



No. 24/PA/DG/EPA/2025  
GOVERNMENT OF THE PUNJAB  
ENVIRONMENTAL PROTECTION AGENCY  
NATIONAL HOCKEY STADIUM FERROZEPUR ROAD, LAHORE  
Dated: 10/05/2025



## CIRCULAR

**Subject: SOPs FOR ATTENDING ONLINE MEETINGS**

In order to streamline online meeting decorum and ensure productive discussions, the following Standard Operating Procedures (SOPs) are hereby mandated for all officers and officials attending virtual meetings:

- 1. PUNCTUALITY:** All participants shall join the online meeting at least **15 minutes** prior to the scheduled start time. This is to allow for necessary technical adjustments and ensure the meeting commences promptly.
- 2. DISPLAY NAME FORMAT:** All participants will display their name using the following format: "First Name, Designation, District" (e.g., Ali, DD (F) Lahore).
- 3. CAMERA OPERATION:** Participants shall ensure their camera is turned on and remains on throughout the entire duration of the meeting. This is essential for effective communication and interaction.
- 4. MICROPHONE CONTROL:** Participants shall keep their microphones muted at all times until explicitly asked to speak.
- 5. QUESTION PROTOCOL:** Any participant with a question shall use the virtual hand-raising function or the designated chat function. Speaking out without being recognized shall not be permitted.
- 6. ACTIVE PARTICIPATION:** Participants shall sit actively during the meeting, maintaining a correct and attentive posture.
- 7. PROFESSIONAL ATTIRE:** All participants are required to dress professionally and appropriately for all online meetings.
- 8. QUIET ENVIRONMENT:** Participants shall ensure they are in a quiet and distraction-free environment.
- 9. STABLE INTERNET:** Participants shall ensure they have a stable and reliable internet connection to avoid disruptions and technical difficulties.

**10. AVOID MULTITASKING:** Participants shall refrain from engaging in other tasks during the meeting that are not directly related to the discussion. Full attention to the meeting is expected.

Non-compliance of these SOPs will result in appropriate disciplinary action against the concerned officer or official.

*O/C*

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

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

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- i. The Additional Director General (Ops & Imp), EPA Punjab
- ii. All the Directors EPA Punjab
- iii. All the Deputy / Assistant Director (Field), EPA Punjab
- iv. The In-charge, Strategy and Analysis Wing (SAW), EPA HQs
- v. In-charge, Social Media Cell of EPA Punjab
- vi. PS to the Secretary Environment Protection & Climate Change Department, Punjab
- vii. PA to Director General EPA Punjab