

F. No. IA-J-11014/3/2021-IA-I.Pt.1
Government of India
Ministry of Environment, Forest and Climate Change
(IA-C&MD)

Indira Paryavaran bhawan
Jor Bagh Road, Aliganj
New Delhi-110003
Date: 13th, October 2025

OFFICE MEMORANDUM

SUBJECT: GUIDELINES FOR SELECTION OF ENVIRONMENT AUDIT DESIGNATED AGENCY (EADA) UNDER ENVIRONMENT AUDIT RULES, 2025-REG

The Environment Audit Rules, 2025, have been notified by the Ministry vide S.O. 3973(E), dated 29th August, 2025, with the objective of streamlining environmental compliance across the country, which serves as a cornerstone for ensuring ecological security and advancing the goals of sustainable development.

2. As per para 2(f) of Environment Audit Rules, 2025, "*Environment Audit Designated Agency*" means the agency or agencies, as notified by the Central Government from time to time, responsible for overall management of the Environment Audit including drawing up eligibility criteria, conducting examination for the certification, registration of Certified Environment Auditors, monitoring of their performance, trainings and capacity building.

3. As per para 6 of Environment Audit Rules, 2025, "*The Environment Audit Designated Agency shall be notified by the Central Government on the basis of the eligibility criteria, the terms and conditions, and tenure in respect of Environment Audit Designated Agency as may be specified in the guidelines issued by the Central Government from time to time. The Central Government may, based on the performance of the respective agency, revoke such notification at any time before the expiry of its tenure. The tenure of Environment Audit Designated Agency may be renewed, subject to fulfilment of such criteria as may be specified in the guidelines issued by the Central Government*".

4. Accordingly, the guidelines prescribing the mechanism for selection and notification of EADA shall be as below:

I. Eligibility Criteria

1. EADA shall be an autonomous organization working under Central Government.



2. It shall maintain a pan-India presence and possess the capacity to effectively serve all regions of the country.
3. It shall be a not-for-profit organization and should not operate under any commercial law or structure intended for profit-making purposes.
4. It shall have a minimum experience of 15 years in the field of Accreditation/ Examination/ Audit/ Certification for the Central Government.
5. It shall have minimum experience of 10 years in implementing capacity-building programs including training, workshops, conferences, virtual, and e-learning programs in the field of environment, energy management, sustainability, ESG, and green productivity.
6. It shall have its own e-learning platform for running self-learning e-courses successfully operating for at least 3 years.
7. At least 15 % of its revenue in the last financial year shall have accrued from the operations undertaken in the field of environment, energy, sustainability, water and ESG.
8. It shall have at least two (2) permanent qualified professionals working in the domain of Environment, Forest and Energy, and one (1) permanent qualified professional each working in the domains of Information Technology, Human Resource Management, Finance and Forest, AI and Machine Learning all holding positions at Level 11 or higher according to the 7th Central Pay Commission, or an equivalent rank recognized by the Central Government.

II. Terms and Conditions

1. The EADA shall fulfill its roles and responsibilities as stipulated in Para 5 of the Environment Audit (EA) Rules, 2025.
2. Any revision, amendment, or clarification issued by the Central Government under the EA Rules, 2025, shall be binding on the EADA with immediate effect.
3. It shall be the responsibility of the EADA to establish, maintain, and periodically upgrade the necessary infrastructure, facilities, and resources required for its operations.
4. The EADA shall operate from its headquarters located in New Delhi with support from its Regional Offices.
5. The entire certification and registration process undertaken by the EADA shall be conducted through a secure, dedicated online portal, which should be developed, maintained securely, and updated regularly by the EADA on behalf of the Central Government. The ownership and all rights and privileges for such portal shall vest in the Central Government.



6. The EADA shall ensure that any sampling, testing, or analytical procedures conducted in the course of its activities comply with applicable government rules, guidelines, and recognized best practices.
7. The EADA shall observe the working days, hours, and holiday schedules as notified by the Government of India, and perform its duties in alignment with official timelines and service delivery standards.
8. The EADA shall maintain strict confidentiality of all data, records, audit findings, reports, and any other information accessed during the discharge of its functions. It should ensure that such information is not disclosed to any unauthorized person or agency.
9. The EADA shall establish and maintain a robust mechanism for receiving, addressing, and resolving complaints and grievances from industries, certified/registered auditors, or any other stakeholders. The grievance redressal process shall be time-bound and transparent.
10. The EADA shall be required to operate on a financially self-sustaining basis, without dependence on Government budgetary support.
11. The EADA shall proactively identify and resolve any situation of actual or potential conflict of interest that could compromise the impartiality or integrity of its operations under the EA Rules, 2025.
12. Any failure to appropriately resolve conflicts of interest or unethical conduct may result in immediate suspension or termination of the EADA's engagement, along with other legal or penal action as deemed fit by the Central Government.
13. The Central Government shall have full authority to monitor, inspect, review, audit, and evaluate the performance and functioning of the EADA at any stage, with or without prior notice.
14. The EADA shall submit periodic annual reports as prescribed in para 5(xi) of EA Rules to the Central Government, detailing, inter alia, its operational performance, financial status, number of audits conducted, and any other information as may be prescribed.
15. The EADA shall ensure capacity building and continuous training of its personnel and certified/registered auditors in line with evolving regulatory requirements and best practices. This includes but is not limited to development of training material for iGot platform.
16. The EADA shall put in place adequate IT and cyber security measures to protect the integrity, confidentiality, and availability of all digital records and data handled through its online systems.
17. The EADA shall not subcontract or outsource its core functions.
18. The EADA shall not engage in any commercial activity beyond the scope defined under the EA Rules, 2025, and any such activity shall be considered a breach of contract.
19. The EADA shall collect fees and make all related payments strictly in accordance with Clause 14 of the EA Rules, 2025 and the guidelines issued by the Central Government from time to time.



20. The EADA shall comply with all applicable laws, including but not limited to environmental, financial, labour, and data protection laws, and should ensure that its operations do not contravene any provision of law in force.
21. In case of discontinuation, revocation, or expiry of the EADA's tenure, the organization shall ensure a smooth transition and handover of all documents, records, online platform and ongoing assignments to the authority designated by the Central Government.
22. The EADA shall maintain a register of certified and registered auditors, their qualifications, and audit records, and ensure that only eligible and trained professionals are engaged for audit assignments.
23. The Central Government reserves the right to prescribe additional terms and conditions as and when deemed necessary
24. The Recognition of Prior Learning (RPL)/National Certification Examination (NCE) fee or any other fee prescribed under the Environment Audit Rules, 2025, shall be finalised with the prior approval of the Central Government.

III. Bid Evaluation Criteria

1. The selection of the EADA shall be undertaken by the Central Government through an open and transparent competitive bid process. The evaluation of bids shall follow the Quality and Cost-Based Selection (QCBS) method, with a weightage of 80% assigned to the Technical proposal and 20% to the Financial proposal.
2. The percentage of Audit Fee to be retained by EADA shall be the financial bid parameter for selection of the Environmental Audit Designated Agency (EADA).

IV. Tenure of EADA, Revocation and its Renewal

1. The EADA shall be notified for a period of five (5) years.
2. The Central Government reserves the right to revoke the notification of EADA at any point before the expiry of its tenure, based on unsatisfactory performance, breach of conditions, or any other reason as deemed appropriate.
3. The tenure of EADA, unless revoked earlier and subject to review of its working by the Steering Committee, may be renewed for a further period of 5 years at a time.



Dr. Shruti Rai Bhardwaj
Scientist 'F' / Director

To:

1. Chairman, CPCB

2. Chairman, SPCBs
3. Head, ROs/SOs

Copy for Information to:

1. PS to HMEFCC
2. PS to MOS
3. PSO to Secretary(EF&CC)
4. PPS to DG(FC)
5. PPS to AS(AG)/PPS to AS(VVY)
6. PPS to JS(RA)
7. Website, MoEFCC/Guard File

A handwritten signature in blue ink, appearing to be 'Shweta', with a horizontal line underneath it.