



NO. 158 /DG/EPA/2024
GOVERNMENT OF THE PUNJAB
ENVIRONMENTAL PROTECTION AGENCY
NATIONAL HOCKEY STADIUM FERROZPUR ROAD, LAHORE
Dated:13.12.2024



EXECUTIVE ORDER

Subject: **SOPs FOR UNIFIED REPORTING AND OVERSIGHT SYSTEM (UROS)**

WHEREAS, it has been observed that letters and official correspondence exchanged between EPA field formations and EPA Headquarters are sometimes left unattended or addressed with undue delays. Such practices disrupt effective communication, impede timely decision-making, and adversely affect the overall performance of the organization.

2. **AND WHEREAS** to ensure the timely disposal of all correspondence and enhance efficiency and accountability in official communication, a **Unified Reporting and Oversight System** has been developed and implemented at EPA Headquarters. This system is designed to facilitate the timely tracking and disposal of all correspondence to the quarters concerned, thereby improving organizational processes and minimizing delays.

3. **AND WHEREAS**, to address this issue and streamline the process, I, Dr. Imran Hamid Sheikh, PAS, Director General, EPA Punjab, do hereby order that henceforth, compliance of following SOPs shall be ensured so that all communications may systematically be recorded in the Unified Reporting and Oversight System:

- a. All correspondence intended for EPA Headquarters Punjab—including, but not limited to, Site Inspection Reports (SIRs), Compliance Status Reports (CSRs), Environment Protection Orders (EPOs), Site Monitoring Reports (SMRs), Implementation Orders, factual reports for court submissions, and reports related to HWM Rules—must be addressed to the Director General, EPA Punjab with copy to the concerned directorate.
- b. In case of urgent matters, the field formation may send “**advance copy**” to the concerned directorate for timely action.
- c. Any directives or letters issued by the directorates of EPA Headquarters to Field Offices must be copied to the Director General, EPA Punjab, to ensure comprehensive oversight and proper intimation.

4. This order shall come in force with immediate effect.

Any contravention to this order shall attract strict disciplinary proceeding.

Q/c

M. Imran Hamid Sheikh
13/12/24

Dr. IMRAN HAMID SHEIKH (PAS)
DIRECTOR GENERAL
ENVIRONMENTAL PROTECTION AGENCY,
PUNJAB

NO. & EVEN DATE:

- i. The Additional Director General (Imp & Ops), EPA Punjab *16/12/24*
- ii. All Directors with a request to ensure compliance and take necessary action in case of non-compliance
- iii. All Deputy / Assistant Director (Field/Labs) EPA Punjab to ensure implementation and necessary action
- iv. Focal person concerned
- v. Mr. Sohail Ameen for maintenance of e-Correspondence Tracker

CC:

- I. The Secretary Environment Protection & Climate Change Department Punjab *16/12/24*
- II. The Additional Director General (Ops & Imp), EPA Punjab
- III. PA to Director General EPA Punjab *16/12/24*

16/12/24
16-12-24
16/12/24
16/12/24

16/12/24

16/12