

THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (OPERATIONS & PROCEDURES) CODE, 2025

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**Punjab Enforcement and Regulatory Authority
Services & General Administration Department
Government of the Punjab
Lahore**

Notification

No.____: In exercise of the powers conferred under Section 78 of the Punjab Enforcement and Regulation Act, 2024, Governor of the Punjab is pleased to make the following Code to regulate operations of the Punjab Enforcement and Regulatory Authority and to provide procedures for carrying out the purposes of the Act:

Chapter I – Preliminary

(1). Short title, extent, and commencement: (1) This Code may be cited as the Punjab Enforcement and Regulatory Authority (Operations and Procedures) Code, 2025.

(2) It shall extend to the whole of Punjab.

(3) It shall come into force at once, however, the Authority may specify operationalization of any provision of this Code from a specific date, through notification in the official gazette, according to the administrative and logistic arrangements.

(2). Definitions: (1) In this Code, unless there is anything repugnant to the subject or context:

- (I) "Act" means the Punjab Enforcement and Regulation Act, 2024 (Act XI of 2024);
- (II) "Auction Procedure" shall be the procedure, including logistic arrangements for the purpose, as notified by the Director General, PERA, from time to time.
- (III) "Authority" means the Punjab Enforcement and Regulatory Authority established under Section 3 and 4 of the Act;
- (IV) "Board" means the District Enforcement and Regulatory Board;
- (V) "Digital evidence" means evidence obtained in electronic or digital format and includes, but not limited to, video footage, audio recordings, emails, social media communications, and metadata; [see Form 1.1]
- (VI) "Employee" means as defined in the Service Regulations notified by the Authority;
- (VII) "EPO" means an Emergency Prohibition Order as provided in Section 2, 23, 35 and 44 of the Act; [see Form 1.2] [see Form 1.3] [see Form 1.4]
- (VIII) "Format" means a standardized document or template prescribed in the Schedules appended to this Code; "Format" means a standardized form or template appended to this code;
- (IX) "Fund" means the Fund established under Section 69 of the Act;
- (X) "Government" means Government of the Punjab;
- (XI) "Hearing Officer" means the Officer appointed or authorized as per Section 16 of the Act;
- (XII) "Non-Perishable Goods" means durable goods with no immediate risk of deterioration;
- (XIII) "Perishable Goods" means goods with limited shelf life requiring immediate disposal.

(XIV) Unless the context otherwise expressly requires or indicates, any word or expression importing the masculine gender, including but not limited to "he", "him", "his", "himself", or any other such gender-specific reference, denoting any office, designation, rank, or position expressed in the masculine form shall be construed as including the feminine gender, without limitation, qualification, or prejudice. This rule of construction shall apply throughout this Code, its Schedules, Appendices, and any subsidiary instrument(s).

(XV) Other terms, insofar as the context allows and are not repugnant to the subject or object of the Act or the Regulations, shall have the meanings assigned to them under the Act.

Chapter II – Administration and Functioning of the District Enforcement and Regulatory Board

(3). Meetings of the Board: (1) The District Enforcement and Regulatory Board shall meet at least once every three months.

(2) A special meeting, prior to the lapse of three months since the last meeting so held, may be caused to be convened by the Chairperson himself or on the request of any of the Members of the Board to discuss or deal with any matter which requires urgent attention;

Provided that in case of request for a special meeting as made by a Member, such request, stating the reasons and necessity for calling such meeting, shall be placed before the Chairperson by the Secretary of the Board. The Chairperson, upon such request, shall pass an appropriate Order thereon determining if such a request was merited.

(3) Intimation of meeting shall be given to the Members at least three (3) days in advance, specifying the place, time, and agenda of such meeting;

Provided that in case of special meetings, the notice period of three (3) days may be reduced by the Chairperson depending on the urgency of the matter which necessitated the special meeting.

(4) The Board or the Chairperson may require any Committee or its Member(s) or any employee within its territorial jurisdiction to be present at the meeting by notifying them of the meeting in the mode and manner prescribed herein;

Provided that any member of the Committee or the employee attending the said meeting shall not vote for any decision of the Board. [see Form 2.1]

(4). Reporting by Enforcement Stations to the Board: (1) All Enforcement Stations operating within the territorial jurisdiction of a Board shall send, through respective Sub-Divisional Enforcement Officer, a quarterly report of performance to the Board as to the enforcement and implementation and all the reports shall be considered and reviewed by the Board in its quarterly meetings. A detailed log of all activities at each Enforcement station must be maintained in [Form 2.2].

(2) Board may prescribe a format for such report which shall be followed by all the Enforcement Stations within its territorial jurisdiction.

Chapter III – Procedure on Hearings by the Hearing Officer, Notices, and Orders

(5). Territorial Jurisdiction of Hearing Officer: (1) The Hearing Officer appointed or authorized by the Government to act as such, in a sub-division, shall have the territorial jurisdiction to hear all matters arising from or relating to actions taken by all Enforcement Stations established and operative in the territorial jurisdiction of that sub-division.

(2) The Authority may, by issuing a Notification in the official gazette from time to time, enlarge or curtail the territorial jurisdiction of a Hearing Officer, to include or exclude areas, for the sake of convenience and expediency.

(6). Functions of the Hearing Officer: (1) The Hearing Officer shall hear and decide representations filed by an offender or an aggrieved person in the following matters:

- i. Against the fine imposed by an Enforcement Officer, under the Act or the Scheduled Laws;
- ii. Against confiscation of articles, carts, or vehicle over which any title or possessory right or claim is asserted;
- iii. Against sealing of any premises over which any title or possessory right or claim is asserted;
- iv. Against removal of encroachments or public nuisance under the Act;
- v. Against an EPO issued by the Enforcement Officer with respect to removal of public nuisance; or
- vi. Against a Removal Order issued by the Enforcement Officer with respect to removal of a moveable encroachment;
- vii. Any ancillary matters arising out of actions of an Enforcement Officer.

(2) Such representation shall not be maintainable if the Aggrieved Person or the Offender has already filed a representation against a Removal Order issued by the Enforcement Officer with respect to removal of a movable encroachment and the said representation has been dismissed, or where action was taken by the Enforcement Officer pursuant to a hearing and decision passed by the Hearing Officer on a report submitted by the Enforcement Officer under Section 39 of the Act.

(3) Such representation shall also not be maintainable if the Removal Order with respect to the immovable encroachment has been issued by the Hearing Officer and the Aggrieved Person or Offender was party to the proceedings when such Removal Order was issued.

(4) The representation shall be filed by the offender or aggrieved person within fifteen (15) days thirty (30) days of accruing of cause of action, and the same shall be decided by the Hearing Officer within sixty (60) days of its filing.

(5) The Hearing Officer shall also decide complaints filed by any person aggrieved by a public nuisance directly or indirectly, or perceives to be aggrieved due to such nuisance in the near future [see Form 3.1] [see Form 3.2].

(6) The Hearing Officer shall also decide complaints filed by any person aggrieved or affected by a movable encroachment on state property [see Form 3.3].

(7) The Hearing Officer shall be empowered to determine the enforcement costs, rents or other ancillary costs or penalties on the report of Sub Divisional Enforcement Officer of the Enforcement Station in cases of actions taken under the Act, including with respect to encroachments and public nuisance.

(8) The Hearing Officer shall have the power to initiate, conduct and facilitate the inquiries to ascertain the facts regarding an offense or the complaints regarding the employees of the Authority and in this regard may also redress grievances on the complaint filed by any aggrieved person against the transgressions of any employee in the concerned sub-division.

(9) The Hearing Officer shall also assess and verify information provided by way of Whistle-blower disclosures.

(10) The Hearing Officer shall determine as to whether any information received by way of Whistle-blower disclosures was false, frivolous, or vexatious.

(11) The Hearing Office shall also deal with matters relating to unauthorized disclosure or revelation of identity of person(s) making a Whistle-blower disclosure.

(12) The Hearing Officer shall also analyze the requisition sent by an Enforcement Station under Section 20 of the Act and forward the same to the Board, within 3 days of receipt of such requisition.

(13) The Hearing Officer shall additionally supervise, monitor, and review the performance of Enforcement Stations under his jurisdiction.

(14) The Hearing Officer shall cause to be maintained a separate case file for every matter which is placed before him, and such file shall contain the entire record of the proceedings, including all documents and evidence so furnished by the parties, departments, or agencies, and shall make available on the request of a party and upon payment of fee as notified by the Authority from time to time, a certified copy of the file or part thereof.

(7) Form of Representation: (1) A representation filed by an aggrieved Person or an offender shall, insofar as may be relevant, expressly state the precise grievance, any legal right or entitlement, and mention details of title documents or right of legal possession, over any premises, land, place, building, vehicle, cart, article, or item, as the case may be.

(2) The representation shall also state, where the act of an authorized officer is challenged, the illegality or excess committed by the concerned officer in exercise of power.

(3) The representation shall be accompanied by any documents relied on by the aggrieved person or the offender in support of his assertions made therein.

(4) The representation shall be supported by an Affidavit of the person filing it as to the facts alleged therein. [see Form 3.4]

(8) Notices: (1) The issuance and delivery of notices, if and when required to be issued by the Hearing Officer, shall, as far as practicable and relevant, be the same and in the mode and method as provided in Form 3.5 in terms of provisions of Chapter VIII of the Act.

(9) Hearing Procedure: (1) The Hearing Officer shall take up the representation filed before him as soon as it may be practicable but not later than three (3) working days. [Form 3.6 shall be considered an Order Sheet]

(2) The aggrieved person or the offender shall attend all hearings before the Hearing Officer in person or through a representative, pleader, or advocate duly authorized by him in this regard.

(3) The Hearing Officer may require the Enforcement Officer concerned or any other relevant person to attend the hearings;

Provided that nothing shall preclude the Enforcement Officer concerned or any Officer authorized by him from attending the hearings before the Hearing Officer.

(4) The Hearing Officer may call for the record of any Department of the Government, or any Statutory Authority or Agency under the Scheduled laws, for the purposes of ascertaining the veracity of the stance raised by the aggrieved person or the offender in the representation, especially with respect to his legal right or entitlement over any premises, land, place, building, vehicle, cart, article, or item, as the case may be.

(5) In case the Hearing Officer is of the opinion that the matter cannot be decided summarily, he shall permit the aggrieved person or offender to produce evidence in support of the contentions raised in his representation;

Provided that where the Hearing Officer allows the aggrieved person or offender to produce evidence, the Enforcement Officer or any Officer authorized by him, shall be given opportunity to cross examine the witnesses and rebut the evidence so produced.

(6) Any evidence under the Act shall be taken on oath or affirmation, except as may be otherwise provided in the Act or the Rules, and the same shall be recorded, kept and maintained in the separate case file assigned to the matter.

(7) The parties shall be bound to proceed with the matter on the date of hearing and the matter shall not be adjourned by the Hearing Officer other than for reasons to be recorded in writing and upon imposition of such costs on the party responsible for the delay as the Hearing Officer deems appropriate.

(10) Order: (1) The Hearing Officer shall pass final decision by issuing a written order stating reasons for the decision.

(2) The final order shall be provided to the offender or aggrieved person as well as the Sub-Divisional Enforcement Officer of the concerned Enforcement Station.

(3) In case the decision of the Hearing Officer is to modify or convert an EPO into an Absolute Order, such order shall further contain the detail of the public nuisance, reasons of passing an Absolute Order, the direction to the offender creating such nuisance to remove the nuisance within a prescribed time period and manner and any further penalty that may be imposed on the offender if Absolute Order is not complied with;

Provided that in case an Absolute Order is issued, on the expiry of time period mentioned in the Absolute Order, if the offender has not removed the public nuisance, the Hearing Officer shall direct the Sub Divisional Enforcement Officer to get the Absolute Order enforced through the Enforcement Officer, who shall do so as per the provisions of the Act.

(11) Interim Relief: (1) The Hearing Officer may, on an application seeking such relief filed by an Aggrieved Person or an Offender along with the representation and supported by an Affidavit, grant interim relief pending the final decision of a representation, by suspending the operation of an EPO issued by the Enforcement Officer, ordering status quo to be maintained, or any relief deemed fit and proper in the fact and circumstances of the case;

Provided that the final relief sought by the offender or aggrieved person shall not be granted by the Hearing Officer as an interim relief;

Provided further that the Hearing Officer shall not restore status quo ante as interim relief.

(2) In deciding whether or not to grant interim relief, the Hearing Officer may consider:

- (a) the prima facie case set up by the aggrieved person or offender supported by the documents furnished in support of the representation;
 - (b) whether refusal to grant such interim relief shall preclude the grant of final relief in case the representation succeeds due to irreparable or irreversible loss or damage that may be caused where such interim relief is refused; and
 - (c) whether the matter requires urgent relief to be granted as an interim measure;
- (3) Interim relief shall only be granted by the Hearing Officer through an order in writing and the order shall specifically disclose how the preconditions mentioned in Clause (2) above are met by the aggrieved person or offender.
- (4) An order granting interim relief shall immediately be communicated to the concerned Enforcement Station through its Sub-Divisional Enforcement Officer.

(12) Power to proceed ex-parte: (1) Where, after issuance and service of notices to a person who is party to any proceedings before the Hearing Officer as prescribed in Section 8 of the Code, such person does not appear before him on any date fixed for hearing in any proceedings pending before the Hearing Officer, the Hearing Officer shall have the power to proceed against such person, ex-parte in the matter.

(2) If such person appears on a subsequent date fixed for hearing in the proceedings, if any, and shows good cause for his absence, the Hearing Officer may allow him to join the proceedings from thereon;

Provided that the Hearing Officer shall not have the power to set-aside any proceedings which took place during the time the party had been proceeded against ex-parte.

(13) Power to dismiss matter for default: (1) Where the complainant, offender, or aggrieved person does not appear before the Hearing Officer on any date

fixed for hearing in any proceedings pending before him, the Hearing Officer shall have the power to dismiss the proceedings for default;

Provided that the Hearing Officer shall not exercise such power if the complainant is an Officer or Employee appearing on behalf of the Authority, the Board, or an Enforcement Station.

(2) The Hearing Officer shall not have the power to restore any proceedings which have been dismissed for default under Section 13 (1) of the Code.

(14) Procedure in case of Grievance Redressal: (1) Any person aggrieved of the transgressions of the employees of the Authority may file a complaint against such employee before the Hearing Officer exercising territorial jurisdiction in that sub-division.

(2) Insofar as practicable, the complaint shall expressly state the facts constituting transgression or offence committed by the Employee and shall be supported by an affidavit and all documents available with the complainant.

(3) The Hearing Officer, if he deems appropriate from the contents of the complaint, may initiate, conduct, or facilitate an inquiry regarding the alleged offence or transgression by the Employee;

Provided that such inquiry shall be conducted in accordance with Chapter XI of the Act and provisions of the PERA (Appointment & Conditions of Service), Regulations, 2025.

(4) If the Hearing Officer is of the opinion that the complaint does not disclose any particular transgression or offence, and is deficient or frivolous, the Hearing Officer shall dismiss the same, through an order in writing, and without issuing notice to the employee.

(5) If the Hearing Officer, after the conduct of inquiry, is of the opinion that the complaint requires a reply, he shall issue notices to the concerned Employee, as

far as practicable and relevant, in the manner and the mode as prescribed in [see Form 3.7] as per provisions of Chapter VIII of the Act.

(6) The Employee shall file reply to the complaint and the allegations raised therein, within the time prescribed by the Hearing Officer, which shall be supported by an affidavit and all documents available with the employee.

(7) The Hearing Officer, after production of evidence by the parties in support of their stance, and after hearing arguments, shall make final decision through an order in writing wherein:

(a) complaint shall be dismissed; or

(b) grievance of the complainant shall be redressed; or

(c) disciplinary action against the Employee shall be recommended to the competent authority, as specified in the Service Regulations of PERA; or

(d) direct the Sub-Divisional Enforcement Officer to register an FIR against the Employee in case an offence under the Act is made out, as provided in Section 49 of the Act. [see Form 3.8]

(8) The Hearing Officer shall decide such complaint within three (3) months of its filing.

(9) In case such complaint is against the SDEO, the Hearing Officer shall refer the same to the Board immediately after its filing before him.

(15) Procedure in case of Complaints of Public Nuisances: (1) Any person aggrieved by a public nuisance directly or indirectly, or perceives to be aggrieved due to such nuisance in the near future may file a complaint before the Hearing Officer.

(2) Any department, whistle-blower, or any employee of the Authority may report the public nuisance to the Hearing Officer in the form of a complaint.

(3) Insofar as practicable, the complaint shall state the details including the location and nature of the public nuisance; the illegal act or omission violating the Act or the Scheduled laws; the common injury, danger, or annoyance to the public or to the people who dwell and occupy property in the vicinity caused by such public nuisance; or the injury, obstruction, danger, or annoyance caused by the public nuisance to persons who may have occasion to use any public right. For inventory of such property [see Form 3.9].

(4) The complaint shall be supported by an affidavit and documents available with the complainant;

Provided that for a complaint under sub-section (2), the Hearing Officer may dispense with the requirement to file an Affidavit.

(5) Upon receipt of such complaint, and after hearing the complainant, the Hearing Officer shall proceed to either dismiss the complaint, being deficient and frivolous, through a written order or direct the Enforcement Officer through the SDEO concerned to visit the site of occurrence of the alleged public nuisance, inspect the same, take the stance of the persons concerned and proceed as provided under Section 37 of the Act.

(6) The Hearing Officer shall decide such complaint within fifteen (15) days of its filing.

(7) In the matter of public nuisance where the Enforcement Officer has sent a report through the SDEO concerned to the Hearing Officer under Section 35 of the Act to hear the parties before any action is taken, the Hearing Officer shall follow the procedure, as far as may be practicable and is relevant.

(16) Procedure in case of Complaints of Movable Encroachments: (1) Any person aggrieved or affected therefrom may report a moveable encroachment to the Hearing Officer in the form of a complaint.

(2) Insofar as practicable, the complaint shall state the details including the location and nature of the moveable encroachment on the state property.

(3) The complaint shall be supported by an affidavit and all documents available with the complainant.

(4) Upon receipt of such complaint, the Hearing Officer shall go through the complaint and after hearing the complainant, shall proceed either to dismiss the complaint through a well-reasoned written order or to direct the Enforcement Officer to visit the site of occurrence of the alleged encroachment, inspect the same, take the stance of the persons concerned and proceed as provided under Section 38 of the Act.

(5) The Hearing Officer shall decide such complaint within fifteen (15) days of its filing.

(17) Procedure in case of Complaints of Immovable Encroachments: (1) Any person may report an immoveable encroachment to the Hearing Officer in the form of a complaint.

(2) Insofar as relevant, the complaint shall state the details including the location and nature of the immoveable encroachment on the State Property.

(3) The complaint shall be supported by all documents including but not limited to the pictorial evidence available with the complainant.

(4) Upon receipt of such complaint, the Hearing Officer shall, after hearing the complainant, proceed to either dismiss the complaint, being deficient and frivolous, through a written order or direct the Enforcement Officer to visit the site of occurrence of the alleged encroachment, inspect the same, take the stance of the persons concerned and proceed as provided under Section 39 of the Act.

(5) The Hearing Officer shall decide such complaint within fifteen (15) days of its filing.

(18) Procedure when an Enforcement Officer Submits Report with respect to Immovable Encroachments: (1) Where an Enforcement Officer, after inspecting the site and taking the stance of the concerned persons is satisfied that the

encroachment needs removal under the law, then he shall submit a report through the SDEO concerned to the Hearing Officer in accordance with the provisions of Section 39 of the Act;

Provided that when the Enforcement Officer and the SDEO are of the opinion that the case is not further proceedable due to civil litigation regarding title of the property, a report in [see Form 3.10] shall be submitted to the Hearing Officer.

(2) The Hearing Officer shall take up the matter within three (3) days of filing of such report.

(3) The Enforcement Officer shall attend all hearings before the Hearing Officer where proceedings with respect to removal of immovable encroachments are initiated upon a report submitted by him.

(4) The Hearing Officer shall issue notices upon the alleged illegal occupant or encroacher, as far as practicable and relevant, in accordance with the provisions of Section 40 of the Act.

(5) The alleged illegal occupant or encroacher shall file his reply along with an affidavit, and shall, insofar as may be practicable, state his legal right or entitlement, mentioning details of right-creating documents or right of legal possession, over the public property in question. The reply shall be supported by all documents available with the alleged illegal occupant or encroacher to clearly demonstrate his entitlement or possessory rights over the public property in question.

(6) The alleged illegal occupant or encroacher may participate in the proceedings either in person or through a representative, pleader, or advocate duly authorized by him in this regard.

(7) The Hearing Officer, if he deems necessary, may call for the record of any department of the Government, or any agency under the Scheduled laws, for the purposes of ascertaining the veracity of the stance taken by the alleged illegal

occupant/encroacher in his reply, especially with respect to his legal right or entitlement over the public property in question.

(8) After assessing the documents, evidence and the contents of the report of the Enforcement Officer, and after hearing the Enforcement Officer and the alleged illegal occupant or encroacher, the Hearing Officer shall issue an order in writing, to the effect of determining that no immovable encroachment is made out or is taking place; or he shall issue a Removal Order specifying the prescribed time period and the manner in which the encroachment shall be removed.

(9) Order under sub-section (8) shall be served upon the illegal occupant or encroacher as per provisions of Chapter VIII of the Act.

(10) After the expiry of time period provided in the Removal Order, if encroachment is not removed by the illegal occupant or encroacher, the Hearing Officer shall direct the Sub Divisional Enforcement Officer to get the immovable encroachment removed under Section 39 (5) of the Act by issuing a specific direction in writing in this regard.

(19) Determination of fate of sealed premises: (1) In pursuance of action taken by the Enforcement Officer with respect to removal of public nuisance under Section 35 of the Act; or movable encroachment under Section 38 of the Act; or removal of immovable encroachment under Section 39 of the Act; or any other action under the Act.

(2) After dismissal of representation, if any, relating to the actions mentioned in sub-section (1) or if the action taken by the Enforcement Officer has not been challenged within the prescribed time, the Hearing Officer shall determine the fate of the sealed premises, if any, including reverting it to the department or agency which is its lawful custodian.

(20) Determination of Rent & Costs of Enforcement Payable by the Offender:

(1) The Director General, PERA shall notify a standard mechanism for calculation of costs of enforcement by determining such costs through procurement of

outsourced services under Punjab Procurement Rules, 2014 through the relevant District Enforcement & Regulatory Board.

(2) In pursuance of action taken by the Enforcement Officer with respect to removal of public nuisance under Section 35 of the Act; or removal of movable encroachment under Section 38 of the Act; or removal of immovable encroachment under Section 39 of the Act; or any other action taken under any other enabling provision of the Act, and after dismissal of representation, if any, relating to the said action, or if the action taken by the Enforcement Officer has not been challenged within the prescribed time, the Hearing Officer shall determine the costs of rent and costs of enforcement payable by the Offender. [see Form 3.11]

(3) The report, if any, submitted by the Enforcement Officer through the Sub-Divisional Enforcement Officer for determination of costs of enforcements and rents, shall be considered and given due weightage by the Hearing Officer. [see Form 3.12]

(4) Further, in determining the rent payable by any Offender or Aggrieved Person illegally occupying or otherwise profiting from illegal possession or use of public property, the Hearing Officer may consider, inter-alia, the following:

- (a) The duration of the illegal occupation, possession, or use of the public property in question;
- (b) The monetary benefit accrued to or obtained by the Offender from the illegal occupation, possession, or use of the public property in question; and
- (c) The notified rate of rent by the Government or the Local Government in the vicinity where the public property is situated. [see Form 3.13] Once the payment has been received from any person to the satisfaction of the Authority, payment shall be acknowledged by filling in Form 3.14;

Provided that where no such rate of rent has been notified, the prevalent market rate of rent of similar buildings and area in the vicinity may be considered upon recommendations of the SDEO concerned.

(5) Similarly, in determining the Costs of Enforcement in relation to any action undertaken by the Enforcement Officer under the Act or the Scheduled Laws, including but not limited to removal of encroachments or public nuisance, the Hearing Officer may additionally call for an estimate of the costs actually incurred by the Enforcement Station in carrying out the said actions, and after verifying the estimate so provided, may grant the costs actually incurred in carrying out the action [see Form 3.15 and 3.16];

Provided that the Hearing Officer shall determine such cost only where an expressly notified rate and mechanism by the Directorate General, PERA is not available.

(21) Recovery of Rent & Costs of Enforcement: (1) The amount of rent and costs of enforcement, as determined by the Hearing Officer under Section 20 of the Code, shall be payable by the Offender within thirty (30) days commencing from when such determination is communicated to the Offender. [see Form 3.17] For estimation of illegal gains [see Form 3.18];

Provided that the said period may be further extended, at the request of the Offender, and after disclosing reasons for such extension, for a period which may not exceed another thirty (30) days.

(2) That after the expiry of the time period, including the extended period, if any, stipulated for the Offender to pay the amount of rent and costs of enforcement as determined, the Hearing Officer may cause the same to be declared and recovered as arrears of land revenue, and take assistance from any other Government department or agency if required in this regard.

(3) The Hearing Officer may also recover such amount of rent and costs of enforcement by selling through auction the articles or goods confiscated by the

Enforcement Officer in the course of taking action against the Offender under the provisions of the Act.

(22) Auction of Confiscated Articles and Goods: (1) The articles or goods confiscated by the Enforcement Officer in the course of taking action against the Offender under the provisions of the Act shall be sold by the Hearing Officer for recovery of rent and costs of enforcement through a public auction.

(2) The Hearing Officer shall requisition the articles and goods sought to be auctioned from the concerned Enforcement Station through its Sub-Divisional Enforcement Officer.

(3) The Hearing Officer shall auction goods or items that are of a perishable nature in a priority manner, and if possible, prior to their expiry, degradation, or deterioration. [see Form 3.19].

(4) The Hearing Officer shall first determine the market value of the articles and goods confiscated and sought to be sold, and may require one or more dealers in similar type of articles and goods to furnish a report as to its prevalent market value.

(5) The Hearing Officer shall proceed to determine the value of each individual good or article sought to be sold on the basis of information present before him. [see Form 3.20].

(6) The Hearing Officer shall fix a FSV (Forced Sale Value) which shall be ten percent (10%) less than the value determined by him.

Provided that the goods or articles shall not be sold, at a rate, less than its FSV.

(7) If the goods or articles are such that their rates are controlled by the Government or a Local Government, the FSV shall be ten percent less than the rates so fixed or prescribed.

(8) The Hearing Officer shall cause information to the public about the auction taking place with respect to the confiscated goods or articles which shall contain date, time, place, details including quantities of items, FSV of each item etc.;

(9) On the date of the auction, separate bidding process shall take place with respect to each article or good.

(10) The bidding amount shall start at the FSV of the good or article being auctioned, and shall continue till a highest bidder is confirmed.

(11) The highest bidder, as determined by the Hearing Officer, shall deposit the amount equivalent to the FSV of the good or article to the Hearing Officer immediately through cash or pay Order.

(12) The remaining bid amount, if any, shall be deposited by the highest bidder to the Hearing Officer within three (3) working days from the date of auction.

(13) Upon receipt of the entire bid amount, the possession of the good or article shall be handed over by the Hearing Officer to the successful bidder along with a Delivery Note specifying the details and description of the goods or articles, and such Delivery Note shall bear the signature and stamp of the Hearing Officer.

(14) In case of failure of the highest bidder to deposit the amount equivalent to the FSV of the good or article or the remaining amount within the stipulated time, the Hearing Officer shall cause the goods or articles to be put up for auction again on a date decided by him;

Provided that in case the amount equivalent to the FSV is not paid by the successful bidder immediately, the Hearing Officer may, on the same date, re-auction the goods or articles [see Form 3.21].

(15) Nothing shall preclude the Offender or the person from whom the goods or articles were confiscated from participating in the auction proceedings.

(23) Utilization of Auction Proceeds: (1) Proceeds of the auction shall be deposited into the Punjab Enforcement and Regulatory Authority Fund as per provisions of Section 69 (2) of the Act.

(2) As per provisions of Section 69 (5) of the Act, the Hearing Officer may withdraw the following and disburse, after seeking approval from the District Enforcement & Regulatory Board:

- (a) reward for the whistle-blower;
- (b) advance for the cost of enforcement;
- (c) refund of fine in case of successful representation or appeal.

(3) As per provisions of Section 69 (5) of the Act, the Hearing Officer may withdraw the following and disburse, after seeking approval from the Director General, PERA:

- (a) reward to employees;
- (b) cost of any permitted welfare initiative by the Authority; and
- (c) other ancillary costs as may be permitted by the Authority.

(24) Recovery of Enforcement Costs or Recovery of Rent as Arrears of Land Revenue: (1) In cases where there are no seized or confiscated items available for auction, or where the proceeds from sale of such seized or confiscated items are insufficient to cover enforcement costs and recovery of rent, the balance shall be recovered by the Hearing Officer from the Offender as arrears of land revenue.

(25) Procedure for Assessment and verification of Whistle-blower disclosure: (1) Any person may file information as Whistle-blower disclosure with respect to an alleged or apparent violation or offence under the Act or the Scheduled laws as per provisions of Chapter XV of the Act.

(2) Upon receipt of such information as whistle-blower disclosure, either directly or as forwarded by the Authority, Directorate General, Board or the Enforcement Station through the SDEO concerned, the Hearing Officer shall assess and verify the information so disclosed.

(3) If upon receipt of information as whistle-blower disclosure, the Hearing Officer, after assessing and verifying the information so disclosed determines that the same was false, frivolous, or vexatious, he shall issue a Show Cause Notice to the person who made such Whistle-blower disclosure.

(4) The Show Cause Notice shall disclose the reasons which compelled the Hearing Officer to reach such determination, and shall provide the person with the opportunity to show cause as to why he may not be proceeded against under Section 59 (2) of the Act through a written reply to be submitted within 7 days of the date of receipt of the Show Cause Notice by demonstrating how the whistle-blower disclosure was not false, frivolous, or vexatious, as the case may be [see Form 3.22].

(5) The Hearing Officer, after receiving such reply may allow the person an opportunity to be heard in person on a date specified by him.

(6) If the person does not reply to the Show Cause Notice, or if he is unable to convince the Hearing Officer that the whistle-blower disclosure made by him was not false, frivolous, or vexatious, as the case may be, the Hearing Officer shall make a written Order and impose fine or imprisonment or both as provided in Section 59 (2) of the Act, and such Order shall be forwarded to the concerned Sub-Divisional Enforcement Officer for further action.

(7) If the Hearing Officer is convinced that the whistle-blower disclosure made by him was not false, frivolous, or vexatious, as the case may be, no further action shall be taken against him.

(8) Nothing shall preclude the Hearing Officer from issuing a Show Cause Notice to the person where the Hearing Officer had initially referred the information

provided in the whistle-blower disclosure to the Sub-Divisional Enforcement Officer, but after further probe and inquiry, the Sub-Divisional Officer reports that the information provided in the whistle-blower disclosure had turned out to be false, frivolous, or vexatious;

Provided that the Sub-Divisional Officer shall send his findings as to the falsity, frivolousness, or vexatiousness of the whistle-blower disclosure to the Hearing Officer in the form of a written report;

Provided further that if a Show Cause Notice is issued based on the written report of the Sub-Divisional Officer, the same shall be attached with the Show Cause Notice to be issued to the person.

(26) Procedure in cases of unauthorized disclosure or revealing of whistle-blower identity: (1) On the direction of the Authority, the Directorate General or the Board, or on a reference from a Sub-Divisional Enforcement Officer, the Hearing Officer shall take up proceedings related to unauthorized disclosure of whistle-blower identity;

Provided that a direction from the Board, Directorate General or the Authority, or the reference from the Sub-Divisional Enforcement Officer, as the case may be, shall contain a report as to the incident of disclosure of whistle-blower identity and shall attribute the same to one or more persons named therein.

(2) Upon receipt of such direction or reference as the case may be, the Hearing Officer shall issue a Show Cause Notice, along with the report, to the person responsible for such unauthorized disclosure or revealing, either explicit or by way of imputation, of the identity of a person making a whistle-blower disclosure under the Act.

(3) The Show Cause Notice shall require the person to show cause as to why he may not be proceeded against under Section 60 of the Act through a written Reply to be submitted within 15 days of the date of receipt of the Show Cause Notice by demonstrating how he has not disclosed or revealed, explicitly or by

way of imputation, the identity of the person who has made a whistle-blower disclosure, or how such disclosure or reveal was authorized.

(4) The Hearing Officer, after receiving such reply may allow the person an opportunity to be heard in person on a date specified by him.

(5) If the person does not reply to the Show Cause Notice, or if he is unable to establish that he has not disclosed or revealed, explicitly or by way of imputation, the identity of the person who has made a whistle-blower disclosure, or that such disclosure or revelation was authorized, as the case may be, the Hearing Officer shall make an order in writing by recommending a fine up to rupees one hundred thousand or punishment or both as provided in Section 60 of the Act and such Order shall be forwarded to the Board for further action.

(6) If the person establishes that he has not disclosed or revealed, explicitly or by way of imputation, the identity of the person who has made a whistle-blower disclosure, or that such disclosure or revelation was authorized, as the case may be, no further action shall be taken against him.

Chapter IV – Sub-Divisional Enforcement Officers and Enforcement Stations

(27) Duties and Responsibilities of Sub-Divisional Enforcement Officers: (1) The Sub Divisional Enforcement Officer shall serve as Officer in-charge of the Enforcement Station and shall be responsible for the purposes of enforcement and implementation of the Act and Scheduled laws.

(2) While acting as in-charge of enforcement stations, the sub-divisional enforcement officer shall:

(a) Enforce and execute decisions of the Authority and Board;

(b) Enforce the provisions of the Act and Scheduled laws;

- (c) Supervise inspections by the Enforcement Officer;
- (d) Issue notices or summons to offenders and concerned persons under the Act or Scheduled laws;
- (e) Initiate, conduct and facilitate inquiries;
- (f) Register FIRs and conduct investigations as provided in the Code;
- (g) Make arrest;
- (h) Submit reports to the Magistrate;
- (i) Recover enforcement costs and penalties;
- (j) Assign inquiries and investigations to subordinate officers;
- (k) Administer the Enforcement Station and its employees;
- (l) Ensure discipline of the Enforcement Station;
- (m) Keep record of all registers as may be prescribed;
- (n) Issue certified copies of record;
- (o) Conduct performance appraisal of Enforcement Officers, Investigation Officers, Sergeants and any other official of the Enforcement Station, as may be prescribed;
- (p) Upon receipt of references from Department, act and proceed as per provisions of the Act and Scheduled laws;
- (q) Submit reports to the Hearing Officer, Authorized Officer, Board and the Authority as may be required by them;
- (r) Assist the Hearing Officer for disposal of the work under the Act and Scheduled laws;
- (s) Act as Drawing and Disbursing Officer for the Enforcement Station;

- (t) Obey and promptly execute the orders issued by the Hearing Officer;
- (u) perform such functions of the Enforcement Officer in whole or part of the area of jurisdiction of the Enforcement Station, if specifically empowered in this regard, by the Authority;
- (v) Exercise such other powers and perform such other functions as may be delegated to him by the Authority; and
- (w) Exercise such powers and perform such functions as may be ancillary to the above and as provided through regulations framed by the Authority.

(28) Establishment of Enforcement Stations: (1) The Government shall, by notification in official Gazette, establish an Enforcement Station under the Act by declaring any place or premises, other than a Police Station, to be an Enforcement Station under the Act.

(2) The Government may establish as many Enforcement Stations as it deems necessary in each sub-division, including any local area specified by the Government in this behalf, either on its own accord or on a proposal from the Authority.

(29) Supervision of Enforcement Stations: (1) The Authority and the Directorate General shall supervise, monitor, and review the progress and performance of the Enforcement Stations.

(2) The Board and the Hearing Officer under whose territorial jurisdiction an Enforcement Station falls shall also supervise, monitor, and review the progress and performance of the Enforcement Stations.

(30) Operational Protocols for Enforcement Stations: (1) Each Enforcement Station shall be headed by a Sub-Divisional Enforcement Officer.

(2) All the employees of an Enforcement Station shall report directly to the Sub-Divisional Enforcement Officer.

(3) The Sub-Divisional Enforcement Officer shall act as the Drawing and Disbursing Officer for the Enforcement Station.

(4) The Sub-Divisional Enforcement Officer shall ensure discipline and chain of command in the Enforcement Station, and shall be empowered to administer the Station and its employees.

(5) The Enforcement Station shall coordinate and exchange information and documents with Government Departments, Bodies or Agencies under Scheduled Laws, the Board, the Directorate General and the Authority through the Sub-Divisional Enforcement Officer.

(6) The Sub-Divisional Enforcement Officer shall assign inquiries and investigations to the subordinate officers of the Enforcement Station while assessing, amongst other factors, as he deems fit, the suitability, workload, specialty, and familiarity with the assignment.

(7) Any request for requisition for support and assistance required in enforcement and implement of the Act or the Scheduled Laws by an Enforcement Station shall be sent by that Enforcement Station to the Secretary of the Board under whose territorial jurisdiction the Enforcement Station falls. Such request shall be made by the Sub-Divisional Enforcement Officer on behalf of the Enforcement Station, through the concerned Hearing Officer.

(31) Performance Appraisals of Staff: (1) The Sub-Divisional Enforcement Officer shall carry periodic performance appraisals of the staff under his command at the Station which period shall not exceed one year. The appraisal shall be as per procedure provided in the PERA (Performance Appraisal of Employees) Regulations, 2025.

(32) Record of Register and Certified Copies: (1) Separate logs and registers shall be maintained at each Enforcement Station, which shall, record each:

- (a) complaint or information received by the Enforcement Station;
- (b) inspection, investigation, or inquiry undertaken by the Enforcement Station;
- (c) arrests made and FIR registered by and in the Enforcement Station; [see Form 4.1]
- (d) appeal or representation filed, decided, or disposed of by the Hearing Officer arising from or relating to the Enforcement Station; [see Form 4.2]
- (e) executive, enforcement, or regulatory action taken by the Enforcement Station in furtherance of the Act;
- (f) cost and penalty recovered in the Enforcement Station; and
- (g) each article or good confiscated, seized, or detained by the Enforcement Station.

(2) Sub-Divisional Enforcement Officer shall issue certified copies of the record maintained with the Enforcement Station under his command at the request made by any aggrieved or affected person at the rates determined and prescribed by the Directorate General through notification issued from time to time, not later than three (3) days from when such a request is made. [see Form 4.3]

(33) Storage for seized, confiscated, or detained items or articles: (1) The Directorate General shall notify a standardized mechanism for procuring outsourced services under Punjab Procurement Rules, 2014 through the District Enforcement & Regulatory Board, for the purpose of arranging suitable space for storage of seized, confiscated or detained items or articles.

(2) The Director General, PERA may authorize the Board or the Hearing Officer for financial arrangements after such procurement is completed and the vendor is deployed.

(34) Storage for items collected as evidence: (1) The Enforcement Station shall have ample and sufficient space to accommodate storage of physical items collected as evidence by an Officer of that Station.

(2) The Enforcement Station shall also have ample and sufficient storage space in its electronic systems to accommodate storage of audio, videos, pictures, or documents in soft or electronic forms as collected as evidence by an Officer of that Station.

(3) The Sub-Divisional Enforcement Officer shall ensure that all reasonable care is taken with respect to the physical and electronic forms of items collected as evidence to ensure their preservation.

(4) The Sub-Divisional Enforcement Officer may utilize the outsourcing arrangements as explained in Section 32 above, for storage of items collected as evidence, by providing justification, after seeking approval from the Hearing Officer.

Chapter V: Prosecution

(35) Prosecutor: (1) Each Enforcement Station shall have a dedicated Prosecutor deployed at Station premises, recruited as per provisions of the PERA (Appointment & Conditions of Service for Contractual Employees) Regulations.

(2) The Sub-Divisional Enforcement Officer, before registering an FIR against a person, may require the Prosecutor to assist in determining the offences which may be included in the FIR as per the written report submitted by the Enforcement Officer or the Investigation Officer, as the case maybe.

(3) The registration of an FIR at the Enforcement Station, the Challan to be submitted before the Magistrate shall be drawn up by the Prosecutor and the trial shall also be conducted by the Prosecutor on behalf of the Authority;

Provided that the Prosecutor shall, as far as may be practicable, conduct prosecution of cases in accordance with the Act, the Code and the Criminal Prosecution Service (Constitution, Functions and Powers) Act, 2006.

(4) The Prosecutor shall also assist the officers of the Station, with prior approval of the Sub-Divisional Enforcement Officer, in procuring the requisite warrants for entering, searching, or sealing any private property, building, or place from the Magistrate concerned.

(36) Case File Management: (1) Each matter dealt with by the Enforcement Station through any of its officers, regardless of whether the same originates from any Officer of the Authority, any Government Department or Agency shall have a dedicated case file, with unique identity, in hard or electronic form or both.

(2) The Authority may develop digital monitoring and file systems in collaboration with its technology partner for achieving goals of good governance, transparency and e-governance.

Chapter VI – Inspections, Inquiries and Investigations

(37) Procedure for Conducting Inspections: (1) Upon receiving information in this regard, or on direction from the Authority or Board or Sub-Divisional Enforcement Officer or Hearing Officer, or on a report, complaint, or reference from any department, custodian of state property, whistle-blower, or any employee, or on his own motion, as the case may be, and subject to the provisions of the Act, the Enforcement Officer, shall be authorized to enter, inspect, and search:

- (a) any public property, building, place or any premises;
- (b) any private property, building or place, subject to warrants or order of the Magistrate; or

- (c) any vehicle;
- (2) An Enforcement Officer shall have the power to undertake inspections, subject to the Act, in the following instances:
 - (a) inspection on reasonable suspicion of an offence under the Act and Schedule laws during routine patrol;
 - (b) inspection to ascertain compliance of any Order issued under the Act;
 - (c) special inspection on the direction of the Authority or Board or Hearing Officer, in order to collect any electronic evidence for investigation per Form 6.1 in schedule;
 - (d) inspection on reference from the Department.
- (3) An Investigation Officer shall have the power to undertake inspections, subject to the Act, in the course of conducting inquiries on the direction of the initiating authority.
- (4) A standard inspection checklist shall be used for all inspections to ensure uniformity and thoroughness, the format of which may be notified by the Authority or the Board, or where expedient, by the Sub-Divisional Enforcement Officer.
- (5) A copy of the Inspection Report shall be provided to the entity being inspected where practicable, and the report shall be submitted to the Sub-Divisional Enforcement Officer within 24 hours of the inspection, and if the inspection was carried out on direction of the Board, Authority, or Hearing Officer, then a copy shall also be provided to the initiating authority.
- (6) All Inspection Reports shall be made part of the Register of Inspections, which shall be maintained at each Enforcement Station on the format prescribed in Form 6.2 in schedule.
- (7) The Sub-Divisional Enforcement Officer of the Enforcement Station shall be the custodian of such Register of Inspections.

(38) Inspections: Hearing Officers, Sub-Divisional Enforcement Officers, Enforcement Officers and Investigation Officers shall have the power to undertake inspections in the circumstances and to the extent as provided under the Act.

(39) Investigations: (1) For any investigation carried out in the course of and under the provisions of the Act, the Investigating Officer, shall, as far as practicable, include the following steps:

- (a) Verification of the contents of the complaint or information or disclosure through site inspections and witness interviews;
 - (b) All evidence, including statements, documentary, video, and forensic evidence; and
 - (c) Stance of concerned parties for explanation or defense.
- (2) A standard investigation checklist may be used for all inspections to ensure uniformity and thoroughness, the format of which may be notified by the Authority or the Board, or where expedient, by the Sub-Divisional Enforcement Officer.
- (3) For collection of evidence, the investigating officer shall, as far as practicable, clearly state for each piece, inter-alia, investigation title, date of collections, type of evidence, and description of evidence.
- (4) The investigating officer shall consolidate his investigation by preparing a report which shall be submitted to the Sub-Divisional Enforcement Officer within 24 hours of its preparation, and if the investigating was carried out on direction of the Board, Authority, or Hearing Officer, then a copy shall also be provided to the initiating authority.
- (5) Such report shall contain, subject to the Act, the summary of findings, recommendations for compliance, deadline for compliance, and actions taken, if any.

(40) Cost of Investigation: (1) The Investigation Officer conducting investigation under the Act, shall be entitled to recover cost of investigation.

(2) The mode and manner to determine the amount of cost to be awarded to the Investigation Officer shall be notified by the Authority from time to time;

Provided that the Authority may, in its discretion, stipulate a fixed amount of cost to be awarded to the Investigation Officer for each investigation conducted on a standardized case.

Chapter VII – Registration of FIRs, Arrests, and Post-Arrest Procedure

(41) Decision on FIR Registration: (1) Upon receipt of the Inquiry or Investigation Report submitted by the concerned Officer, the Sub-Divisional Enforcement Officer shall, if of the view that *prima facie* evidence establishes the commission of a cognizable offence under the Act or any Scheduled Law, direct the registration of a First Information Report (FIR) in accordance with law.

(2) The Sub-Divisional Enforcement Officer may, in light of the Inquiry or Investigation Report, consult the Prosecutor for the purpose of determining whether cognizable offences are to be added to or deleted from the FIR. Such consultation shall be mandatory where there exists legal ambiguity regarding the cognizability of an offence or the inclusion or exclusion of a specific offence may materially affect the nature, scope, or consequences of the prosecution.

(3) Where the Sub-Divisional Enforcement Officer forms the opinion that the Inquiry or Investigation Report does not disclose sufficient evidence to justify registration of an FIR, he shall direct the concerned Officer either to close the case or to conduct further investigation and such direction shall be in writing, with reasons duly recorded.

(4) FIRs shall be registered only in respect of cognizable offences under the Act or any Scheduled Law.

(42) Grounds and Authorization for Arrest: (1) The power to arrest under this Code shall be exercised only by an officer duly authorized for this purpose, and solely on the grounds specified in Section 31 of the Punjab Enforcement and Regulation Act, 2024.

(2) The officer supervising the arrest shall ensure that the arrest is affected with the use of only such force as is reasonable and proportionate to the circumstances. Unnecessary or excessive force is strictly prohibited.

(3) A female person shall be arrested except by or in the presence of female staff member, and in accordance with applicable safeguards under law.

(43) Post-Arrest Requirements: (1) The accused must be presented before a Magistrate as defined within the Act within twenty-four (24) hours of the arrest.

(2) A remand request may be submitted by the Prosecutor through the Sub-Divisional Enforcement Officer to the Magistrate, if further custody of the accused is required.

Chapter VIII – Enforcement Procedures

(44) Powers and Duties of Enforcement Officers: (1) An Enforcement Officer shall, in the course of his duties under the Act or the Scheduled laws and subject to the provisions thereof, have the power to:

- (a) Implement the laws specified in the Schedule, and prevent the commission of violations or offences;
- (b) Apprehend any person whom he is legally authorized to apprehend and for whose apprehension sufficient grounds exist;
- (c) Promptly execute all lawful orders issued by the Sub Divisional Enforcement Officer;
- (d) Co-operate with other agencies for the prevention of offences mentioned in the Act;

(e) Enter any public property, building, place or any premises where he has reason to believe that an offence under the Act or Scheduled laws has been occasioned or there is apprehension of its so happening;

(f) Seal any private property, building or place in relation to public nuisance acting within the confines of the Act and this Code or on the directions and decisions of the Hearing Officer;(III) Stop any vehicle or person on suspicion or information of any offence under the Act and Scheduled laws;

(g) Seize any item, good, article or property that is used in or relevant to prove the commission of a violation or offence and deposit them in the designated place with a seizure memo copied to the Sub-Divisional Enforcement Officer within 24 hours of seizure;

Provided that the Enforcement Officer will not seize any item, good, article or property unless exercising authority prescribed in the act and this code or on the directions or decision of the Hearing Officer;

Provided further that every such item shall be listed in the register of seized items in the prescribed manner and receipt issued to the offender. The receipt carrying the details of the articles and the ground of detention of such articles shall be issued to the person from whom such articles are obtained;

(h) Arrest an offender as provided under the Act and in the Code of Criminal Procedure, 1898, while following the steps and requirements prescribed therein;

(i) Use reasonable force, in case of retaliation or obstruction while performing functions under the Act;

(j) File Complaints and get FIRs registered at the Enforcement Station on the directions of the Sub-Divisional Enforcement Officer;

- (k) Use any or all powers entrusted to an inspector, designated officer, authorized officer, or any other enforcement officer by whatsoever name called under the Scheduled laws;
- (l) Issue notices or summons to the offender or the concerned persons under the Act or under the Scheduled laws;
- (m) Conduct an inquiry under the Act;
- (n) Fine offenders as provided under the Act or Scheduled laws, subject to prescribed pecuniary limits;
- (o) Issue an EPO under the Act with respect to Public Nuisances;
- (p) Remove or cause to be removed the public nuisance, using such means and with such force as may be reasonably necessary;
- (q) Submit a report before the Sub Divisional Enforcement Officer for determination of cost of enforcement by Hearing Officer, if any;
- (r) Recover the fine as imposed by the Hearing Officer, if any;
- (s) Issue a removal Order under the Act with respect to Movable Encroachments;
- (t) Direct offenders to remove encroachments using such means and with such force as may be reasonably necessary;
- (u) Utilize other additional powers or functions conferred or delegated under the Act or Scheduled laws;
- (v) Actions taken by the Enforcement Officer, especially involving the arrest of a person, shall be promptly reported to the Hearing Officer through the Sub Divisional Enforcement Officer of the Enforcement Station for further action in accordance with law;

(w) Enforcement Officers shall file a daily report prescribed in Form 8.1 in the schedule.

(45) Sealing of Properties: (1) The Enforcement Officer shall not seal any property, public or private, except while exercising powers in accordance with the provisions of the Act and the scheduled laws.

(2) While sealing any property, the Enforcement Officer shall fill out Forms 8.2, 8.3, 8.4 and 8.5.

(3) An Enforcement Officer shall also exercise the power to seal properties on the direction of or pursuant to a decision of the Hearing Officer based on Form 8.6 in the Schedule.

(46) Inventory and Assessment of Seized Items: (1) Confiscated goods shall be inventoried immediately upon seizure using a standardized Inventory Template.

(2) The inventory shall include:

- a) detailed description of goods (type, quantity, condition);
- b) date, time, and place of seizure; and
- c) estimated value of goods based on market rates.

(3) The inventory must be signed by the Enforcement Officer, Sub-Divisional Enforcement Officer, and the offender (if present).

(47) Return of Seized Goods: (1) Any confiscated or seized items shall be returned to the offender if the representation filed by them is upheld by the Hearing Officer.

(2) A Release Order shall be issued, specifying the conditions for return.

(48) Use of force in case of retaliation or obstruction: The Enforcement Officer shall ensure that the force used by him or ordered to be used by him in case of retaliation or obstruction by an offender or a person shall be based on principles

of rationality and proportionality, and he shall not use force excessive to what is normally required, in accordance with the provisions of the Act.

(49) Removal of Public Nuisance or Encroachments: (1) The Enforcement Officer shall not remove any public nuisance or encroachments, except while exercising powers in accordance with the provisions of the Act and the scheduled laws.

(2) The Enforcement Officer shall also exercise the power to remove a public nuisance or an encroachment on the direction of or pursuant to a decision of the Hearing Officer.

(50) Submission of Report for Determination of Rent and Costs of Enforcement:

(1) The Enforcement Officer, in case of removal of public nuisances, encroachments, and other actions taken by him in the course of his actions under the Act, and to the extent required or permitted by the Act, shall prepare a report determining the rents and costs of enforcement, as the case may be.

(2) The report prepared by the Enforcement Officer shall be submitted by him to the Sub-Divisional Enforcement Officer.

(3) Sub-Divisional Enforcement Officer shall ensure that the said report is placed before the Hearing Officer to enable him to finally determine the rent and costs of enforcement.

(51) Procedure for assessment of Enforcement Costs: (1) While assessing enforcement costs, the concerned officer shall take into account, inter-alia, the following:

- (a) Personnel deployed during the action;
- (b) Operational costs for machinery and vehicles;
- (c) Overheads, including communication and documentation expenses; and

- (d) Costs incurred in storing the seized items till the time they are auctioned.
- (2) A standardized Enforcement Cost Assessment Form shall be used for calculating costs as prescribed by the Director General.
- (52) Periodic Review of Costs:** (1) The Director General shall issue annual guidelines to standardize enforcement cost assessment and recovery processes.
- (2) Adjustments to the cost formula or framework rates may be recommended based on operational feedback by Sub-Divisional Enforcement Officers and Enforcement Officers.
- (53) Mechanism for Recovery of Costs:** Upon submission of the report of Enforcement Costs prepared by the Enforcement Officer and after its approval by the Sub-Divisional Enforcement Officer, the Sub-Divisional Enforcement Officer shall apply to the Hearing Officer for such recovery.
- (54) Issuance of EPO and Removal Orders:** (1) In case of a Public Nuisance, after visiting the site of occurrence of the alleged public nuisance for inspection on the directions of the Sub-Divisional Enforcement Officer or Hearing Officer, and after being satisfied and convinced that there exists a public nuisance, the Enforcement Officer as the case may be shall issue an EPO to the Offender.
- (2) The EPO shall contain details of the public nuisance and directions to the offender creating such nuisance to remove the nuisance within a prescribed time period and manner determined by the Sub-Divisional Enforcement Officer or Enforcement Officer, and the penalty that may be imposed in case of disobedience.
- (3) In case of a moveable encroachment, after visiting the site of occurrence of the alleged moveable encroachment for inspection on the directions of the Sub-Divisional Enforcement Officer or the Hearing Officer, and after being satisfied and convinced that there exists a moveable encroachment that needs removal

under the law, the Enforcement Officer shall issue a Removal Order in writing to the Illegal Occupant based on Form 8.7 in the schedule.

(4) A Removal Order shall be served to the illegal occupant through any of the means as provided under the Act.

(5) The removal Order shall contain short details of the moveable encroachments, the prescribed time period in which such encroachment is to be removed, and the manner in which the encroachment is to be removed

(6) While removing moveable encroachments, all evidence will be recorded and Form 8.8 in the schedule will be filled out.

(55) Imposition and Recovery of Fines: (1) The Enforcement Officer shall not impose or recover fines on an offender except as provided for under the Act or the Scheduled Laws or on the directions of the Hearing Officer, in accordance with the Schedule appended hereunder.

(2) The Enforcement Officer will also be responsible to recover fines from an offender imposed by a Hearing Officer in case he is directed to do so by the Hearing Officer.

(56) Mechanism for Recovery of Fines: (1) In cases a fine is imposed by the Hearing Officer under the Act and the Scheduled laws, the Enforcement Officer shall issue a Recovery Notice to the offender, specifying the amount due and the payment deadline.

(2) In case of non-payment of fines by the Offender, the same may be recovered as arrears of land revenue or in any other manner by applying to the Hearing Officer, or in any other manner deemed fit by the Hearing Officer.

Chapter IX: Pecuniary Limits of Fines

(57) Pecuniary Limit of Fine by the Hearing Officer: The Hearing Officer, Sub-Divisional Enforcement Officer and Enforcement Officer may, subject to the

provisions of the Act and the Scheduled Laws, impose fines under the Act and the Scheduled laws which shall not in any case exceed the limits provided in the Schedule appended hereunder.

Chapter X – Adherence to Buddy System, Body Cams, and Handling of Digital Evidence

(58) Adherence to Buddy System: (1) The buddy system shall be mandatory during all field operations to ensure safety and accountability of the enforcers.

(2) An Officer must be paired with another Officer or Sergeant as per the operational deployment plan.

(3) Following shall be the duties of the buddy pair:

- (a) Provide mutual support during enforcement operations;
- (b) Monitor each other's compliance with operational protocols, including body cam usage; and
- (c) Report any breaches of procedure or misconduct to the Sub-Divisional Enforcement Officer or supervising officer.

(59) Use of Body Cameras: (1) It shall be mandatory to activate body cameras worn by all officers including Investigation Officers and Enforcement Officers at the commencement of any enforcement action prescribed under the law.

(2) The concerned officer shall ensure continuous recording until the action concludes, except in situations where recording would compromise the action, subject to prior approval of or directions by the Sub-Divisional Enforcement Officer.

(3) The Sub-Divisional Enforcement Officer shall conduct regular audits of body cam footage and digital evidence, and shall Supervise all digital evidence-related activities within their jurisdiction.

(60) Storage and Preservation: (1) All recorded footage shall be uploaded to a secure Digital Monitoring System within 24 hours. This System will be regulated by SOPs issued by the Director General.

(2) All recording shall be tagged with metadata including date, time, location, and officer details.

(61) Tampering and Misuse: (1) Any tampering, unauthorized access, or misuse of body camera footage by an employee shall lead to disciplinary action against him under the Act.

(2) Tampering, unauthorized access, or misuse of body camera footage by persons other than an employee shall be actionable under, inter-alia, the provisions of the Prevention of Electronic Crimes Act, 2016, and a Complainant under the said Act shall be initiated by the Authority.

(62) Protocol for Collection and Preservation of Digital Evidence: (1) Only officers who have undergone the requisite training conducted by the Authority shall handle the collection of digital evidence as prescribed by directions issued by the Director General.

(2) Evidence shall be collected in a manner that ensures and maintains its integrity.

(3) Evidence must be stored in a secure digital repository maintained based on SOPs issued by the Director General which can be revised from time to time.

(4) A logbook detailing access to the evidence repository shall be maintained to ensure accountability based on SOPs issued by the Director General.

(63) Presentation of Digital Evidence before the Hearing Officer, Commissioner, or any other Court of Law:

(1) Any digital evidence presented before the Hearing Officer, Commissioner, or any other Court of Law shall be accompanied by a chain-of-custody document

and an authentication certificate issued by the Sub-Divisional Enforcement Officer.

(2) Officers presenting digital evidence shall further ensure any forum-specific procedural requirements must also be complied with as per SOPs laid down by the Director General.

(64) Training and Certifications: (1) All officers must undergo mandatory training, as prescribed by the Authority, on the buddy system, body cam operation, and digital evidence handling.

(2) Such training and certifications shall be offered and arranged by the Authority.

(65) Reporting and Accountability: (1) Any irregularities or breaches in procedure must be reported immediately to the Authority through the Director General.

(2) Monthly compliance reports with the SOPs shall be submitted by the concerned Sub-Divisional Enforcement Officer to the Board, and the report may be forwarded to the Director General if required or asked for.

Chapter XI – Miscellaneous Provisions

(66) Amendments to the Code: The Authority may, from time to time, amend the Code as necessary to meet the evolving needs of enforcement under the Act, the Rules, and the Scheduled Laws.

(67) Savings: (1) Any action taken under any prior regulation, directive, policy, or notification shall remain valid and saved to the extent it is not inconsistent with this Code.

Schedule

1	2	3	4	5	6
Section	Description of Offence	Nature of Offence	Fine Up to (in Rs.)	Officer/Board Competent to impose fine	By what Court triable in case of punishment of imprisonment.
44	Offence committed by any private person	Cognizable/ Non-bailable	300,000/-	District Enforcement & Regulatory Board	Magistrate
			200,000/-	Hearing Officer	
			100,000	SDEO	
			50,000/-	EO	
45	Offence by Companies	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
47	Misuse of authority by employee	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
			75,000	Hearing Officer	
			50,000	SDEO	
59	False, frivolous or vexatious whistleblowing	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
			75,000/-	Hearing Officer	

			50,000/-	SDEO	
60	Unauthorized disclosure of identity of whistle-blower	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
			75,000/-	Hearing Officer	
			50,000/-	SDEO	

Form 1.1: Digital Evidence Intake and Hash Verification Form

Legal Basis: PERA Rules 50–52 Under section 62-64 of PERA (O&P) Code

Field	Details / Input
Digital Evidence ID	
Linked Case or Seizure ID	
Type of Digital Evidence (Video, Audio, Image, File Dump, etc.)	
Device Captured From (Bodycam ID, CCTV, Mobile, etc.)	
Capture Date and Time	
Location (GPS and Description)	
Captured By (Name, Rank, Agency)	
Original File Name(s)	
Hash Value(s) (MD5/SHA256)	
Hash Verification Performed By	
Date and Time of Verification	
Software Used for Hashing	
Forwarded to (Forensic Lab / Legal Unit / Archive)	
Chain of Custody Reference (PERA-FM2-040)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 1.2: Emergency Prohibition Order (EPO)

u/s 23, 35 of the PERA Act, 2024

PART A – LEGAL AUTHORITY

Field	Input
Observation ID	_____
Date and Time of Observation	_____
Name of Observing Officer	_____
Designation and Enforcement Station	_____
Nature of Threat or Hazard Identified	<input type="checkbox"/> Environmental <input type="checkbox"/> Structural <input type="checkbox"/> Fire Risk <input type="checkbox"/> Public Nuisance <input type="checkbox"/> <input type="checkbox"/> Chemical/Biological <input type="checkbox"/> Other: _____
Description of Threat	_____
Scheduled Law(s) Invoked	_____
Section(s) Invoked	_____
Linkage to Complaint / Inspection / Disclosure (Ref No.)	_____
SDEO Name & Designation (Approving Authority)	_____
Mode of SDEO Approval	<input type="checkbox"/> Written <input type="checkbox"/> Digital <input type="checkbox"/> Verbal (Emergency Only)
SDEO Signature & Date	_____

PART B – EVIDENCE ATTACHMENT CHECKLIST

Type of Evidence	Attached (Y/N)	Reference/Hash Code
Photographs	<input type="checkbox"/>	_____
Field Notes	<input type="checkbox"/>	_____
Inspection Report	<input type="checkbox"/>	_____
Witness Statement(s)	<input type="checkbox"/>	_____
Audio/Video Recording	<input type="checkbox"/>	_____
Complaint Document (if applicable)	<input type="checkbox"/>	_____

PART C – TEXT OF EMERGENCY PROHIBITION ORDER (EPO)

To Whom It May Concern:

Under the authority vested in me by **Section 38 of the Punjab Enforcement and Regulation Act, 2024**, and **Rule 46 of the PERA Rules, 2025**, under section 16, 23 and **35 of the Punjab Enforcement and Regulation Act, 2024**and with the approval of the Special Designated Enforcement Officer (SDEO), the following activity is hereby **PROHIBITED WITH IMMEDIATE EFFECT:**

- **Description of Prohibited Activity:** _____
- **Specific Location (GPS + Address):** _____
- **Time of Effect:** From _____ (Date/Time) until _____ (Date/Time)
- **Legal Basis:** PERA Act Section 38 + Scheduled Law(s): _____
- **Consequences of Non-Compliance:**
 - Fine under applicable section
 - Eviction or sealing of premises
 - Arrest and prosecution under relevant law
 - Other: _____
- **Emergency Clause Invoked:** Yes No
- **Remarks / Justification:** _____

Signature of Issuing Enforcement Officer: _____

Name & Designation: _____

Date and Time of Issuance: _____

PART D – SERVICE RECORD AND TRANSPARENCY COMPLIANCE

- | Method of Service | Personal Delivery Public Notice Affixed Newspaper Publication
 Digital Upload (MIS) |
- | Date of Service | _____ |
- | Served By (Name & Rank) | _____ |
- | Signature of Receiver (if personal) | _____ |
- | Independent Witness(es) Name(s) | _____ |
- | Notice Displayed in Local Language | Yes No |
- | Community Notification Method | Verbal Meeting Pamphlet Not Applicable |
- | Date/Time of Public Disclosure | _____ |

PART E – COMPLIANCE MONITORING LOG (Rule 46.6-8)

Visit Date	Name of Monitoring Officer	Activity Status	Observations	Signature
_____	_____	<input type="checkbox"/> Ceased <input type="checkbox"/> Partial <input type="checkbox"/> Not Ceased	_____	_____
_____	_____	<input type="checkbox"/> Ceased <input type="checkbox"/> Partial <input type="checkbox"/> Not Ceased	_____	_____
_____	_____	<input type="checkbox"/> Ceased <input type="checkbox"/> Partial <input type="checkbox"/> Not Ceased	_____	_____

Final Recommendation:

- Close Order – Compliance Achieved
 Extend Monitoring
 Escalate to Hearing / Prosecution
 Convert to Sealing or Recovery Action

Remarks: _____

PART F – EPO CLOSURE (To be completed by EO/SDEO)

Closure Date	_____
Closure Verified By	_____
MIS Entry Updated	Yes No
Signature of Closing Officer	_____

Form 1.3: Compliance Report on EPO Closure

Legal Basis: PERA Act Section 38; PERA Rules Rule 46(7-8) incorrect entries, not even found in the act or code

Field	Details / Input
EPO Closure Report ID	
Linked EPO Monitoring ID (PERA-FM2-023)	
Original EPO Reference Number	
Name of Officer Conducting Final Verification	
Date of Final Visit	
Evidence of Full Compliance (Narrative Summary)	
Photographic/Video Confirmation Attached (Yes/No)	
Community Feedback (Optional)	
Residual Risk (Yes/No, Explain)	
Recommended Status (Closed / Extended / Reissued)	
Forwarded to MIS / DERB / HO (Specify)	
Remarks or Additional Notes	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 1.4: Emergency Prohibition Order (EPO) Monitoring Form

Legal Basis: PERA Act Section 38; PERA Rules Rule 46 u/s 16, 23 and 35 of the Punjab Enforcement and Regulation Act, 2024

Field	Details / Input
EPO Monitoring ID	
Original EPO Order ID (PERA-FM2-004 or Case Reference)	
Date of EPO Issuance	
Location & Hazard Description	
Agency Responsible for Monitoring	
Monitoring Start Date	
Monitoring Visits Log (Date, Officer)	

Name, Findings)	
Status of Compliance (Ceased / Partially / Not Ceased)	
Photo/Video Documentation Attached (Yes/No)	
Warnings Issued During Monitoring (Yes/No)	
Violation Escalation Required (Y/N, Detail)	
Recommended Action (Extension / Hearing / Sealing / Prosecution)	
Remarks and Observations	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 2.1: DERB Performance and Accountability Log

Legal Basis: PERA Act Section 12; PERA Rules 3–4, 7 Under section 3-4 of PERA (OP) Code

Field	Details / Input
DERB Log ID	
District Name	
Reporting Month / Quarter	
Chairperson Name and Designation	
Total Meetings Held	
Average Attendance Rate (%)	
Number of Cases Reviewed (Inspections, Complaints, Hearings)	
Inter-Agency Coordination Actions (MOUs / Joint Operations)	
DERB Recommendations Sent to PERA HQ	
Pending Issues or Escalated Matters	
Performance Issues Reported (Departments / Officers)	
Community Feedback (If Any)	
Audit or MIS Observations	
Summary of DERB Remarks / Directions	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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Form 2.2- Enforcement Station Daily Activity Log
Under section 32 of the code

SECTION A - ENFORCEMENT STATION HEADER

Field	Input
Station Name	_____
District / Tehsil	_____
Date of Record	_____
Officer-in-Charge	_____
Shift / Time Slot	<input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Night
Backup Officer(s) Name(s)	_____
Equipment Status Checked (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bodycam / Devices Operational (IDs)	_____

SECTION B - FIELD ACTIVITY LOG

Sr. No.	Action Type	UIN / Case ID	Location (GPS)	Start Time	End Time	Status	Remarks
1	<input type="checkbox"/> Complaint Response	_____	_____	: : :	: : :	<input type="checkbox"/> Closed <input type="checkbox"/> Pending	_____
2	<input type="checkbox"/> Inspection	_____	_____	: : :	: : :	<input type="checkbox"/> Violation Found <input type="checkbox"/> Clear	_____
3	<input type="checkbox"/> EPO Issuance	_____	_____	: : :	: : :	<input type="checkbox"/> In Effect <input type="checkbox"/> Withdrawn	_____

Sr. No.	Action Type	UIN / Case ID	Location (GPS)	Start Time	End Time	Status	Remarks
4	<input type="checkbox"/> Sealing / Unsealing	_____	_____	:	:	<input type="checkbox"/> Complete <input type="checkbox"/> Partial	_____
5	<input type="checkbox"/> Recovery Attempt	_____	_____	:	:	<input type="checkbox"/> Paid <input type="checkbox"/> Escalated	_____
6	<input type="checkbox"/> Evidence Capture	_____	_____	:	:	<input type="checkbox"/> Stored <input type="checkbox"/> In Transfer	_____
7	<input type="checkbox"/> Eviction	_____	_____	:	:	<input type="checkbox"/> Complete <input type="checkbox"/> Delayed	_____
8	<input type="checkbox"/> Auction Activity	_____	_____	:	:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Completed	_____
9	<input type="checkbox"/> Arrest / Custody	_____	_____	:	:	<input type="checkbox"/> Transferred <input type="checkbox"/> Released	_____
10	<input type="checkbox"/> Other:	_____	_____	:	:	_____	_____

SECTION C - EVIDENCE AND INVENTORY TRACKING

Item ID	Type	Condition	Storage ID / Custody Chain	Verified By Signature
_____	<input type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Good <input type="checkbox"/> Damaged	Shelf/Tag: _____	Name: _____
_____	<input type="checkbox"/> Movable <input type="checkbox"/> Seized	<input type="checkbox"/> Perishable <input type="checkbox"/> Secure	Compartment: _____	Name: _____

SECTION D - INTER-AGENCY COORDINATION RECORD

Agency Name	Coordination Type	Contact Person	Action Taken	Reference Code	Follow-up Required
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Agency Name	Coordination Type	Contact Person	Action Taken	Reference Code	Follow-up Required
_____	□ Police □ Revenue □ Municipal □ EPA □ DERB	_____	_____	_____	□ Yes □ No

SECTION E - BODYCAM / DEVICE RECORDING LOG

Device ID	Officer Using	Date Time Location	Action Captured	Uploaded to MIS	Signature
_____	_____	— — — —	_____	□ Yes □ No	_____

SECTION F - INCIDENTS, CHALLENGES, AND RESOLUTIONS

Time	Incident Type	Description	Action Taken	Further Action Needed
—	□ Resistance □ Technical □ Legal Gap □ Admin Error	_____	_____	□ Yes □ No

SECTION G - PUBLIC INTERACTION & FEEDBACK

Interaction Type	Community / Person	Issue Raised	Response Given	Feedback Noted
□ Complaint □ Request □ Resistance □ Other	_____	_____	_____	□ Yes □ No

SECTION H - REPORTNG OFFICER SUMMARY AND ATTESTATION

I hereby certify that all entries in this Enforcement Station Activity Log for the date //20__ are true, accurate, and verified per PERA Act and PERA Rules.

Field	Entry
_____	_____

Field	Entry
Prepared By (Name & Designation)	_____
Verified By (SDEO / Supervisor)	_____
Digital Submission to MIS	<input type="checkbox"/> Yes <input type="checkbox"/> No
DERB Notified (If Applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature (Officer)	_____
Signature (SDEO)	_____
Date & Time	_____

Attachments (Check All That Apply)

- Bodycam Logs
- Photographic Evidence
- MIS Transaction Summary
- Complaint Summary Sheet
- EPOs Issued
- Auction Summary
- Eviction Orders

Form 3.1: Complaint Resolution and Closure Form

Legal Basis: PERA Act Section 4(d); PERA Rules 14–18 Under section 15 & 53 of the Act

Field	Details / Input
Complaint Closure ID	
Linked Complaint ID (PERA-FM2-021)	
Summary of Complaint and Findings	
Inspection Conducted (Yes/No, Attach Report)	
Action Taken (Warning / Sealing / EPO /	

Hearing)	
Date of Final Action	
Complainant Notified of Outcome (Yes/No)	
Feedback from Complainant (If Received)	
Reason for Closure (Resolved / Not Valid / Forwarded)	
Appeal or Review Pending (Yes/No)	
Remarks and Follow-up Notes	
Forwarded to MIS / DERB / Archive (Specify)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.2: Public Complaint Intake and Processing Form

Legal Basis: PERA Act Sections 4(d), 38, 41; PERA Rules 14–18 under section 38-39 of the Act

Field	Details / Input
Complaint ID	
Date and Time of Submission	
Complainant Name (Optional for Anonymous)	
CNIC (Optional)	
Contact Details (Phone / Email)	
Location of Incident	
Nature of Complaint (Encroachment, Public Nuisance, Violation of Scheduled Law, etc.)	
Detailed Description of Incident	
Photographic or Video Evidence Submitted (Yes/No)	
Supporting Documents Attached (Yes/No)	
Initial Action Taken (Inspection / Notice / Warning / Escalation)	
Officer Assigned for Inquiry	
Timeline for Initial Report	
Forwarded to (HO / DERB / SDEO / MIS Entry)	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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Form 3.3: Inventory Sheet (Movable Property)

Legal Basis: PERA Rules 50–52, PERA Act Section 39 under section 46 of the Code

Field	Details / Input
Enforcement Station Name	
Date & Time of Inventory	
Seizure Reference Number (link to PERA-FM2-005)	
Name and CNIC of EO recording inventory	
Unique Item ID	
Description (Material, Type, Function)	
Condition (New, Damaged, Perishable, etc.)	
Identifiers (Brand, Serial Numbers, Markings)	
Estimated Market Value	
Photographic Reference (File Name/Hash Code)	
Seizure Location	
Immediate Recipient (Warehouse Officer, Station Custodian)	
Storage Reference (Compartment/Shelf ID)	
Transfer Summary if moved (Time, Destination, Purpose)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.4 for filing of Representation before the Hearing Officer

(Under Sections 16, 36, and 51 of the Punjab Enforcement and Regulation Act, 2024)

Punjab Enforcement and Regulation Authority (PERA)

PART I – APPLICANT DETAILS

Name of Applicant

CNIC No.

Address

Contact No. / Email

Relationship to Matter

PART II – DETAILS OF IMPUGNED ACTION

Date of Incident / Order

Name & Designation of Officer Issuing the Order

Reference No. of Order / EPO / Notice (if applicable)

Nature of ActionAppealed

Fine Imposed Confiscation Sealing Removal of Encroachment Public Nuisance Other (specify): _____

PART III – STATEMENT OF REPRESENTATION

Summary of Representation (Facts, Grounds, and Relief Sought):

PART IV – SUPPORTING DOCUMENTS ATTACHED

Copy of Order / Notice / EPO
 Evidence (e.g., photos, receipts, certificates)

- Affidavit (if required)
- Power of Attorney (if filing through representative)
- Any other relevant document: _____

PART V – DECLARATION BY APPLICANT

I hereby declare that the information provided is true to the best of my knowledge and belief. I understand that any false or misleading statement may lead to dismissal of this representation and legal consequences under the Act.

Signature of Applicant: _____

Date: _____

PART VI – FOR OFFICE USE ONLY

Date Received

Diary / Receipt No.

Officer Receiving the Application

Remarks (if any)

Form 3.5: Notice from Hearing Officer

(Under Section 34, 35, 36, 38, 40, 43 and 51 of the Punjab Enforcement and Regulation Act, 2024)

Punjab Enforcement and Regulatory Authority (PERA)

NOTICE OF HEARING

To:

Name: _____

Father's/Husband's Name: _____

CNIC No.: _____

Address: _____

Contact No.: _____

***Subject: Notice of Hearing under Section 36 of the Punjab
Enforcement and Regulation Act, 2024***

Mr. / Ms.

You are hereby informed that a representation has been filed under the Punjab Enforcement and Regulation Act, 2024 and a hearing is scheduled in this regard. You are required to appear before the undersigned for hearing as per the details provided below.

HEARING DETAILS

Case Reference No.

Date of Hearing

Time

Venue

Matter Pertains to

You may bring any supporting documents or evidence relevant to the matter. You may also be accompanied by a legal representative if desired.

Failure to appear without reasonable cause may result in ex parte proceedings and decision based on available record. For further assistance, you may contact the office of the undersigned during working hours.

Issued by:

Name of Hearing Officer: _____

Designation: _____

Signature & Seal: _____

Date of Issue: _____

Form 3.6: Hearing Proceedings and Order Sheet

Legal Basis: PERA Act Section 43; PERA Rules 25–26 u/s 16 of the Act and 9-10 of the code

Field	Details / Input
Hearing Proceedings ID	
Case Reference Number	
Name and CNIC of Respondent	
Date and Time of Hearing	
Location of Hearing	
Name and Designation of Hearing Officer	
Scheduled Law / Violation Cited	
Summary of Allegations	
Respondent's Submission (Written / Oral)	
Evidence Considered (Attach Inventory)	
Witnesses (Name, Department, Statement Summary)	
Adjournments (If Any, Dates and Reasons)	
Final Order / Verdict Summary	
Legal Consequences (Fine / Recovery / Eviction / Closure)	
Right to Appeal Explained (Yes/No)	
Order Forwarded to (EO / SDEO / MIS / Respondent)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.7: Complaint Trigger Report to DERB / SDEO

Legal Basis: PERA Act Sections 12, 38, 41; PERA Rules 7, 14, 46

Field	Details / Input
Trigger Report ID	
Linked Complaint ID (PERA-FM2-021)	
Date of Complaint Receipt	

Preliminary Verification Conducted (Yes/No)	
Inspection Conducted (Yes/No, Attach Report if Yes)	
Findings Summary	
Suspected Violations of Scheduled Law	
Urgency Rating (Low / Moderate / High / Emergency)	
DERB Coordination Required (Yes/No)	
Inter-Agency Liaison Suggested (Y/N, Details)	
Recommended Next Step (Inspection, EPO, Hearing, Closure)	
Timeline for Action	
Forwarded to (DERB / SDEO / MIS ID)	
Prepared By (Name, Rank, Department)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.8: Chain of Custody Continuation Sheet

Legal Basis: PERA Rules 49–52

Field	Details / Input
Chain of Custody Sheet ID	
Linked Evidence Tag ID (PERA-FM2-039)	
Original Capturing Officer	
Evidence Type and Description	
Date and Time of First Entry	
Full Record of Transfers Below (One Entry per Line):	
Date Time From (Name/Designation) To (Name/Designation) Purpose Signature	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.9: Legal Reference and Scheduled Law Citation Sheet

Legal Basis: PERA Act Section 2(e), 3, 38, 41; PERA Rules 2, 5, 14, 46

Field	Details / Input
Citation Sheet ID	
Linked Enforcement or Hearing Case ID	
Scheduled Law Invoked (Name of Law)	
Specific Section(s) or Provision(s) Cited	
Nature of Violation (Public Nuisance, Encroachment, Hoarding, etc.)	
Legal Interpretation or Case Law (If Applied)	
Statutory Authority Under PERA Invoked (Section & Rule)	
Overlap with CrPC / Other Laws (If Any)	
Date of Citation Sheet Preparation	
Prepared by (Officer Name & Designation)	
Forwarded to (HO / SDEO / Legal Cell / MIS)	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	

Form 3.10: Case Referral to Civil Court Register

Legal Basis: PERA Rules 68; PERA Act Section 43

Field	Details / Input
Referral Register ID	
Case Reference Number	
Name and CNIC of Respondent	
Nature of Dispute or Question of Title	
Brief Summary of Facts	
Scheduled Law Cited	
Reason for Referral (Lack of Jurisdiction / Ownership Dispute / Property Title)	
Date of Hearing or Investigation by PERA	
Hearing Officer Comments	
Supporting Documents Attached (Evidence Logs / Orders / Maps)	
Civil Court Referred To (Name and Location)	
Forwarded By (HO / EO / SDEO)	

Remarks	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.11: Assessment Docket

Legal Basis: PERA Act Section 43(3), PERA Rules 84–85

Field	Details / Input
Offender Name and CNIC	
Case Reference Number	
Duration of Illegal Occupation / Use	
Estimated Rental Value (source: Collector Tables / Municipal Rates)	
Calculation of Illegal Gains (Sales, Income, Utilities Avoided)	
Surcharge or Penalty Applied (up to 20%)	
Total Recoverable Amount	
Linked Enforcement Action or Inspection Report Reference	
Supporting Calculation Sheets Attached (Yes/No)	
Recommendation for Recovery Order Issuance (Yes/No)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.12: Cost Recovery Demand Notice

Legal Basis: PERA Act Section 41(3); PERA Rules 88–91 u/s 21 and 53 of the Code

Field	Details / Input
Demand Notice ID	
Name and CNIC of Offender	
Linked Case or Enforcement Reference Number	
Nature of Violation / Enforcement Action	
Restoration or Enforcement Activity Performed	

Date(s) of Work	
Total Cost Incurred (Attach Certificate – PERA-FM2-011)	
Breakdown of Costs (Materials, Labour, Equipment)	
Payment Deadline (7-15 Days)	
Consequences of Non-Payment (Auction / Revenue Recovery)	
Bank Payment Instructions / Challan Code	
Appeal / Review Window (If Applicable)	
Forwarded to (MIS / Finance / Recovery Officer)	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	

Form 3.13: Final Recovery Order

Legal Basis: PERA Act Section 43(3), PERA Rules 86–87

Field	Details / Input
Recovery Order Number	
Offender Name and CNIC	
Total Amount Due	
Breakdown (Rent, Illegal Gains, Penalty/Surcharge)	
Payment Deadline (7-15 Days)	
Consequences of Non-Payment (e.g., Auction, Land Revenue Recovery)	
Payment Instructions (Bank Name, Account Number, Reference Code)	
Appeal Options Provided (Yes/No)	
Mode of Service (Personal, Postal, Public Notice)	
Linked Assessment Docket (PERA-FM2-012)	
Enforcement Case ID / Reference Number	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	

Form 3.14: Payment Acknowledgement Certificate

Legal Basis: PERA Rules 88(4), Rule 91

Field	Details / Input
Payment Acknowledgement Number	
Offender Name and CNIC	
Amount Paid	
Mode of Payment (Cash, Bank Transfer, Challan No.)	
Date of Payment	
Linked Final Recovery Order (PERA-FM2-013)	
Confirmation of Full or Partial Settlement	
Payment Receipt Reference	
Instructions to Revenue Department to Cease Recovery (If Initiated)	
Remarks (If Any)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.15: Restoration Completion Certificate

Legal Basis: PERA Act Section 41(2), PERA Rules Rule 93

Field	Details / Input
Restoration Project ID	
Date of Completion	
Location (GPS Coordinates and Address)	
Restoration Type (Road, Drain, Wall, Park, etc.)	
Civil Engineering Tasks Completed	
Materials Used	
Quantity and Quality Checklist	
Photographic Proof Attached (Yes/No)	
Verification Team Members (Names and Designations)	
Matches Approved Restoration Plan (Yes/No)	
Any Deviations or Variances (If Yes, Provide Details)	
Public Safety Verified (Yes/No)	
Handover to Municipal/Utility Department (Yes/No)	

MIS / Public Register Entry Reference	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.16: Restoration Cost Certificate

Legal Basis: PERA Act Section 41(2), PERA Rules Rule 93 and 88(3)

Field	Details / Input
Name and CNIC of Offender	
Restoration Case ID	
Enforcement Reference Number	
Actual Expenditures (Labour, Materials, Fuel, etc.)	
Estimated vs. Actual Expenditure Breakdown	
Source of Funds (DERB Fund, Revolving Fund, Own Machinery)	
Shared Cost Attribution (If Multiple Violators)	
Notes on Discrepancies or Justifications (If Any)	
Prepared by (Designation)	
Supporting Invoices/Estimates Attached (Yes/No)	
Linked Restoration Completion Certificate (PERA-FM2-010)	
Forwarded for Demand Notice Issuance (PERA-FM2-012)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.17: Compliance Verification of Demand Notice

Legal Basis: PERA Act Section 41(3); PERA Rules 91–94

Field	Details / Input
Compliance Report ID	
Linked Demand Notice ID (PERA-FM2-042)	
Name and CNIC of Offender	
Date of Notice Issuance	
Due Date for Payment	
Amount Paid (Full / Partial)	
Mode of Payment (Bank / Challan No. / Receipt ID)	
Date of Payment	
Payment Verified By (Name & Designation)	
Balance Outstanding (If Any)	
Recommended Closure (Yes/No)	
Remarks	
Forwarded to Recovery Register / MIS (Yes/No)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.18: Illegal Gains Estimation Worksheet

Legal Basis: PERA Act Section 43(3); PERA Rules 84–85, 86

Field	Details / Input
Estimation Worksheet ID	
Name and CNIC of Offender	
Case Reference Number	
Period of Illegal Occupation / Use	
Estimated Monthly Rental Value	
Number of Months / Years of Occupation	
Calculated Rent Due	
Estimated Sales or Profits from Illegal Use	
Utility / Tax / Duty Evasion Detected (Type and Amount)	
Surcharge Applied (Yes/No, % Applied)	
Total Illegal Gain Calculated	
Basis of Valuation (Collector Rate / Market Survey / Audit)	
Reviewed By (Finance/Valuation Officer)	
Forwarded for Recovery Order (Yes/No)	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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Form 3.19: Auction Initiation and Inventory Certification Form

Legal Basis: PERA Rules 95–98

Field	Details / Input
Auction Initiation ID	
Linked Seizure or Recovery Reference (PERA-FM2-005 / 012 / 013)	
Description of Property to be Auctioned	
Number of Items / Lots	
Estimated Value (as per Valuation Committee)	
Condition of Property (Perishable, Damaged, Functional)	
Storage Location and Custodian Name	
Certification that Inventory Matches Seizure Records (Y/N)	
Photographic Log Attached (Y/N)	
SDEO Authorization for Auction	
Forwarded to Auction Committee (Yes/No)	
Expected Auction Date	
Forwarded to MIS / Auction Module (Reference Code)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.20: Auction Proceedings and Bid Record Form

Legal Basis: PERA Rules 99–107 u/s 22 of the Code

Field	Details / Input
Auction Proceeding ID	
Date and Venue of Auction	
Name of Auction Committee Chairperson	
Lot Number / Description of Property	

Reserve Price (Declared / Not Declared)	
Number of Bidders Present	
Bid Details (Attach Sheet or Record Below)	
Highest Bidder Name, CNIC, Contact	
Winning Bid Amount	
Payment Terms (Deposit, Full Payment Due Date)	
Challan / Bank Transfer Details	
Receipt Reference Number	
Remarks (If Any Disputes or Re-auction)	
Forwarded to Accounts and Record Section	
MIS Auction Module Entry Code	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 3.21: Auction Completion and Property Handover Form

Legal Basis: PERA Rules 108-112

Field	Details / Input
Auction Completion ID	
Linked Auction Proceeding ID (PERA-FM2-029)	
Name and CNIC of Winning Bidder	
Item(s) Description and Lot Number	
Final Amount Paid	
Date and Mode of Payment (Cash / Bank Transfer / Challan No.)	
Official Receipt Number	
Property Handover Date and Time	
Condition of Property at Handover	
Acknowledgement by Bidder (Signed)	
Auction Committee Representative Present (Yes/No)	
Remarks (If Any)	
Copy Forwarded to: SDEO / Accounts / Record Room / MIS	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____ Name & Designation: _____ Date: _____

Form 3.22: Assessment & Verification Report

Legal Basis: PERA Rules 113-119

Field	Details / Input
Verification Report ID	
Linked Whistle-Blower Disclosure ID (PERA-FM2-015)	
Summary of Disclosure	
Verification Actions Taken (e.g., Cross-checking, Inspection, Document Analysis)	
Departments or Officers Consulted	
Outcome of Verification (Credible / Unfounded / Frivolous)	
Recommendation (Escalate / Close / Inspection / Show Cause)	
Attached Evidence Logs / Statements / Inspection Records	
Date of Verification Completion	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 4.1: Pre-FIR Investigation Authorization & Record Form

Legal Basis: PERA Act Sections 41(1), 43(3); PERA Rules Section 27

Field	Details / Input
Pre-FIR Investigation ID	
Initiating Officer Name & Designation	
Date & Time of Authorization	
Type of Suspected Violation (Scheduled Law, Nuisance, Encroachment, etc.)	
Triggering Basis (Public Complaint, Inspection, Disclosure, Directive)	
Narrative Justification for Pre-FIR Investigation	
Initial Evidence Collected (Statements,	

Photos, Videos)	
Departments Consulted (if any)	
Preliminary Findings Summary	
SDEO Decision on FIR Requirement	
Outcome: Administrative Enforcement / FIR Recommendation / Closure	
MIS Entry ID	
Forwarded to (DERB, Police, HO, etc.)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 4.2: Notice of Hearing and Appearance

Legal Basis: PERA Act Section 43; PERA Rules 13, 25–26, 68

Field	Details / Input
Hearing Notice ID	
Case Reference Number	
Name and CNIC of Respondent	
Address of Respondent	
Nature of Scheduled Law Violation	
Date, Time, and Venue of Hearing	
Name of Hearing Officer	
Right to Representation and Produce Evidence (Yes/No)	
Warning Regarding Consequences of Non-Appearance	
Linked Inspection or Complaint ID	
Additional Documents Attached (Summons, Reports, Evidence Logs)	
Delivery Method (Hand, Registered Post, Public Notice)	
Date of Delivery / Service	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 4.3: Summary of Final Enforcement Action Register

Legal Basis: PERA Act Sections 38–43; PERA Rules 25–27, 50–52

Field	Details / Input
Enforcement Register Entry ID	

Date of Action	
Case Reference Number	
Name and CNIC of Respondent / Violator	
Nature of Violation / Scheduled Law Invoked	
Type of Final Enforcement (Eviction / Sealing / Recovery / Auction / Court Referral)	
Linked Form IDs (Seizure / Hearing / Recovery / Auction / Referral)	
Amount Recovered (If Applicable)	
Status of Appeal or Legal Review (Y/N)	
Final Outcome (Closed / Pending / Court / Revenue)	
Officer Responsible for Action	
Entry Recorded in MIS (Yes/No, Reference Code)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 6.1: Notice of Scheduled Inspection

Legal Basis: PERA Act Sections 38, 41; PERA Rules 14–16

Field	Details / Input
Notice ID	
Name and Address of Property Owner / Occupant	
Property Location (GPS and Full Address)	
Scheduled Date and Time of Inspection	
Purpose of Inspection (Routine / Complaint / Legal Compliance)	
Legal Provisions Invoked (PERA Act and Rules)	
Name and Designation of Inspecting Officer(s)	
Agency or Department Conducting Inspection	
Required Documents or Access on Site	
Consequences of Obstruction or Non-Cooperation	
Contact Number for Queries	

Delivery Method (Hand, Post, Public Notice)		
Date of Notice Issuance		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

Form 6.2: Inspection Report Form

Legal Basis: PERA Act Sections 38, 41; PERA Rules 14–16, 46

Field	Details / Input
Inspection Report ID	
Date and Time of Inspection	
Location of Inspection (Address and GPS Coordinates)	
Name of Inspecting Officer(s)	
Department / Agency Represented	
Basis for Inspection (Complaint, Routine, Trigger Report)	
Description of Observed Violation (If Any)	
Nature of Property (Public / Private / Commercial / Open Land)	
Photographic / Video Evidence Collected (Yes/No)	
Interaction with Occupants / Public (If Applicable)	
Initial Action Taken (Verbal Warning / Notice / Referral)	
Additional Comments and Recommendations	
Forwarded to (DERB / SDEO / MIS / Complaint Docket)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 8.1: Enforcement Officer Daily Action Log

Legal Basis: PERA Rules 6–11, 50–52, 93

Field	Details / Input
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Daily Log ID	
Enforcement Officer Name and ID	
Station and District	
Date of Entry	
Time In / Time Out	
Action Taken (Inspection, Eviction, Sealing, Complaint Handling, Recovery, etc.)	
Linked Case or Complaint ID (If Any)	
Location(s) Visited (GPS and Address)	
Other Officers or Departments Accompanied	
Bodycam Activated (Yes/No, File ID)	
Challenges Encountered (Resistance / Legal Issue / Resource Gap)	
Summary of Outcome / Status	
Forwarded To (SDEO / MIS / DERB)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 8.2: Sealing Order

Legal Basis: PERA Act Section 41(1), PERA Rules Rule 51(2)

Field	Details / Input
Sealing Order Number	
Issuing Authority (SDEO Name and Signature)	
Enforcement Officer Assigned	
Date of Order	
Effective From (Date and Time)	
Type of Violation	
Location Address (with GPS)	
Applicable Section of Scheduled Law	
Case Reference Number	
Scope of Sealing (Entire Premises / Specific Rooms / Boundaries)	
Warning Notice Text to be Affixed	
Duration (Provisional / Indefinite / Until Further Orders)	
Notice Previously Served (Yes/No)	
Opportunity to Respond Provided (Yes/No)	
Emergency Clause Invoked (Yes/No)	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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Form 8.3: Sealing Execution Report

Legal Basis: PERA Act Section 41(1), PERA Rules Rule 51(4-6)

Field	Details / Input
Sealing Report ID	
Date & Time of Sealing	
Premises Location (GPS Coordinates and Address)	
Names of Officers Present	
Presence of Police or Municipal Staff (Yes/No)	
Areas Sealed	
Physical Measures Taken (e.g., Locks, Welding, etc.)	
Public Notice Displayed (Yes/No)	
Photo/Video Documentation Code	
Names of Witnesses Present (Independent/Departmental)	
Obstructions or Confrontations (Yes/No, Details)	
Handover of Keys / Custody Tags	
Enforcement Station Entry Number	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 8.4: Final Sealing of Premises Report

Legal Basis: PERA Act Section 41; PERA Rules Rule 51 Under section 16,23 and 26 of the PERA Act, 2024

Field	Details / Input
Final Sealing Report ID	
Linked Sealing Order Reference (PERA-FM2-007)	
Date and Time of Final Sealing	
Exact Location of Premises (GPS and Full	

Address)	
Sealing Officer Name and Designation	
Condition of Premises at Time of Sealing	
Precautionary Notices Displayed (Yes/No)	
Physical Security Applied (Locks, Chains, Welding, etc.)	
Independent Witnesses Present (Yes/No)	
Resistance Encountered (Yes/No, Explain)	
Photographic/Video Evidence Collected (Yes/No)	
Public Announcement Made (Yes/No, Method)	
Follow-up Monitoring Required (Yes/No)	
Forwarded to MIS / DERB / HO (Specify)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 8.5: Search, Seizure, and Inventory Authorization Form

Legal Basis: PERA Act Section 41; PERA Rules 49–52 Under section 31 of the PERA Act, 2024 and 46 of the Code

Field	Details / Input
Authorization ID	
Enforcement Officer Name & ID	
Date & Time of Entry/Inspection	
Triggering Event (Complaint, Disclosure, Inspection)	
Legal Provisions Invoked (Rule 49, 50, 51)	
Premises / Location Address (GPS & Full Description)	
List of Accompanying Officers	
Independent Witnesses Present (Names, Departments)	
Items Seized (Brief Description, Tag Nos., Photos)	
Was the Premise Sealed? (Yes/No)	
Signature of EO on Procedure	

Compliance		
Reference to Bodycam / Video ID		
Inventory Summary (Number of Items, Estimated Value)		
Custody Destination & Time of Transfer		
Forwarding to Enforcement Station / MIS Upload ID		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

Form 8.6: Seized Property Maintenance Log

Legal Basis: PERA Rules 50–52, 95–98 Under section 23 and 26 of the PERA Act, 2024 and 46 of the Code

Field	Details / Input
Seized Property Log ID	
Linked Seizure Report ID (PERA-FM2-005)	
Custodian Name and Designation	
Storage Location / Compartment No.	
Description of Item(s)	
Condition at Time of Seizure	
Maintenance Activities Performed (Cleaning, Repairs, etc.)	
Date and Nature of Each Maintenance Entry	
Any Damage or Loss Reported (Yes/No)	
Photographic Evidence Attached (Yes/No)	
Remarks on Property Condition Over Time	
Forwarded to Auction Committee (If Applicable)	
Disposed Via (Auction / Return / Destruction / Pending)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 8.7: Eviction Execution Report

Legal Basis: PERA Act Sections 41, 43; PERA Rules 47–50

Field	Details / Input
Eviction Execution ID	
Linked Sealing Order / EPO Reference (PERA-FM2-007 / PERA-FM2-004)	
Date of Eviction	
Location Address (GPS and Full Description)	
Type of Property Evicted (Residential, Commercial, Unauthorized Building, etc.)	
Name of Enforcement Officer	
Number of Officers Present	
Number of Public Witnesses	
Method of Eviction (By Force, By Notice, Voluntary, etc.)	
Property and Materials Removed (Brief List, Photos Attached)	
Compliance with Public Safety Regulations (Yes/No)	
Incidents or Issues During Eviction (Resistance, Property Damage, etc.)	
Eviction Outcome (Successful, Partial, Failed)	
Follow-up Action (Fines, Recovery, Re-sealing, Re-inspection)	
Status of Remaining Violations	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 8.8: Field Evidence Capture and Tagging Form

Legal Basis: PERA Rules 49–52

Field	Details / Input
Evidence Tag ID	
Linked Case / Inspection / Seizure	

Report ID	
Name of Capturing Officer	
Date and Time of Evidence Capture	
Location (GPS and Address)	
Type of Evidence (Photo, Video, Audio, Document, Physical Object)	
Short Description of Evidence	
Equipment Used (Camera ID, Bodycam, Scanner, etc.)	
File Names / Hash Codes / QR Tags	
Witness Present (Yes/No, Name)	
Storage Location or Forwarded To	
Chain of Custody Initiated (Yes/No)	
Remarks or Observations	
Entry Uploaded to MIS / Evidence Module (Yes/No)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 9: Arrest Notification and Judicial Handover Record

Legal Basis: PERA Act Section 41(1)(f) Under section 31 of the PERA Act, 2024 and ch. VII of the pera code.

Field	Details / Input
Arrest Record ID	
Name of Person Arrested	
CNIC Number	
Date & Time of Arrest	
Location of Arrest	
Authorizing Officer (EO/SDEO)	
Reason for Arrest (Violation, Breach, Obstruction)	
Type of Case (Administrative / Criminal Referral)	
Statement of Rights Provided (Yes/No)	
Photographic Identification Attached (Yes/No)	
Disposition Pathway (Released / Forwarded to Magistrate)	
Date & Time of Production Before Magistrate (if applicable)	
Name of Receiving Police/Jail Officer	

FIR Number (if registered)		
Witnesses Present at Arrest (Names & Departments)		
Remarks (Medical Condition, Resistance, etc.)		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

Form 10: Liaison Officer Performance Evaluation Form

Legal Basis: PERA Rules 10, 25, 88

Field	Details / Input
Evaluation ID	
Name of Liaison Officer	
Department Represented	
District and Enforcement Station	
Reporting Period (Month/Quarter/Year)	
Number of Joint Operations Coordinated	
Cases Supported (Investigation / Eviction / Recovery)	
Compliance with PERA Orders (Timeliness / Accuracy)	
Initiatives Taken by LO (Proactive Support / Community Engagement)	
Responsiveness and Communication	
Feedback from SDEO / Enforcement Officer	
DERB / Hearing Officer Observations	
Overall Rating (Outstanding / Satisfactory / Needs Improvement)	
Recommendations for Retention or Replacement	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 11: Post-Sealing Violation Incident Report

Legal Basis: PERA Act Section 41(3); PERA Rules Rule 51(7)

Field	Details / Input
Incident Report ID	
Linked Sealing Report ID (PERA-FM2-026)	
Location and Description of Premises	
Date and Time of Violation Noted	
Nature of Violation (Breaking Seal, Tampering, Reuse, etc.)	
Name and CNIC of Suspected Violator (if known)	
Eyewitness Accounts / Public Complaints Received (Y/N, Attach)	
Photographic / Video Evidence Attached (Y/N)	
Immediate Actions Taken (Re-sealing, FIR, Notice)	
Police Assistance Requisitioned (Yes/No, Station Name)	
Additional Sealing or Enforcement Required (Y/N)	
Recommended Legal Action (Prosecution / Penalty / Warning)	
Forwarded to (SDEO / DERB / HO / Police)	
Remarks and Additional Notes	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 12: Recovery Through Land Revenue Request Form

Legal Basis: PERA Rules 92–94; Punjab Land Revenue Act 1967 (Sections 68–72) Under section 35,38,39,64,68 the PERA Act and u/s 80 of the Punjab Land Revenue Act 1967 and 62-64 of PERA (OP) Code

Field	Details / Input
Land Revenue Recovery Request ID	
Linked Recovery Order / Demand Notice ID	
Name and CNIC of Defaulter	

Amount Due	
Reason for Recovery (Rent / Penalty / Illegal Gains / Costs)	
Date of Final Notice Expiry	
Attempts at Voluntary Payment (Y/N, Detail)	
District / Tehsil Where Property Located	
Landholding or Property Description	
Requesting PERA Officer (Name, Designation)	
Forwarded to (District Collector / Revenue Officer)	
Date of Request Submission	
Remarks or Supporting Documents (Title, Recovery Order, Valuation, etc.)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 13: Unauthorized Identity Disclosure Complaint Form

Legal Basis: PERA Act Section 64, PERA Rules 120–123 Under section 60 of the PERA Act and 26 of PERA (OP) Code

Field	Details / Input
Complaint ID	
Linked Whistle-Blower Disclosure ID (PERA-FM2-015)	
Complainant Name (Optional if Whistle-Blower)	
Details of Alleged Identity Disclosure	
Date and Mode of Breach	
Source of Breach (Department, Officer, External, Unknown)	
Impact of Disclosure (Threats, Harassment, Loss of Job, etc.)	
Supporting Evidence (e.g., Emails, Notices, Recordings)	
Requested Protective Action	
Date of Complaint Submission	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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Form 14: Unsealing Authorization and Compliance Certificate

Legal Basis: PERA Act Section 41(3), PERA Rules Rule 51(6)

Field	Details / Input
Unsealing Order Number	
Authorizing Authority (SDEO / HO / EO)	
Reference to Original Sealing Order (PERA-FM2-007)	
Grounds for Unsealing (Compliance / Court Order / Emergency)	
Dues Cleared (Yes/No)	
Violation Removed (Yes/No)	
Supporting Evidence Attached (Yes/No)	
Date & Time of Unsealing	
Names of Officers Present	
Condition of Seal Before Unsealing	
Photos / Videos Recorded (Yes/No)	
Independent Witness Details	
SHO / Municipal Representative Present (Yes/No)	
Emergency Invoked (Yes/No)	
Nature of Emergency	
Responsible Officer for Emergency Unsealing	
Post-Facto Reporting Completed (Yes/No)	
MIS / Public Register Entry Reference	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Form 15: Whistle-Blower Disclosure Submission Form

Legal Basis: PERA Act Section 63(2), PERA Rules Rule 113 Under section 58 of the PERA Act and 25 of PERA (OP) Code

Field	Details / Input
Disclosure ID	

Name of Whistle-Blower (Optional if Anonymous)	
CNIC (Optional)	
Contact Information (Optional)	
Date of Submission	
Nature of Violation (Scheduled Law / Location / Parties Involved)	
Description of Alleged Violation	
Date of Incident and Date of Discovery	
Attached Evidence (Photos / Videos / Records)	
Declaration of Good Faith (Y/N)	
Preferred Method of Contact for Follow-up (Optional)	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	