



NO. 302 /PA/DG/EPA/2025  
GOVERNMENT OF THE PUNJAB  
ENVIRONMENTAL PROTECTION AGENCY  
NATIONAL HOCKEY STADIUM FEROPUR ROAD LAHORE  
05 /08 /2025



Subject: **DIRECTIONS REGARDING CHARGE ASSUMPTION REPORT UNDER SECTION 5(4) OF THE PUNJAB ENVIRONMENTAL PROTECTION ACT, 1997**

In order to facilitate newly appointed District Officers Environment (DD/AD Field/Tech) and Regional Lab Incharges (Deputy Director Labs) regarding performance of their areas of responsibility and operational targets assigned from the HQs, the following directions are hereby issued under section 5(4) of The Punjab Environmental Protection Act, 1997:

- i. Upon the appointment (through transfer/posting), the said officers will approach the Incharge Strategy and Analysis Wing (SAW), EPA Punjab, for formal briefing of the operational dynamics of their assigned area of responsibility, before charge assumption of their new area of responsibility.
- ii. Henceforth, the Charge Assumption Report of the said officers will have the following three (03) sections:
  - a) Charge Assumption Report to be signed by concerned officer;
  - b) Certificate of briefing to be signed by the Incharge, Strategy and Analysis Wing (SAW);
  - c) Circulation notice to be signed by assigned officer of the Directorate of Administration.

Dr. Imran Hamid Sheikh (PAS)  
**DIRECTOR GENERAL**  
**ENVIRONMENTAL PROTECTION AGENCY**  
**PUNJAB**

CC:

- i. The Secretary, Environment Protection and Climate Change Department, Punjab
- ii. ADGs (Ops/Imp), EPA Punjab
- iii. All Directors, EPA Punjab
- iv. Incharge Strategy and Analysis Wing, EPA, Punjab
- v. All Deputy Directors Environment (Field/Tech), EPA Punjab for strict compliance
- vi. All Deputy Directors (Labs), EPA Punjab for strict compliance