



اداره تحفظ ماحول حکومت پنجاب
An ISO Certified Agency



**GOVERNMENT OF THE PUNJAB
ENVIRONMENTAL PROTECTION AGENCY**

Dated the 28th June, 2026

EPA/SEC/O/260628/0066

ORDER

504/PA/DG/EPA/2026

**DESIGNATION OF FOCAL OFFICER AND NOTIFICATION OF SOPS FOR PROCESSING
INTERNATIONAL TRAINING NOMINATIONS**

In pursuance of the Standard Operating Procedures (SOPs) issued by the Economic Affairs Division (EAD) vide Office Memorandum No. 1(1)FTC/MISC/EAD/2023 dated 31.03.2026 regarding nomination of civil servants for foreign training courses offered by Development Partners under Technical Assistance Program, and in order to ensure transparent, merit-based, and timely processing of nominations for international trainings, workshops, conferences, fellowships, study visits and other overseas capacity-building opportunities, the following SOPs are hereby notified for EPA Punjab:

- i. Director (MEAs) is hereby designated as the Focal Officer for all international training opportunities received through EAD, MoCC&EC, development partners, foreign governments, international organizations, universities, and other external entities.
- ii. All nominations from EPA Punjab for international trainings, workshops, conferences, fellowships, exchange programmes, and study visits shall be routed through the Focal Officer before submission to the competent authority.
- iii. A digital database of officers from BS-16 and above shall be maintained and regularly updated, containing academic qualifications, areas of expertise, international trainings attended, publications, professional experience, and service profiles for nomination purposes.
- iv. All nominations shall be scrutinized on merit, taking into account the relevance of qualifications, experience, current assignment, organizational requirements, and eligibility criteria prescribed by the sponsoring organizations.
- v. A complete record of international training opportunities received, nominations processed, approvals granted, trainings attended, and post-training reports submitted shall be maintained.
- vi. Officers nominated for international trainings shall submit a post-training report within fifteen (15) days of completion of the programme for institutional record and knowledge sharing.

- vii. A biannual summary regarding international training opportunities, nominations processed, participation trends, and capacity-building outcomes shall be submitted to the Director General, EPA Punjab.
- viii. No nomination for any international training, workshop, conference, fellowship, exchange programme, or study visit shall be forwarded from EPA Punjab unless processed through the Focal Officer, except with the prior approval of the Director General.
- ix. Director MEAs shall keep the Directorate tasked with Human Resource Development of EPA Officers informed for better HRM practices.
2. This order shall come into force with immediate effect.



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

C.C.

A copy is forwarded for information and necessary action to the:-

- 1) Secretary
Environment Protection and Climate Change Department
- 2) ***The Additional Director General (Ops) EPA, Punjab***
- 3) Director , (Monitoring Laboratory and Implementation)
Environmental Protection Agency
- 4) Director , (Planning and Coordination)
Environmental Protection Agency
- 5) Director Admin , (Administration and Monitoring)
Environmental Protection Agency
- 6) Director , (Legal)
Environmental Protection Agency
- 7) Director EIA , (Environmental Impact Assessment)
Environmental Protection Agency
- 8) Director , (Multilateral Environmental Agreement)
Environmental Protection Agency
- 9) Director , (Environmental Monitoring Center)
Environmental Protection Agency
- 10) Director , (Environmental Health, Dengue, Hospital and Hazardous Waste (EDH))
Environmental Protection Agency

- 11) Deputy Director , (SAW)
Environmental Protection Agency
- 12) Coordinator , (CKENPD)
Environmental Protection Agency
- 13) Assistant Director (Public Relation Officer) , (Public Relation Officer)
Environmental Protection Agency
- 14) librarian , (EPA)
Environmental Protection Agency
- 15) Personal Assistant , (PA To DG)
Environmental Protection Agency



EPA librarian.epa
101.53.234.71
28/6/2026 6:31:55 PM