



No. 265/PA/DG/EPA/2025  
GOVERNMENT OF THE PUNJAB  
ENVIRONMENTAL PROTECTION AGENCY  
NATIONAL HOCKEY STADIUM, LAHORE  
Dated:10/06/2025



Subject: **AUTHORIZATION OF OFFICERS FOR DECIDING CASUAL LEAVE APPLICATIONS**

In exercise of the powers conferred upon the undersigned u/s 5(5) of The Punjab Environmental Protection Act, 1997, the undersigned hereby declares the following officers as deciding authorities for casual leave applications to ensure operational efficiency.

1. **Director General** shall decide casual leave applications of ADGs, Directors and officers operating as his Staff Officers;
2. **Additional Director General (Operations)** shall decide casual leave applications of Deputy Directors (Field) and Assistant Directors (Field), working as District Incharges;
3. **Director (P&C)** shall decide leave applications of officers deployed in the field as specialized unit for water management;
4. **Directors** shall decide casual leave applications of officers deployed in their respective directorates.
5. **Director (Admin)** shall initiate **disciplinary proceedings** against officers and staff of the Agency under the Punjab Employees Efficiency, Discipline and Accountability (PEEDA) Act, 2006 and other applicable service regulations, where any unauthorized absence is reported by any authorized officer.
6. **All such leave applications shall be processed through HRMIS and decided as per Punjab Government's Revised Leave Rules, 1981**

This order shall take effect immediately and shall remain in force until further instructions.

M.  10/6/25

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

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

- i. The Secretary, Environment Protect & Climate Change Department, Punjab
- ii. The Additional Director General (Ops & Imp), EPA Punjab
- iii. All Directors EPA Punjab
- iv. All Deputy / Assistant Director (Field), EPA Punjab
- v. PA to Director General, EPA Punjab

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