



No. 231/PA to DG/EPA/2025  
GOVERNMENT OF THE PUNJAB  
ENVIRONMENTAL PROTECTION AGENCY  
NATIONAL HOCKEY STADIUM, LAHORE  
Dated: 10.04.2025



**EXECUTIVE ORDER**

**Subject: MANDATORY SUBMISSION OF APPLICATIONS/CASES VIA HRMIS W.E.F. 1ST MAY 2025**

**WHEREAS**, the Environmental Protection Agency is committed to enhancing the efficiency, transparency, and effectiveness of human resource management through technological advancements.

2. **AND WHEREAS**, the implementation of the Human Resource Management Information System (HRMIS) will enable more efficient management of human resources. The processing of hard-copy applications, including but not limited to leave requests, performance evaluations, retirement notifications, transfer/posting orders and payroll submissions, shall be discontinued. All such applications must be submitted exclusively through the HRMIS portal.

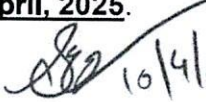
3. **NOW, THEREFORE**, I, Dr. Imran Hamid Sheikh (PAS), Director General, Environment Protection Agency, Punjab, in order to improve administrative efficiency, and promote better service delivery, do hereby order that no application pertaining to the matters as mentioned above shall be processed unless submitted through the HRMIS portal.

4. **Ms. Umera Shamshad, Deputy Director (Admin) EPA** has been nominated as focal person for said purpose.

5. This order shall come into force with effect from **01.05.2025 (Thursday)**.

Issued under my hand & seal on this **10<sup>th</sup> day of April, 2025**.

o/c

M.  10/4/25

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

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

- The Secretary Environment Protection and Climate Change Department, Punjab
- The Additional Director General (Ops & Imp), EPA Punjab
- All Directors, EPA Punjab, Lahore
- The Secretary, Judicial Water & Environment Commission, Lahore
- The Deputy Director (Admin) with a direction to ensure compliance in true letter and spirit.
- All Deputy/ Assistant Directors (Field)/ (Lab), EPA Punjab

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