



## ORDER

**Subject: STREAMLINING OFFICE WORK OF SMOG WAR ROOM FOCAL PERSONS**

In order to enhance efficiency and streamline the working of Smog War Room, the following SOPs are hereby issued with immediate effect:

- i. All officers currently working as Focal Persons in the Smog War Room shall henceforth report directly to the Director General, Environmental Protection Agency, Punjab through in-charge Smog War Room; specifically concerning the tasks for which they have been designated as Focal Persons.
- ii. The Focal Persons shall maintain **close coordination with the In-charge Smog War Room** to ensure seamless execution of tasks and effective implementation of smog mitigation measures.
- iii. The focal person shall maintain close coordination with the concerned officers with respect to their assigned sectors.
- iv. The focal person shall record minutes of meeting to their relevant sector and ensure proper circulation to concerned stakeholders through concerned directorate within same day.
- v. The In-charge control shall maintain record of all correspondences including but not limited to letters and minutes of all meetings.
- vi. While working in Smog War Room, the Focal Persons are **not exempted from the assignments within their respective directorates.**

Issued under my hand & seal on this **21<sup>st</sup> day of January, 2025.**

M. Imran Hamid Sheikh  
21/1/25

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

**Copy forwarded for information & necessary action to:**

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*22/01/25*  
*24/01/25*

- i. The Additional Director General (Ops & Imp), EPA Punjab
- ii. All Directors, EPA Punjab, Lahore
- iii. The In-charge Smog War Room, EPA Headquarters, Lahore
- iv. All Focal Persons, Smog War Room, EP&CCD
- v. PS to the Secretary Environment Protection & Climate Change, Punjab
- vi. PA to Director General EPA Punjab

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