied when switching cards. Open the case number to continue. **Last Updated** shows the latest case update. The **Pending: Proponent** or **Pending: EPA** chip shows who has the next required step. Issued approvals may still have post-approval work; **Completed** means the approval decision was issued or the case was closed.

A new case keeps its temporary `KP-EPA-...` number until EPA records its assessment category. The classified number uses **Category-District-Year-Sequence**, for example **EIA-MAN-2026-00001**: EIA, Mansehra in Hazara Division, case creation year 2026, sequence 00001 in that category/district/year group. **MAN** means Mansehra. Existing classified cases receive this format too. Their earlier numbers remain searchable and old links still open the same case. The assigned number stays stable; read the separate category field for the current assessment category.

On **Create a new case**, complete **Project and establishment**, then select **Continue to location and map**. Select **Division**, then **District**, and enter the remaining site details. Choose **Create case and continue** at the end of that section. **Back to project details** keeps your location selections. Moving between sections does not create a case; without JavaScript, both sections appear together.

Create a new case and **Schedule-I** use full-width light-green forms. Enter the project and location details directly. Schedule-I remains one form, now grouped into four section tabs, with the existing **Save draft** and **Review and submit** buttons. The proponent and location details still appear above the fields. On an applicant case page, use **View Case Record** to read the case history.

Hazara Division UAT scope and office handoffs

All test projects must be in **Hazara Division**. For a repeatable session, use **Mansehra** with a valid tehsil and synthetic site geometry within that district. The retained UAT Hazara coverage is Abbottabad, Battagram, Haripur, Kolai-Palas, Lower Kohistan, Mansehra, Torghar and Upper Kohistan. Never choose a district in another division for this guide.

Use three separate Hazara test cases, one for each category derived by EPA screening: EIA, IEE and GEA. Supply the activity, capacity and evidence required by the selected effective rule; a training label or a desired category never overrides classification.

Category of Hazara project	Screening office	Review and preparation office	Final approval
IEE or GEA	Hazara	Hazara; Hazara Director manages, assigned Hazara reviewer prepares	Hazara Director under the current recorded grant
EIA	Hazara	Headquarters; Director Headquarters manages, assigned HQ reviewer prepares	Director General

Headquarters involvement does not extend this UAT to another division. Only Hazara-located projects are tested. Headquarters accounts are needed for the EIA branch and its post-approval work. They cannot be replaced by Hazara accounts merely by selecting a different working role.

Coordinator checks before participants start

1. Confirm the synthetic Hazara and Headquarters office coverage, current staff postings, exact DG action grants and new-case routing activation. Use the existing office setup procedure in the detailed guide; no participant performs configuration or gains authority merely by following this guide.
2. Check every account in the list below. Confirm login, the named **Working as** role and office, effective authority and mandatory first-login password replacement. Supply credentials privately.
3. Use fresh Hazara cases created after office-routing activation. Existing unrouted fixtures must not be assumed to use these office accounts. If an existing Hazara case is needed, DG must first record its individual route/handover through the existing controlled procedure.
4. Record the three case references and assigned participants. Before initial screening confirm Hazara is the responsible office; after EIA classification confirm the HQ handoff. IEE/GEA must retain Hazara. Stop and record a configuration gap if the office or eligible account is wrong.
5. Keep each preparer and final approver as a different person. No combined-duty or self-authorization exception is supplied by this UAT guide. Submitted and issued evidence stays immutable; corrections use the recorded return-and-successor route.

Administration: users, roles and settings

Open **Administration** to add or edit users, offices, departments, districts, tehsils and other lookup data. **Add** creates an entry, **Edit** changes it and **Save** applies it immediately. Authorization references, reasons and separate review/approval steps are not required for the administrator. Lookup/office codes can be generated automatically.

Add user accepts several roles in one save and activates the account. The person must choose a private password at first sign-in. Use **Working as** to choose one assigned role at a time; only its permissions and access area apply. **Edit** changes contact details and adds roles; **Remove role** removes an assignment. **Reset password** issues private one-time recovery. **Delete** confirms removal; linked lookup entries become inactive and staff access is deactivated. Move active children/staff before removing their parent or office.

The working week is fixed: **Monday–Friday working, Saturday/Sunday off**. No calendar setup or approval is needed. Custom holidays/calendars are deferred. Working-day time limits skip weekends; calendar-day time limits count all seven days. Existing saved due dates are not bulk rewritten. In **Review time limits**, use **Edit → Save** on a **Draft** to make it **Active** immediately. No approval is required, and the replaced draft leaves the current list.

Before casework: credentials and working roles

The coordinator supplies the listed accounts and their credentials privately. Use **Working as** to select the named role and office before each task; switching roles selects existing access and grants no new authority. Complete mandatory password replacement before starting casework.

If **Complete your profile** appears, review **Full name** and **Mobile number**, tick the confirmation and select **Save profile and password and continue** with a private password. Sign-in email or office corrections go through the administrator. Any outstanding profile review must still be completed after password recovery. If access is blocked, ask the coordinator to resolve it through the existing administration procedure; do not substitute an unrelated account.

Dashboard: agency performance

For this Hazara-only UAT session, use the coordinator's recorded Hazara case or district filters. Province-wide DG figures and the Environmental Audit card can describe records outside this exercise; they do not expand the permitted UAT session.

For Director General and management accounts, **Dashboard** shows agency performance; **Casework** opens the working overview. Confirm **Working as** first. DG sees the province through the current province-wide DG role. Regional heads see the records permitted by their current office authority; a designation alone does not grant access. Private unsubmitted applicant drafts remain excluded.

The five category cards show **All submitted cases**, **EIA**, **IEE**, **GEA** and **Environmental Audit**, each with **Pending** and **Completed** totals. Select a total or either number to open its matching case list. Cases awaiting classification have their own link and are included in the overall total. The figures come from current records, not the illustrative numbers in a screenshot. Completed assessments include issued approvals, issued rejections, withdrawals and non-response closures; approval conditions and compliance work can continue after a decision.

Below the cards, seven performance sections bring together **Case portfolio**, **Intake trends**, **Geographic coverage**, **Workload & deadlines**, **Review turnaround**, **Fee status** and **Post-approval monitoring**. Expand a section or use its jump link. Select a chart group or data-table figure to open the underlying cases and source details; **Explore full report** opens its analytical report. Charts identify whether they count cases, tasks, fee demands or conditions. Shared officer assignments can overlap. Missing dates, unavailable figures and differing currencies stay explicit; fee demand is not reconciled revenue and elapsed review time is not a statutory compliance score.

Use **Filter performance** to narrow the cohort by category, stage, location, search or case-creation dates. The dates select cases created during that period; charts describe those cases' current records. Figures are not a reconstruction of the Agency at a past date. Every drill-down stays within the selected working role and opens a focused list without repeating the dashboard cards.

Casework: Overview of Casework

Select **Casework** for **Overview of Casework**. Choose **All categories**, **EIA**, **IEE**, **GEA** or **Environmental Audit** from the compact category tabs. **Awaiting classification** appears when there are unclassified cases or that category is selected. Three equal summary cards show **All submitted cases** in blue, **Pending cases** in amber and **Completed assessments** in green for the selected category. Each has a label, count and **View cases** link; select it to open the matching cases.

The separate **Follow-up** panel shows **Escalated pending cases** in rose, **Assignment gaps** in amber and **Awaiting applicant** in violet. Zero counts are neutral grey. These subsets can overlap; do not add them to the summary totals. In **All categories**, the visible **Pending by case type** list shows pending EIA, IEE, GEA and Environmental Audit counts, with awaiting- classification work kept separate. Select a count to open that pending case list. These panels sit beside the workflow on desktop and below it on smaller screens. The list contains case rows and filters; the summary stays on the overview. Use **Back to Casework overview** to return, or **My work queue** for your task queue.

Workflow progress follows the compact summary. The all-category view shows cases by their current workflow state. A selected category shows its own compact workflow steps: step number, title and case count. Blue highlights steps with cases; grey steps have no cases. Zero-count steps remain visible. The colors show counts, not timing status. Select the step or its count to open the cases currently needing that work. EIA retains its public hearing steps; IEE/GEA show their applicable assessment steps, and audit has its committee, resubmission, Appendix VII and undertaking path. Parallel review work can overlap, so do not add all detailed step counts as if each case appeared only once. The case workspace still enforces all authority, evidence and timing checks before an action.

Open **Directorate workload** for a table across the available page width. It includes all cases, pending, completed, awaiting applicant, assignment gaps and **Escalated pending cases**. Select a directorate such as Northern Directorate to see that directorate's current officers and case list. Select an officer to narrow the list to their current assignments. Officers are shown within the chosen directorate rather than in a separate Agency-wide assignment table. Shared assignments may count the same case for more than one officer.

Escalated pending cases means a pending assessment with an unresolved recorded escalation in its current cycle. A missed deadline alone is not a recorded escalation. **Count definitions** explains these distinctions. An overdue alert or escalation does not by itself establish officer fault. Open **Work details and recorded deadlines** on a filtered case list for named task owners, recorded deadlines and clocks; select a case reference for its evidence, history and authorized actions. Refine the list by category, workflow state or step, directorate, district, current assigned officer, pending activity, monitoring view, post-approval stage, search or case-creation dates. Invalid or out-of-scope choices show errors and no results. All counts and lists use the same selected-role scope; this overview grants no additional authority.

Minimum UAT roles and sign-in accounts

Use only the following **14 existing synthetic accounts** for the assessment and follow-up workflow in this guide. A role title is not an account name. Sign in with the exact email and confirm both the role and office under **Working as**. Passwords are supplied privately by the coordinator; office staff must replace an initial password at first login.

Screen label / office	Exact working role	UAT sign-in account	Used for
Proponent Owner	`PROPONENT_OWNER`	`proponent.owner@demo.invalid`	Hazara case creation, filing, replies, receipt and post-approval submissions
Consultant	`CONSULTANT`	`consultant@demo.invalid`	Delegated preparation and replies in Steps 5–8, 12, 18, 26–27; a current case delegation is required
Screening Officer — Hazara	`SCREENING_OFFICER`	`office.hazara.screening@demo.invalid`	Initial classification and screening clarification for all three Hazara cases
Finance Officer — Hazara	`FINANCE_OFFICER`	`office.hazara.finance@demo.invalid`	Assessment-payment proof verification for IEE/GEA in Step 9
Case Reviewer — Hazara	`CASE_REVIEWER`	`office.hazara.reviewer@demo.invalid`	IEE/GEA scrutiny, review, preparation, signed-copy upload, undertaking and operational-report review
GIS Reviewer — Hazara	`GIS_REVIEWER`	`office.hazara.gis@demo.invalid`	Assigned IEE/GEA GIS findings and completion
Inspector — Hazara	`INSPECTOR`	`office.hazara.inspector@demo.invalid`	Assigned IEE/GEA field visits and post-approval inspections
Director — Hazara	`CONCERNED_DIRECTOR`	`office.hazara.head@demo.invalid`	Screening allocation, IEE/GEA review management, final issuance and compliance decisions
Director Headquarters	`DIRECTOR_HQ`	`office.hq.head@demo.invalid`	Hazara EIA review management, decision-process approval and post-approval management
Case Reviewer — Headquarters	`CASE_REVIEWER`	`office.hq.reviewer@demo.invalid`	Hazara EIA scrutiny, technical review, hearing, preparation, signed-copy upload and follow-up review
GIS Reviewer — Headquarters	`GIS_REVIEWER`	`office.hq.gis@demo.invalid`	Assigned Hazara EIA GIS findings and completion
Inspector — Headquarters	`INSPECTOR`	`office.hq.inspector@demo.invalid`	Assigned Hazara EIA field visits and post-approval inspections
Finance Officer — Headquarters	`FINANCE_OFFICER`	`office.hq.finance@demo.invalid`	Hazara EIA assessment-payment proof verification in Step 9
Director General	`DIRECTOR_GENERAL`	`director.general@demo.invalid`	EIA final approval, authorized exceptional decisions and Hazara reporting checks

This list replaces the previous general demo-account directory for this guide. Registration Reviewer, legacy generic staff, other divisions, settings, laboratory, facility and separate penalty/auditor accounts are not required for this session. Removing an account from this guide changes neither its system access nor its retained history.

Choose the account by the case's current office. All cases start with Hazara screening. Once classified, use Hazara staff for IEE/GEA and Headquarters staff for EIA. Throughout the steps below, **Review manager** means Hazara Director for IEE/GEA and Director Headquarters for EIA; **Case Reviewer**, **GIS Reviewer**, **Inspector** and **Finance Officer** mean the listed account at that responsible office. Final EIA authorization always uses DG. After issuance, use the same responsible office for undertaking, inspection and operational-report review.

The Consultant is used for the delegation branch. If it is skipped, the Proponent Owner carries out those applicant actions. For the registration check, use a clearly named new synthetic email; that new account replaces the Proponent Owner for its own test case only. Do not expect it to see cases belonging to `proponent.owner@demo.invalid`. Optional employee-invitation testing uses the invitee's own synthetic email, not an extra fixed staff account. No password is printed here.

How to read a screen message

Read the heading and first two sentences for the result and next action. Open **Technical details** only when support or audit needs codes. Common terms are:

Screen term	Meaning
Working role / active role	The role and scope selected under **Working as**
Maker-checker	Two-person approval: one person prepares, another approves
Stale version	The record changed after the page opened; refresh and review it again
Schema	The approved fields and format for an internal record, export or public view
Redaction	Hiding protected information before release
Legal hold	Keeping records because deletion is not currently allowed
Immutable	The old record stays unchanged; a correction creates a linked new revision
Request ID	A reference support can use to find the request

Implementation codes such as `EPA-PA-020` or `WS-06` may appear under **Technical details**. Users should follow the plain result and next action without needing to understand those codes.

Main assessment workflow

Run the EIA, IEE and GEA cases using Hazara locations only. Confirm each office handoff against the account list above. Geographic labels do not assign a legal category or grant casework powers.

Step-1: Register as the proposed Proponent Owner. Open **Create account**, submit the applicant and organization details, declaration and supporting evidence, then record the registration reference. Select **Proponent** for this workflow. Consultants use the same registration and form but select **Consultancy**. Registration immediately activates the appropriate applicant role; a consultant still needs a separate, time-limited delegation to work on a proponent's cases.

Step-2: Confirm registration succeeded. The page says **Registration successful**. Select **Log in** and use the email and password entered during registration. There is no Registration Reviewer handoff for a new registration during this temporary mode.

If registration instead remains pending, stop and ask the coordinator to confirm the configured registration mode. Restored-review testing belongs to the detailed guide and is outside this session.

Step-3: Log in as Proponent Owner. Confirm that **My cases** shows only your organization's records.

Step-3A: Optionally invite an employee or authorized representative. In **Organization members and consultants**, the Proponent Owner selects **Invite employee or representative**, enters the person's own email, chooses the membership type, signing permission and optional access expiry, and records the authorization reference and reason. Select **Create invitation** and share the displayed join page and one-time code privately with that person; email is not sent automatically. The code is displayed once and expires after seven days or the earlier access expiry.

Password fields appear **after Review invitation**, when the invitee is signed out. If the owner or another person is still signed in, use **Sign out and return to invitation**, then re-enter the code and invited email. Keep the code before signing out, or use the invitee's own browser. A new invitee enters **Password** and **Confirm password**; no default password is created. If already signed in as the invited person, the page explains that their existing password remains unchanged and no password fields are needed.

The invitee opens **Join your organization**, enters their invited email and code, and selects **Review invitation**. The organization and permissions are supplied by the invitation—there is no organization dropdown and no need to create another organization. A new user enters their name and chooses their own password; an existing user signs in to the matching account first. After reviewing the details, they accept the declaration and select **Accept invitation**. Membership becomes active under the owner's authorization, without a second EPA registration review. Employees cannot manage members or gain ownership. Signing is allowed only if granted.

The owner can see pending, accepted, expired and revoked invitations. Revoke a pending invitation to cancel it; if its code is lost, revoke and create a new invitation. Once accepted, revoke the membership to remove access. **Add existing approved member** remains available for an already active applicant identity. Consultants continue through Consultancy registration and delegation.

Step-4: Create a new case. Select **Start application** and enter the project details. Type in **Sector** to search, select a result, then type in **Sub-sector** to search that sector's activities. Sub-sector options show the activity name only; the selected sector is shown in its own field. Select **Continue to location and map**. Division, district and tehsil options show only their own names. Select **Hazara Division**, then **Mansehra** (or another covered Hazara district), then a matching tehsil. Use this selection for every case in this guide. The map zooms to the selected district or tehsil. If a separate tehsil extent is unavailable, it shows the district and a notice. Use **Full screen** to enlarge the map; choose **Exit full screen** or press **Escape** to return. Zooming does not change your project point or boundary; place these at the actual site before saving. After drawing a polygon, open **Boundary coordinates** below the map to see its latitude, longitude vertices. The list updates when the polygon changes. The current UAT catalogue has 13 sectors and 114 sub-sectors. Changing the sector clears an incompatible sub-sector. For hydropower, select **Energy → Hydropower Generation**; for solar, select **Energy → Solar power generation**.

EPA's Screening Officer determines the legal category after reviewing Schedule-I and supporting evidence. The new-case form does not suggest or select an assessment category.

Complete establishment status, location and synthetic site geometry, select **Create case and continue**, and record the case reference. Include the supporting activity and capacity details in Schedule-I for EPA review.

Step-5: Optionally delegate defined work to a Consultant. The consultant must first register their own account as **Consultancy** and submit supporting evidence. Temporary immediate activation allows login without reviewer approval; an already active consultant does not register again for each appointment. Use the currently active consultancy for this session. The Proponent Owner opens **Authorize consultant**, enters the consultant's registered email and selects **Check consultant account**. The system matches the email without regard to letter case and displays the result beside the email without reloading the page or losing your place. It checks the active account, current Consultant role and active consultancy. If no eligible account is found, confirm the email with the consultant and ask them to complete registration or contact EPA about their account status. The check grants no access. After a successful check, record the exact case, permitted actions, authorization reference, reason and expiry, then select **Record authorized change**. Leaving **Case** blank authorizes the selected actions for the organization's cases, so select the intended case for a single-case appointment. Eligibility is checked again when saving. The consultant signs in with their own account and can perform only the delegated actions.

Step-6: Complete and submit Schedule-I as Proponent Owner or expressly delegated Consultant. Save drafts as needed, use **Review and submit**, accept the declaration and submit. Submission freezes an immutable Schedule-I revision for screening. On the review page, your answers are already saved. There is no separate Save action: use **Edit section** to change answers, or accept the declaration and select **Submit Schedule-I**. Leaving review keeps the saved draft; confirm the declaration again when you return. The **Other environment-related documents requested by the Review Committee (optional)** field is only for an existing EPA or Review Committee request. Leave it blank if no additional environmental documents have been requested. This field does not accept uploads.

Before a category is known, the submitted case belongs to the responsible local office's **Screening Officer** queue. The case page shows **Awaiting initial screening — [Office] — Screening Officer**. This is classification of Schedule-I, not preliminary scrutiny of a lodged filing.

The office manager with the current **Assign review tasks** authority opens the submitted case and chooses **Assign screening officer**, selects an eligible officer and records an allocation reason. Use this to identify the responsible person when several officers screen for the office. The named officer finds the case under **My work**. Repeating the allocation with a reason records a successor assignment and preserves the previous owner. No officer is selected automatically. If no eligible officer appears, the posting and screening delegation must be resolved through the existing office setup; a job title or system-administrator account does not supply that authority.

Allocation organizes the work; each screening action still requires current authority. Other currently authorized screeners retain their existing action rights. An ended appointment removes the old officer from **My work** and shows that the named assignment needs confirmation. Until allocation, staff see the office and role queue rather than a missing-person warning.

After classification, EIA follows the HQ route and IEE/GEA follows the configured local route. The applicant completes the category filing and lodges it. **Preliminary scrutiny** then checks that filing for completeness in the responsible office's **Case Reviewer** queue; the new named allocation action applies only to initial screening.

Step-7: Classify the submitted Hazara case. Sign in with `office.hazara.screening@demo.invalid`, select **Screening Officer** (`SCREENING_OFFICER`) under **Working as**, and read the submitted Schedule-I, select one effective source-pinned Schedule II, III or IV rule, enter its generated facts/evidence and confirm the decision. **Why this project matches the selected rule (optional)** may be left blank. Rule-specific evidence, including Rule 5 direction reasons, remains required. The system derives EIA, IEE or GEA and opens the filing stage. **Checks before you continue** are automatic checks of your working role, the submitted Schedule-I, required rule information and current case version. You do not assign or wait for a separate checker. If a check fails, follow the message and remain in screening. If it passes, the next task goes to the Proponent Owner or authorized Consultant to prepare the filing. When your screening access ends at this handoff, the success message appears in **Work queue**. The case has moved to the next responsible role; do not submit the decision again.

If application details need correction, select **Request screening clarification** and explain exactly what to change. The Proponent Owner or authorized Consultant opens the case, reads the request, corrects Schedule-I and submits again. The Screening Officer then resumes screening. The original submission remains in history.

Step-8: Log in as Proponent Owner or authorized Consultant and prepare the filing. Complete and submit Schedule VI, upload every required document and wait until each relied-on upload is **Clean**.

The filing page's **Next workflow handoff** shows the next step and required role. Its button opens your next unfinished preparation step. Once you submit, it says **Filing submitted — awaiting EPA completeness review**. Arrange any outstanding physical originals; submit again only if EPA returns the filing. Use **View case progress** to follow later work.

Schedule VI project location

Schedule VI shows **A project boundary (polygon) is already recorded** when the saved project has a boundary. A polygon satisfies the location requirement; latitude and longitude are optional unless recording a marker. The project map opens automatically and displays the saved boundary. If you collapse it, choose **Open map to view or change the project location** to reopen it. If no location exists, drop a marker or draw a polygon. While the filing is being prepared or returned for correction, either can be corrected or explicitly removed, but at least a marker or polygon must remain. Changing the marker preserves the boundary. **Refill from Schedule-I** also restores its boundary. Save the draft, review the location and make sure the signed/stamped copy agrees before submitting. Saving a location correction creates a new location revision and a linked Schedule-I correction draft; the screened Schedule-I and its location remain unchanged. Applicant and EPA preliminary-review screens flag **Location changed since screening**. Submission locks the revision; a later correction creates a successor while the filing is editable. A changed location does not itself revise EPA's screening decision.

The coordinate inputs follow the shapes currently on the project map: a polygon hides the marker's latitude/longitude fields, and a marker without a polygon hides the boundary-coordinate editor. Drawing a polygon opens **Boundary coordinates** with its latitude, longitude vertex list, even when a marker is also recorded. Edit the list and apply it to update the map, separating multiple boundaries with a blank line. With no shape, both entry options appear. Adding, deleting or restoring shapes updates these controls immediately; hiding an input preserves its saved value. Any coordinate validation errors remain visible for correction. In Schedule VI, latitude and longitude appear together directly below the map when recording a marker (stacked on a phone), rather than among the general project answers.

For **Source of power**, choose a dropdown suggestion such as grid electricity, solar power, a generator, hydropower, wind or biomass/biogas. Common combinations are also offered. You may type another source or combination in the same field; existing answers are retained.

Step-9: Generate and pay the assessment-fee challan. Download the challan, pay only through the approved UAT/offline path, and upload the receipt/reference and payment proof. This proof clears the current filing gate but does not claim bank settlement or require Finance Officer approval.

New challans provide **Bank Copy**, **Department Copy** and **Customer Copy**, with the same payment reference and amount on each. Check the payment instructions before paying; if they are missing, obtain approved bank/account details from EPA. Existing challans keep their original format.

The Finance Officer opens the case overview and selects **Verify payment proof** under **Payment verification** after the file passes its security scan. Download the proof, compare the case, amount and reference, then record Verify or Reject with a decision note. Verification records **Manually verified**, not bank settlement. A rejected proof needs a replacement while the filing is editable; a lodged filing follows EPA's existing correction process. Earlier evidence stays on record.

Step-10: Lodge the filing. Confirm the declarations and submit the complete filing. The system creates an immutable filing snapshot and sends it to preliminary scrutiny.

Step-11: Log in as the Case Reviewer at the responsible office and perform preliminary scrutiny. Use the Hazara reviewer for IEE/GEA and the Headquarters reviewer for EIA. Start in **Document review** for the exact filed documents. Open **Physical receipt** for physical/electronic/original-receipt records. Use **Final check** to return the filing with clear deficiencies or, once all mandatory evidence is accepted, confirm completeness. Selecting a tab does not advance the case.

In **Physical receipt**, the **Physical filing receipt** section shows the **Saved receipt** first: required items, recorded counts, originals received, remaining shortages, receipt time and recorder. You do not need to submit it again when all items are correctly recorded. When another item arrives or a detail needs correcting, open **Update receipt or add missing items**. The recorded values are already filled in. Change only what is needed, enter totals received so far, confirm the actual receipt time and select **Save updated receipt**. This creates a new revision; **Earlier receipt records** retains the previous entries. Receipt updates are available only during preliminary scrutiny.

Screen labels use plain terms such as **Evaluation** and **Awaiting approval**. Internal configuration identifiers are omitted from the receipt form; approval requirements remain in force.

Step-12: If the filing was returned, log back in as Proponent Owner/authorized Consultant. Upload successor document revisions, correct Schedule VI where required and re-lodge. Repeat Step-11. Earlier filing and return evidence remains unchanged.

Step-13: Log in as review manager and set review requirements. Keep review committee meeting/presentation required for the normal route, decide whether a field visit is required or lawfully waived, and assign the Case Reviewer, GIS Reviewer and Inspector where needed. The assigning review manager becomes the technical lead.

The assignment page keeps the Inspector selector unavailable until a field visit is marked **Required**. Use its **Set evidence requirements** link, save that decision, then return to assign the Inspector. Case Reviewer and GIS Reviewer assignments can be saved before this decision.

The case overview shows **Next step for your role** with one main button and the recorded review progress. **Review actions** are grouped as **Set up the review**, **Carry out the review**, and **Complete the review**. Technical and GIS work can proceed in parallel. Open **When needed** for conditional actions, including enforcement; reminders appear only for overdue unanswered rounds with reminders remaining. Follow the saved requirements and task ownership before completing work.

Step-14: As review manager, schedule the review committee meeting/presentation. The first appointment records its date/time and place or online access. A reschedule creates a successor revision and requires a reason.

In **Case timeline**, the first appointment says **Review committee meeting/presentation scheduled**. Later changes say **Review committee meeting/presentation rescheduled** and show the previous and new appointment dates, times and venues. The staff timeline also shows the recorded reason. The actor/time below identifies who saved the change and when; it is separate from the meeting appointment.

Step-15: Log in as Case Reviewer and prepare the technical review. In the technical workspace, **Summary** shows review status and completion actions. Open the pinned questions in **Checklist**. The proposed EIA, IEE and GEA checklists are category-specific review aids, labelled **pending EPA adoption**. Every proposed question is optional: leaving it unanswered or choosing **Needs clarification** does not block technical-review completion. Existing approved checklists retain their mandatory checks.

For a question you review, read its guidance and source, then choose **Pass**, **Needs clarification** or **Not applicable**. Add the report page, section or reply reference in your comment. Give a reason for Needs clarification or Not applicable. For example, if the monitoring plan lists activities but no responsible person, choose Needs clarification and explain what is missing. Saving this finding does not ask the applicant a question automatically; issue any request separately in **Observations**. Revise a finding when new evidence arrives; earlier saved findings remain in history. EPA adoption will require a separately governed successor checklist, with an explicit decision on mandatory questions; the proposal itself will not become an approved version.

Use **Review committee meeting/presentation** to upload the held meeting's signed attendance sheet and record minutes and submit the minutes to the review manager. **Field report** contains the Inspector evidence and Director review; **Observations** contains numbered requests and replies.

Schedule or reschedule only a future appointment. Attendance and minutes become available at the appointment time after refreshing the page; complete them only after the meeting takes place. Upload the mandatory **Signed attendance sheet** and record the actual meeting time, discussion and outcome. Future-dated minutes and meeting times before the recorded appointment are rejected.

Step-16: Log in as review manager and accept or return the minutes in Review committee meeting/presentation. Returned minutes go back to the Case Reviewer for a successor revision. Accepted minutes unlock technical observations. A lawful review committee meeting/presentation waiver follows the exceptional branch below instead.

The reviewer can attach a **Meeting minutes copy** in Word (.docx), PDF, JPG or PNG. Before approval, the Director may download it, edit it and **Upload revised minutes copy**, recording what changed. The latest file must pass its security scan. Refresh and review any newly uploaded revision before accepting. Approval fixes the exact file version; **Minutes file history** retains earlier copies.

Step-17: Log in as Case Reviewer, open Observations and issue numbered technical observations. Record each item's severity, whether it is mandatory, whether a revised report is required and the report/page reference.

Step-18: Log in as Proponent Owner or expressly delegated Consultant and answer every observation. Submit point-wise replies and any clean item-specific proof/revised report.

Step-19: Case Reviewer assesses; Director makes the final reply decision. The reviewer chooses **Recommend satisfactory** or **Recommend unsatisfactory** and records a reason. The Director reviews that recommendation and chooses **Approve reply — satisfactory** or **Return reply — unsatisfactory**. If returned, the applicant corrects the reply in Step 18; repeat both assessment and Director approval for the new revision. Previous evidence remains in history. Prepare the recommendation, but wait for any required field report to be accepted before selecting **Complete technical review**. GIS and field work can proceed alongside these review steps.

Step-20: Log in as GIS Reviewer and complete GIS review. Review the pinned case geometry and required layer versions, record revisioned findings for every required layer and complete the GIS assessment. Missing or undetermined required findings block completion. The proponent can use **Upload or view project KMZ map** on the case page, upload the KMZ, wait for a clean scan and import it. Review control displays the filed project map and supplementary KMZ. Enter **GIS Report** and optionally upload a PDF report and wait for a clean scan before completing GIS review. The map is retained in new Environmental Approval PDFs.

Step-21: If a field visit is required, log in as the assigned Inspector. Download/use the assigned package, capture checklist, GPS, findings and attachments, synchronize clean evidence and submit the final visit report.

Mobile update and sealed-report recovery: Install the supplied APK over the existing app; do not uninstall or choose secure logout while evidence is pending. For the GPS validation problem reported as **INVALID_FIELD_PAYLOAD**, update to **1.0.1 (build 2)**, connect to the server and **Synchronize assignments**. In **Report delivery**, use **Retry now** if needed. The update retries matching affected records without changing your saved answers or upload references. Confirm EPA's server receipt; if the record remains blocked, retain the app and report the diagnostic code.

For connected browser use, open the case and choose **Upload visit report**, or use **Field work** and open the assigned visit. If no package is active, use **Prepare the visit report** to issue the assigned checklist package to the field device. Under **Visit report and supporting files**, select the report file and upload it. Refresh the scan status until it is **Clean**, then complete the findings/checklist and choose **Submit visit report to concerned director**. Uploading alone does not submit the report. Pending/error/rejected files block final submission; a rejected upload is retained and requires a replacement package. Previously submitted files remain visible in history.

Step-22: Log in as the handoff review manager and accept or return the field report. A return routes the task back to the active Inspector; the Inspector submits successor evidence and the Director reviews it again. Accepted field evidence completes the field branch.

Then complete the technical review. The authorized Case Reviewer or review manager returns to **Technical review workspace → Summary → Complete technical review** after any mandatory checklist checks pass, mandatory observations are closed and required review committee meeting/presentation and field evidence are accepted. The proposed optional checklist adds no completion block; assignment, evidence, GIS and later decision-readiness requirements still apply. Checklist answers do not approve the project. Accepted review committee meeting/presentation minutes do not satisfy a separate field-visit requirement. Entering “The case may be approved” as a recommendation does not accept missing evidence or issue an approval.

Before you submit, check **Before completing technical review** above the tabs and on the completion form. Open **View all completion checks** for every requirement's **Ready** or **Action needed** status, responsible role and section link. The completion button remains disabled while anything is outstanding. Finish that work and refresh the page; when ready, enter the recommendation and confirm the action.

If completion says the required field-visit report has not been accepted, check its status: **Required** means the Inspector still needs to submit the report; **Submitted** means the Director must review it; **Returned** means the Inspector must correct and resubmit it. Uploading a file or assigning an Inspector alone does not complete that handoff.

If a field visit is genuinely unnecessary and a waiver is authorized, the review manager uses **Set evidence requirements**, selects **Waived** for field-visit evidence and records the reason. A submitted, returned or accepted field report cannot be replaced by a waiver. Use the report's review/correction route instead. Review committee meeting/presentation waivers have a separate exceptional-authority route.

Step-23: Follow the category branch. EIA continues through Steps 24-27. IEE and GEA have no EIA public hearing and proceed to Step-28 after all their technical, assigned GIS and required field gates are complete.

Step-24: For EIA, log in as the exact assigned Case Reviewer and initiate the public hearing. The system pins the hearing rule and creates the dedicated hearing assignment.

Step-25: Log in as the technical-lead review manager or Director General and approve the future hearing date and applicant/consultant notification details.

Step-26: Log in as Proponent Owner/authorized Consultant, then Case Reviewer. The applicant submits national/local advertisement metadata and proof. After scanning, the Case Reviewer accepts or rejects it and records the required departmental invitation evidence. For evaluation/UAT testing, the 15-day publication minimum is temporarily waived. A shorter gap shows **UAT testing: minimum waived**; keep the real publication dates on or before the hearing date. Production retains the normal minimum.

Step-27: Log in as Case Reviewer and complete the hearing record. Record the signed attendance sheet, public submissions and signed minutes. For a future appointment in UAT, check **UAT evaluation only: record the hearing before its scheduled time** to continue testing immediately. The testing exceptions and actual dates are retained in the hearing evidence and audit history. Issue hearing observations, obtain applicant replies and optional annexures. The Proponent Owner or authorized Consultant confirms once that the complete video was delivered to EPA on CD/flash drive; the assigned Case Reviewer verifies receipt once. For each reply, recommend satisfactory or unsatisfactory with a reason. The Director gives final approval or returns the reply to the applicant. Repeat both steps for the corrected reply before recording a new assessment. Complete the hearing only when all mandatory gates pass.

Step-28: Log in as the exact assigned Case Reviewer and select Check readiness and start decision. After technical review is completed, this item appears in the Case Reviewer’s **My work** queue. This is how the Case Reviewer initiates decision making. Technical, GIS, field and, for EIA, hearing work must all be complete. A successful check changes the case to **Ready for decision**, completes the readiness item and creates the Case Reviewer’s decision-preparation task.

Step-29: The review manager approves decision preparation. Open **Approve decision process** in **My work**, review the completed-case handoff and record the approval note. Director Headquarters manages this step for EIA under the recorded authority; final EIA approval remains with DG.

Step-30: The assigned preparer opens Prepare decision and edits the conditions. Choose Schedule VII for EIA, VIII for IEE or IX for GEA. The **Prepare Environmental Approval** screen shows the available proponent name/address, project description/location, coordinates, case reference and filing date. Edit the project description if needed; other filed details remain read-only. The original description stays in history. For approval, paste the complete conditions text copied from Word or another document into the single **Conditions** editor. Edit or delete text directly. Keep **Keep pasted formatting and numbering** checked for numbered lists, bullets, paragraphs, bold, italic and underline; uncheck it for plain-text paste. No separate conditions reference is entered. Follow-up is quarterly: first due three months after issue, then every three months. **Save draft** retains the editable text and formatting. Enter the outcome and reasons in the Decision section after the conditions; **Submit decision for signature** checks completeness and creates the retained revision. Rejections contain no approval conditions. All conditions print; public-verification visibility is a separate choice and defaults off. Check the generated PDF before signature.

Step-31: The preparer generates the controlled copy, then the competent issuer signs. The current named authority supplies the office, signatory, designation and authority reference. The proponent name/address and project location come from the lodged Schedule VI. The project description uses the preparer’s approval wording; its original filed wording stays in history. These details are retained when the decision revision is submitted. Check them against that filing. If generation reports missing retained details, follow the return-and-successor route in Step-32; changing an organization profile does not repair a submitted decision revision. Use the approved successor template and configured HTTPS verification origin. Check the PDF, including a QR code and page numbering on every page. Print that exact copy for DG's wet signature for EIA, or the named authorized IEE/GEA issuer's signature and official seal. Upload the complete signed scan with custody/certification references, confirm all pages, QR codes and page numbering match, and wait for **Clean**. The system checks the page count and retains the exact signed bytes.

Step-32: The competent issuer returns or authorizes the decision. DG performs final EIA approval. The named, currently authorized officer acts for IEE/GEA. Re-enter the account password. A return records reasons and requires a successor revision and new controlled copy. Authorization checks the current grant against the signer retained at rendering, the clean scan, original, signature/seal and service evidence. A revoked or changed appointment cannot use an old render to bypass the new authority requirements.

For an earlier submitted revision blocked by missing retained filing details, the competent issuer uses **Return to Case Reviewer** and records the reason. The assigned preparer submits a successor from **Prepare decision**, then generates its PDF using the lodged Schedule VI. Preserve the old revision; do not edit its evidence or use an organization-profile change as a substitute.

Step-33: Complete issuance and retain the digital Environmental Approval. An authorized approval becomes **Issued approval** and opens compliance at the same responsible office. A rejection becomes **Issued rejection** and creates no post-approval record. The protected digital copy, render, signed scan, authority evidence, service record and verification reference remain retained. Every-page QR verification exposes only the approved public snapshot when public verification is activated; it does not make the full Environmental Approval publicly downloadable or turn a draft into an issued Environmental Approval.

Step-34: Log in as Proponent Owner and acknowledge receipt. Record the actual receipt reference and optional evidence note, then download the protected issued decision.

Approval-only follow-up

Step-35: If the approval has conditions, submit the Schedule X undertaking. The Proponent Owner uploads the required stamp-paper/signatory/witness evidence. In current UAT this is explicitly evaluation-only because the exact controlled Schedule X source remains pending. The listed Case Reviewer at the responsible office reviews the undertaking under the recorded authority, may return it once and accepts a clean successor after original receipt is recorded.

Step-36: Proponent reports construction completion. Record commencement first. When construction is complete, upload the completion report as **Construction Milestone** and wait for a clean scan. Open **Report construction progress**, enter the actual completion date and declaration, then submit. This sends the complete request to the Director. Before commencement, a separate extension request may be decided by the authorized Director General through the existing extension process.

Step-37: Review manager assigns, Inspector verifies, review manager decides.

1. **review manager:** open the notification or **My work**, read the completion report, select **Assign monitoring inspector**, choose the inspector and enter instructions.
2. **Assigned Inspector at the responsible office:** open the assigned task, upload the inspection report and wait for a clean scan. Under **Verify EA conditions**, choose **Satisfactory** or **Unsatisfactory** for every listed condition and enter findings. Select **Submit inspection report to Director**.
3. **Review manager:** read the current report and record **Compliance confirmed**, **Compliance not confirmed** or **Returned for information**. Confirmation needs all conditions satisfactory and a clean written confirmation.
4. **Proponent:** if returned or not confirmed, read the reasons, correct the issues, upload new evidence and submit a corrected compliance request. The Director assigns an inspector again.

The notification badge shows whose action is due. Earlier reports and decisions remain in history.

Step-38: Record operational commencement only after written compliance confirmation. The system derives the six-month report date.

Step-39: Submit and review operational reports and condition evidence. The Proponent submits evidence with the required details and supporting files. The listed **Case Reviewer at the responsible office** reviews operational reports under the recorded authority. The **Inspector or action-authorized compliance officer at the responsible office** may review individual condition evidence. Open **Submissions and review history** to read the submitted details, download permitted files and see review reasons. A returned report can be corrected and submitted again. A final non-compliance finding remains in history; contact the action-authorized compliance officer at the responsible office for the required follow-up.

Implemented exceptional branches

1. **Registration mode differs:** stop and record the difference for the coordinator. This session uses immediate applicant activation; historical rejection/correction testing is separate.
2. **Unsafe or pending upload:** no reviewer may rely on it. Wait for **Clean** or upload a successor after rejection/error; never replace the earlier attempt.
3. **Filing return:** follow Steps 11-12 until completeness is confirmed.
4. **Review committee meeting/presentation reschedule:** the review manager records a reasoned successor appointment.
5. **Exceptional review committee meeting/presentation waiver:** only the Director General or a holder of an exact current `WAIVE_PRESENTATION` office order records the reasoned waiver. An ordinary review manager cannot waive it.
6. **Reply marked Un-satisfactory:** the Proponent Owner or delegated Consultant reads EPA's reason and submits a corrected reply; the Case Reviewer assesses it again (Steps 18-19). All earlier replies and assessments remain in history. The hearing reply follows the same correction steps.
7. **Observation non-response:** after the due time EPA may send up to three append-only reminders. Only the Director General or exactly authorized officer may close after all three. Authorized reopening creates a successor assessment cycle.
8. **Field report returned:** follow Steps 21-22 with successor Inspector evidence. Submitted, returned or accepted field evidence cannot later be replaced by a waiver.
9. **Decision returned:** the same assigned Case Reviewer creates revision 2 linked to revision 1, regenerates it and uploads the newly signed competent-issuer copy. DG authorizes EIA; the named current IEE/GEA issuer authorizes those categories; revision 1 is never edited.
10. **Final rejection:** use the rejection decision branch in Steps 29-34. Conditions are not allowed and approval-only follow-up is unavailable.
11. **Stale screen or exact retry:** a stale state/version is rejected without a partial change. An exact retry returns the existing result; the same retry key with changed facts is rejected.
12. **Wrong role, scope, assignment or delegation:** the action is denied. System Administrator or superuser status does not create legal authority.

Separate conditional workflows

Section 18 enforcement and the environmental-audit/Appendix VII proposal are not part of this Hazara assessment session. For a separately arranged Section 18 exercise, the DG or an officer with the specific **Record penalty action** delegation opens the case's **Section 18 enforcement** page, enters the violation, evidence references, PKR amount, reasons and action/directions, confirms their password and selects **Record penalty action**. The applicant can read the saved action under **Section 18 notices**. No penalty schedule or Form A/B setup is needed for this simple action; notice service, payment and court filing are not automatically performed. The configured Form A/B workflow and environmental-audit controls retain their separate activation requirements. Use the detailed guide or technical execution guide for those separately arranged exercises. Do not use another division's fixture or add its accounts to the roster in this guide. Record any requested extension of this session as a proposed change; it does not activate a blocked workflow.

Analytical reports and charts

1. Select your assigned staff role under **Working as**, then open **Analytical reports**. For this Hazara-only exercise, filter to the recorded Hazara UAT case or district; the DG role can see cases outside this exercise.
2. Choose **Case portfolio**, **Intake trends**, **Geographic coverage**, **Workload & deadlines**, **Review turnaround**, **Fee status**, or **Post-approval monitoring**.
3. Expand **Filter reports** to choose a case/project search, creation dates, category, workflow stage, directorate or district. Select **Apply filters**. The same filters follow you between reports; **Reset filters** clears them for the selected report.
4. Read the chart and its data table together with the coverage note. Dates select cases by when they were created; they do not select decision or payment event dates. The current records of those cases are summarized. The monthly chart shows a twelve-month window.
5. Open a reference in **Cases behind this report** to investigate. Counts include every matching case even when the case list spans several pages. **Form of Registers (Schedule XI)** still opens register checks.

An uploaded fee proof is separate from a paid status. Elapsed review time includes holds and is not a statutory-clock compliance score. Missing information stays explicit. These are internal summaries within your selected role, not official registers, exports or new legal determinations.

Choosing filters across screens

Select your assigned role under **Working as** before filtering. If Casework asks you to select a working role, its queue and named options stay empty until you choose one.

In **My work queue**, use the **Work view**, **Category**, **Workflow stage**, **Directorate** and **Case officer** dropdowns. Directorate and case officer options are taken from cases visible to your selected role. Category includes GEA, IEE, EIA and all three environmental-audit categories; workflow stage includes withdrawn and closed cases. Use **Due from** and **Due to** to select an inclusive date range, then **Apply filters**. **Clear filters** restores the full visible queue. An invalid selection or reversed date range shows errors and no case results. Use **Assigned to me** for current task assignments; **Case officer** filters the recorded case owner and can have no named options when none of the visible cases has a case officer.

Form of Registers (Schedule XI), the Casework overview, **Analytical reports**, **Facilities**, **Incidents** and the **GIS workspace** use dropdowns for fixed categories, stages, locations or recorded people. Facilities and incidents allow searching within long dropdowns. Type a case reference, project, person, organization or setting code only in the corresponding search field. **Timeline Status** provides work, status, stage, responsible-officer, **Supervisor** and pending-party dropdowns plus case/project search. Select a status card for its scoped detail window. Applicant case views, registration statuses and staff access views also offer selectable links. Filter results always remain within your working role's scope.

Choosing Form of Registers filters

Open **Form of Registers (Schedule XI)** and **Choose a reporting period**. The default is **All years**, so records without a date remain available. Select a **Financial year** such as **2025–2026** for 1 July 2025 through 30 June 2026, inclusive; **Current year** selects the current financial year. Choose **Date used for the period**: **Assessment filing received**, **Case created** or **Decision issued**. These dates come from retained source records; filtering does not change any date or decision.

Select **Apply filters** and check the displayed period, date basis and matching-record count. Cases without the chosen recorded date are excluded from a selected year and their missing-date count is shown. Choose **All years** to inspect those cases. Ambiguous decision sources are flagged for review. A decision-year selection is not an intake-year selection.

Expand **Category, stage and responsibility filters** for category, workflow stage, directorate, assigned officer and **Due on or before**. Named options contain only the selected role's visible records. Category links retain the reporting period and the other criteria. **Reset filters** restores **All years** with the default filing date basis. Invalid selections show field errors and no case results. The separate **Facility monitoring** section remains scoped to the working role; assessment financial-year and case filters do not apply to that section.

Reporting and register checks

1. Sign in with `director.general@demo.invalid`, select **Director General** (`DIRECTOR_GENERAL`) under **Working as**, and open **Form of Registers (Schedule XI)**.
2. Select only a recorded Hazara UAT case reference from this session and open **Check Schedule XI record**. The Casework overview can show other cases; they are outside this exercise.
3. Read **What this page is for**. Compare the 21 Schedule XI fields and note every **Missing**, **Partial**, **Needs review** or **Not available** result.
4. Correct source case information only through an available controlled correction route, or record the gap for EPA review. Do not edit or publish the comparison itself.

The Schedule XI page is an internal data check. It is not the official statutory register, an approved export or a public disclosure. These outputs remain blocked until EPA approves the field rules, confidentiality/redaction, correction, retention and legal-hold controls. Appendix VIII is a separate audit-register decision and remains unavailable.

If a report link is unavailable, return to **Form of Registers (Schedule XI)** or the work queue. The link may be old, or the case may be outside the selected role's assigned scope. Selecting a different **Working as** role helps only when that role and scope are already assigned to the account.

Paths that must remain unavailable

A clear denial is the correct current result for generic case hold/resume, unresolved multi-activity precedence or up-classification/refiling, applicant withdrawal, unsupported non-response closure, operational renewal, approval cancellation, penalty waiver/reduction/ compromise/refund/non-response, digital-certificate signing, Appendix VIII runtime, expanded public register/export, production use of provisional settings/providers, and production activation of the environmental-audit proposal.

For screen-by-screen fields, expected responses and UAT evidence, use the plain-language guide. For exhaustive positive, negative, resilience and authorization tests, use the full execution guide.

Working through corrections and delays

- Read the **next step** on the case page and sign in using the role named there.
- For an approval decision, the Case Reviewer includes the applicable conditions before submitting the draft. If a submitted draft needs a condition or other correction, the Director returns it with a reason. The Reviewer prepares a new revision, PDF and signed scan.
- Hearing observations need a written reply and, where useful, an annexure. There is no video upload for each reply. Submit the full hearing video to EPA on CD or flash drive and record the single hearing-level declaration; the assigned Case Reviewer verifies receipt.
- In Compliance, open **Submissions and EPA reviews** to see what was sent, EPA's response and the files you may download. Follow the return reason when submitting a corrected version.
- Enter the actual date of completed construction, inspection and operation events. A future planned date cannot be recorded as an event that has already happened.
- Check your portal work queue regularly. Casework continues when email is unavailable. The administrator can configure email and retry failed messages without changing the case record.
- The training label identifies practice records. Public verification stays off during training; this does not stop internal preparation, approval, signature recording or issuance practice.

Timeline Status and supervisor accountability

Case timeline: due dates and completion

In a staff case workspace, open **Timeline**. Due dates, actual completion dates and automatic colour/icon badges appear inside the existing event entries, under **Related work — current status**. For example, **Confirm completeness** shows preliminary scrutiny, while **Assign Review Tasks** shows the relevant parallel reviews. These are the related tasks' current statuses, not a claim that all tasks were completed when the event was recorded. **Pending** means the related task has no recorded completion. Completed work keeps its green check and its real completion date, with an on-time/after-retained-target note when a deadline is available.

Active tasks use the same timing rules as Timeline Status, including proponent waits. Missing historical deadlines show **Not recorded**; missing completion evidence is explicit. Cancelled, waived and earlier-cycle work is distinct from completed work. Events without a related task say that no separate task dates are linked. Use **View monitoring and accountability** for available details. The original event order, actors and recorded action dates remain. Times use Asia/Karachi.

System Flow targets and waiting for the proponent

The adopted System Flow Word standard uses calendar days for assessment stages, working days for preliminary scrutiny, and working days throughout environmental audit. Technical review targets are EIA 20, IEE 15 and GEA 4 calendar days; audit technical review is 10 working days. GIS shares the technical-review target. Preliminary scrutiny is 10 working days for assessments and 7 for audits. Response evaluation targets are EIA 10, IEE 5 and GEA 4 calendar days, and audit 12 working days. The working week is Monday–Friday; the case retains its original target; days are not counted from deployment.

When EPA sends the case back, its primary label becomes **Waiting for proponent response**, shown with a purple hourglass in Timeline Status. EPA workflow timing is paused. Each outstanding request must receive its reply or resubmission before timing resumes; a partial reply or draft upload does not finish the wait. A returned reply pauses time again. The proponent's own issued response deadline remains visible and can be overdue while EPA timing is paused.

After the last required reply arrives, the remaining allowance resumes automatically. It does not restart with a fresh full allowance. Overlapping requests count once. EPA evaluation after receipt counts as EPA time, and lateness that existed before the handoff remains. The original case stage, EPA owner and supervisor remain available. Case labels update on receipt; Timeline Status refreshes on its five-minute scan. Read the separate statutory/provisional review clock as its own source; this operational timetable does not rewrite its approved legal deadline or pause policy.

Expand **System Flow stage targets** on the monitoring page to see every category allowance. Open **Review / take action** to see the stage budget, original target and completed proponent waits excluded. **Needs attention** includes waiting cases; use **Timing status** or **Pending with** to find them. Use the existing correspondence workflow for reminders and receive replies through the normal submission screen. A manager cannot manually change status, reset the allowance or certify receipt through monitoring. Forward review completion and decision steps remain blocked while replies are outstanding. Final technical/evidence checks still apply after receipt.

The badges use grey/pause for **Not started**, blue/gear for **In progress**, amber/warning for **Off track**, orange/clock for **Delayed**, red/siren for **Critical delay**, and green/check for **Completed**. **Off track** means the deadline is approaching. A neutral **Deadline not set** badge means timeliness cannot be assessed. Missing owners, supervisors and missed recovery reviews appear separately under **Accountability**, with a suggested next action. They do not turn an on-time task into a delayed task. **Historical backlog** identifies a target already overdue when the case adopted System Flow; check assignment history before attributing responsibility. The summary separates overdue deadlines, accountability issues and historical backlog. **Step age** is time since the step began, not the time overdue. A paused clock does not accumulate running delay.

Start with **Current position** for the work status, current target, responsible party, first DG escalation, management-response count and **Next action**. A timing label such as **In progress** describes the deadline position; it does not prove that someone started work. Select **Dates and responsibility details**, then **Dates behind this status**, to compare source start, target and actual completion with the monitoring check times. **Notification delivery** shows email configuration and delivery attempts separately.

Monitoring log and management responses separates automatic entries from recorded management responses. **First DG escalation recorded** identifies the initial alert; **DG escalation reminder recorded** identifies a later repeat. Change entries explain timing, accountability, proponent pause/resume and target adjustments using their retained evidence. No recorded response means no management response is stored in this log; it does not describe activity outside the system.

Select **Recorded dates and evidence** on an entry for its **Recorded at** time, retained step start/target, any previous target, completion, accountability and recorded recipient roles. These controls work with keyboard Enter/Space. Dates use the displayed time zone. Alerts do not confirm email delivery or that someone read or responded; **Email is disabled** is explicit when applicable. Earlier events retain their own status, dates and routing. Use the case workspace for actual workflow actions. A check or acknowledgement does not complete a task; inactive work is not proof of completion.

Select any **Automatic timing status** card to open a detail window containing that status's scoped table. The card shows both work-item and distinct-case counts; one case may have several work items. The window retains case search, stage, responsible officer, **Supervisor**, pending party, accountability and backlog filters. **Completed** opens completion history; an active status selected from history opens active work. Use **Close** or Escape to return to the card. Previous/Next pages stay inside the detail window. If the window is unavailable, the link opens a filtered page with the same table and no repeated status cards. Selecting a status filters records; it cannot change the system-calculated status.

For a **GIS Reviewer**, Timeline Status shows only your assigned GIS review tasks within the selected working role and its current case scope. Other officers' steps, case-wide review clocks and cases without your GIS assignment are absent from counts, filters and detail links. Completed GIS reviews remain under **Completed / inactive history** and the **Completed** status card. Reassigned, revoked or expired active assignments leave the queue immediately. An empty active queue can mean your GIS work is complete; check completion history. Task owners can explain a blocker or escalate to DG. Only authorized case managers see recovery-plan and internal-target choices.

Use **Supervisor** to choose a supervisor recorded on work visible to your selected role. Names from other jurisdictions are absent, and malformed or out-of-scope identifiers return no matching work. Directors, Deputy Directors and Assistant Directors heading an office can open Timeline Status through their current staff role, but see only cases covered by their current effective office grants and jurisdiction. A division sees district-office work only where an explicit current read-only monitoring grant permits that hierarchy. Ended postings or revoked/expired authority do not retain access. DG's current province-wide role sees the province, including regional cases. Read-only monitoring authority does not permit recovery actions or case decisions.

Filters use aligned columns on a large screen and stack on a phone. Choose the work scope and other filters, then select **Apply filters**; **Reset** restores **All active work**, including work within its timeline. Choose **Needs attention** for deadline warnings, accountability issues and proponent waits. The **Accountability** filter isolates action-required or escalated issues; **Backlog** isolates targets already overdue at standard adoption. Indicators may overlap.

Open **Timeline Status** from the staff navigation. Its automatic statuses are **Not started**, **In progress**, **Off track**, **Delayed**, **Critical delay**, **Completed**, **Waiting for proponent response** and **Deadline not set**. The system calculates status from recorded work; filtering does not change it. Cancelled, superseded or otherwise inactive work is shown separately; it is not called completed. A paused review clock is labelled explicitly.

Check the last full scan first. A stale/incomplete warning means Operations must check the scheduler; an empty queue is not an all-clear. Filter **Needs attention** by case, stage, responsible officer, supervisor, status or EPA/applicant waiting. Each row identifies the step, recorded deadline, overdue days, owner and immediate supervisor. One case can have several parallel work items and a separate review clock. Elapsed and overdue values use calendar days (one day = 24 hours), rounded to one decimal. A positive value below one tenth of a day says **less than 0.1 day**; zero says **0 days**. Excluded proponent time states its pinned calendar or working-day basis. These displays do not change stage allowances or prove personal fault.

Select **Review / take action**. The current owner can explain the blocker. The authorized manager can record a recovery action and follow-up time; that manager becomes the recovery coordinator. For a critical-delay or escalated-accountability recovery plan, select a clean supporting case document. Acknowledgement and immediate DG escalation remain available while evidence is being obtained. **Open case workspace** is where the authorized officer actually assigns work, reviews evidence or issues lawful correspondence.

A missing date is **Deadline not set**; a missing assignment is an **Accountability** warning. Neither proves statutory delay. Where a step has no source deadline, the manager may set its **first internal target** with reasons. This target is retained and cannot replace a statutory date or be moved to hide delay. A recovery follow-up has a separate date. An acknowledgement does not remove the alert or certify completion.

The immediate supervisor is the currently authorized case manager; unresolved critical delays go to DG. Default operational reminders warn 2 days before a recorded deadline, become critical at 2 days overdue, and repeat every 1 day. An overdue governed review clock is critical immediately. An accountability issue unresolved for 2 days or a missed recovery follow-up escalates separately to DG; it does not change the timing badge. Missing/ambiguous supervision is flagged and sent to DG attention. These are management alerts, not new statutory periods. Previously saved due dates remain; working-day arithmetic uses Monday–Friday. Reviewer and inspector assignments also populate the open task owner. Reassignment preserves completed task history and original start/deadline dates; it does not start a fresh timing allowance.

Portal notifications show the current role's work. The item shows whether email is disabled, waiting or has exhausted retries; accepted delivery is not proof of reading. Stage dates and Section 13 calculations that are unapproved or not implemented remain visible limitations. Post-approval inspection tasks appear here; other compliance obligations retain their existing **Post-approval** register and analytical reports.