



No.283/DG/ EPA/2025  
**ENVIRONMENTAL PROTECTION AGENCY**  
NATIONAL HOCKEY STADIUM FERROZEPUR ROAD,  
LAHORE



Dated: 08 / 07/2025

**EXECUTIVE ORDER**

Subject: **CORRESPONDENCE TRACKING MECHANISM FOR TIMELY DECISION MAKING AT EPA**

To enhance administrative efficiency, ensure timely decision making, and streamline internal workflows, the following directions are hereby issued:

- i. Principal Staff Officer (HQs) to the Director General shall be responsible for tracking and follow-up of all letters and files marked by the Director General to officers posted in EPA Headquarters. He/She shall engage with the concerned officers for mutual determination of timeline of next actionable step (disposal or submission to DG), and record a concise "PSO-NOTE" on the letter or file, as the case may be, indicating mutually agreed timeline, as per the following sample.

**SAMPLE**

~~DG~~

Please do the needful

-sd-  
DG

DD (SAW)

PSO Note:

Mutually agreed timeline: 10 days

-sd-

-sd-

DD (SAW) PSO (HQs)

- ii. All officers of the Agency shall extend full cooperation to the PSO-HQs, strictly adhere to the timelines recorded on the letters and files, and seek extension from the undersigned in the event of any delay.
- iii. The Director General's Office shall maintain a central log of such correspondence, and periodic reviews shall be undertaken to assess compliance.

M.

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

Copy forwarded for information & necessary action to:

- i. The Additional Director General (Imp & Ops), EPA Punjab
- ii. All Directors, EPA Headquarters, Lahore
- iii. Ms. Pakizah Bukhari, DD/PSO (HQs) for necessary action. She is further directed to follow the same mechanism of fixation of timelines on the instructions given by the Director General, EPA through digital means of communication.
- iv. All Deputy/Assistant Directors EPA Headquarter, Lahore
- v. The In-charge, Strategy and Analysis wing, EPA, Lahore.
- vi. The In-charge, Social Media Cell of EPA Punjab.
- vii. PA to Director General EPA Punjab

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