



EPA/AnM/O/260709/0013

Dated: 9th July, 2026

To,

1. **All Officers of EPA, HQs, Lahore**
2. **All Officers of EPA (Field/Lab), Punjab**

Subject: STANDARD OPERATING PROCEDURE (SOP) FOR E-FOAS CLEARANCE UPON TRANSFER, RETIREMENT OR RELINQUISHMENT OF CHARGE

In continuation of Office Order No. 318/PA to DG/EPA/2025 dated 20.08.2025 regarding mandatory processing of official files through E-FOAS and Executive Order No. 437/PA/DG/EPA/2025 dated 31.12.2025 constituting the IT Support Unit (ITSU) as the focal unit for management and technical oversight of EPA's IT systems, the following Standard Operating Procedure (SOP) is hereby issued to ensure timely clearance of pending E-FOAS files prior to transfer, retirement or relinquishment of charge, thereby ensuring continuity of official business and uninterrupted access to electronic records:

- i. Every officer transferred, retired, promoted, posted, relieved or otherwise relinquishing charge shall obtain an **E-FOAS Clearance Certificate** from the IT Support Unit (ITSU) certifying that no pending files, references or actions remain assigned to his/her on E-FOAS account.
- ii. The Charge Relinquishment Report shall not be forwarded to the competent authority unless the E-FOAS Clearance Certificate issued by ITSU is attached.
- iii. The Non-Liability Certificate (NLC), No Demand Certificate (NDC), Last Pay Certificate (LPC) or any other relieving document shall not be issued unless ITSU certifies that the concerned officer has cleared all pending matters on E-FOAS.
- iv. ITSU shall verify the status of all files assigned to the concerned officer before issuance of the E-FOAS Clearance Certificate.
- v. Heads of Wings, Directorates and Field Formations shall ensure that transfer, retirement and charge relinquishment cases are processed strictly in accordance with this SOP.
- vi. ITSU shall maintain a record of all E-FOAS Clearance Certificates issued and provide assistance to all offices for implementation of this SOP.
- vii. Any deviation from these instructions shall require the prior approval of the Director General, EPA Punjab.

2. This order shall come into force with immediate effect and shall remain in force until modified or withdrawn.



(WASEEM AHSAN CHEEMA)
DIRECTOR ADMIN
ADMINISTRATION AND MONITORING

CC:

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

1. PSO To Secretary EP&CCD
Environment Protection and Climate Change Department
2. Principal Staff Officer to DG EPA , (PSO)
Environmental Protection Agency
3. Incharge IT Support , (Unit)
Environmental Protection Agency
4. Personal Assistant , (PA To DG)
Environmental Protection Agency

Waseem Ahsan Cheema
(Director Admin)
EPA
2233123-20:214
9/7/2026 5:03:31 PM

Waseem EPA
(Director Ahsan Cheema
directoriahsan@epa
22312320.214
9/7/2026 5:03:31 PM