



No. 413/PA/DG/EPA/2025
GOVERNMENT OF THE PUNJAB
ENVIRONMENTAL PROTECTION AGENCY
NATIONAL HOCKEY STADIUM, LAHORE
Dated: 01.12.2025



Subject: **WORKSPACE ALLOCATION & STANDARD OPERATING PROCEDURES (SOPs) FOR OPTIMUM UTILIZATION OF THE STOREYS RESERVED FOR EPA PUNJAB IN GREEN BUILDING**

The Secretary, Environment Protection & Climate Change Department (EP&CCD) has allocated the 3rd, 4th, 5th and 6th storeys of the Green Building to the Environmental Protection Agency Punjab. The 6th storey has already been reserved for the Environmental Monitoring Center (EMC) while workspace allocation along with relevant Standard Operating Procedures (SOPs) for optimum utilization of the said spaces among different Directorates of EPA Punjab on 3rd, 4th & 5th Storeys is as under:

A. THEMATIC AREAS OF STOREYS

Storey	Thematic Area	Officer / Directorate	Allotment Plan
5 th	Executive	Director General Director (MEAs)	Annex-A
4 th	Monitoring, Legal and Admin Affairs	ADG (Imp) Director (Admin) Director (Legal) Director (ML&I)	Annex-B
3 rd	Environmental Assessment, Compliance and Enforcement Affairs	ADG (Ops) Director (EIA) Director(P&C) Director (EDH)	Annex-C

B. ANCILLARY OPERATIONAL FACILITIES

Sr. No.	Facility Name	Storey	No.	Authorized Officer
i.	DG Conference / meeting room	3 rd	Huddle Space	PA to DG EPA
ii.	Online Adjudication Hub	3 rd	F-440	PSO Legal
iii.	EIA Documents Vault	3 rd	Block F	Director (EIA)
iv.	Directors' Conference Room	4 th	Huddle Space	Director (Admin)
v.	Legal Documents Repository	4 th	F-544	Director (Legal)
vi.	Executive Greeting Zone	5 th	F-640	PA to DG EPA
vii.	Admin Resource Suite	5 th	Block B-D	AD (Admin)/ DDO

viii.	Training Hall / Female Prayer Room	5 th	F-613	Any Female Deputy Director to be nominated by the DG
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2. Before shifting from old building (located in National Hockey Stadium, Ferozpur Road, Lahore) to Green Building, all the Directors shall submit a concise inventory of fixtures, furniture, IT equipment, and official records of their respective directorates placed in old building to the Director (Admin) for verification. Furthermore, the Director (Admn) shall be responsible for safety and security of assets and record (files etc.), as per notified guidelines of government. For this purpose, the Director (Admn) shall issue separate instructions.

3. Each Director shall be responsible for safety, confidentiality, and proper custody of official records during transfer and shall ensure secure packing, proper labelling, and safe movement of all materials.

4. Furthermore, to ensure uniformity, transparency, and effective operational control of the newly allotted spaces and shared facilities, the following Standard Operating Procedures (SOPs) are hereby notified for strict compliance by all concerned:

A. SOPs FOR DIRECTOR GENERAL'S CONFERENCE ROOM

- i. The area designated as the Director General Conference / Meeting Room shall be used exclusively for official meetings, briefings and institutional engagements under the directions of the Director General.
- ii. The schedule of meetings in DG Conference / Meeting Room shall be maintained by PA to DG EPA.
- iii. The approved meeting schedule shall be displayed on the digital screen installed outside the Conference Room.
- iv. The Conference Room shall not be used for informal gatherings, personal meetings, or activities not related to official business.
- v. The AD (Admn) / DDO shall ensure proper upkeep, cleanliness, and readiness of the Conference Room at all times.
- vi. The AD (Admn) / DDO shall be responsible for provision of high quality refreshments to the participants of the meeting as per issued guidelines of the provincial government.

B. SOPs FOR ONLINE ADJUDICATION HUB

- i. Conference Room F-440 (3rd Storey) will be converted into "Online Adjudication Hub" in which three (03) separate online quasi-judicial hearing centers shall be established for the designated hearing officers of EPA Headquarters.

- ii. PSO (Legal) / Registrar shall be responsible for allocation of hearing center, time slots and dates of hearings among the designated hearing officers.
- iii. Each Online Hearing Centre shall be uniformly equipped with one (01) workstation, two (02) visitor chairs, dedicated high-speed internet connectivity, one (01) digital display screen for hearing schedules.
- iv. All requests for hearing center allocation shall be submitted exclusively through e-FOAS.
- v. Manual, verbal, or informal scheduling of hearings shall not be entertained, and proper record of hearing requests shall be maintained.
- vi. A daily consolidated hearing schedule shall be generated by PSO (Legal) / Registrar
- vii. The hearing schedule shall be displayed on digital screens installed outside each Hearing Centre and shall be updated in real time in case of adjournment, cancellation, or rescheduling.
- viii. The Online Hearing Centers shall be used exclusively for official hearing proceedings.

C. SOPs FOR ADMIN RESOURCE SUITE

- i. The Admin Resource Suite (Store Room) shall be used exclusively for safe custody, issuance, and record management of official stores, equipment, furniture, and consumables.
- ii. AD (Admin) / DDO shall be the overall supervisory authority.
- iii. Store In-charge, as notified by Director (Admn), shall be responsible for receipt, tagging, shelving, maintenance of stock registers (manual and digital), and physical security of stores.
- iv. All requisitions for issuance of items shall be routed exclusively through e-FOAS and issued only after due approval.
- v. No item shall be issued on verbal, manual, or informal requests.
- vi. Proper acknowledgment of receipt shall be obtained and uploaded on e-FOAS.
- vii. Physical stock verification shall be conducted quarterly under the supervision of Director (Administration), and discrepancies, if any, shall be reported immediately.
- viii. Disposal of surplus, obsolete, or unserviceable items shall be made strictly in accordance with prescribed government rules.
- ix. Unauthorized access to the Store Room shall be strictly prohibited.

D. SOPs FOR DIRECTORS' CONFERENCE ROOM

- i. Conference Room F-544, located on the 4th Storey of the EPA Punjab Green Building, is hereby designated as Directors' Conference Room for all official meetings of ADGs & Directors and equivalent officers.

- ii. Director (Admn) will be the supervisory officer of this conference room
- iii. All requests for booking the Conference Room shall be submitted exclusively by the ADGs or Directors through the e-FOAS to the Director (Admin).
- iv. No manual, verbal, or informal requests shall be entertained.
- v. A meeting shall be treated as officially scheduled only when written confirmation is issued by the Director (Admin) through e-FOAS.
- vi. Upon confirmation, the approved meeting schedule shall be displayed on the digital screen installed outside Conference Room F-544 for information and coordination of all concerned.
- vii. Any change, cancellation, or rescheduling of the meeting shall be communicated through e-FOAS and updated accordingly on the digital display.
- viii. All meetings shall strictly commence and conclude within the approved time slot to ensure optimal utilization of the facility and to avoid scheduling conflicts
- ix. The Conference Room shall be used exclusively for official purposes and shall not be used without formal prior booking under any circumstances.

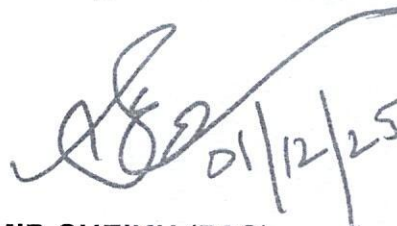
E. SOPs FOR DOCUMENTS VAULT (EIA) AND LEGAL DOCUMENTS REPOSITORY

- i. These Record Rooms shall be used exclusively for safe custody, proper filing, and controlled issuance of all official Legal and EIA records.
- ii. The Directors concerned shall be the supervisory authorities, while the notified Record In-charge shall be responsible for receipt, indexing, maintenance, and physical security of records.
- iii. All movement of files shall be properly recorded through manual and/or digital registers, and no record shall be issued on verbal or informal request.
- iv. Confidential records shall remain under restricted access with special authorization.

F. SOPs FOR TRAINING HALL / FEMALE PRAYER ROOM

- i. Ms. Maryam Khan, Deputy Director (Implementation), is hereby designated as In-Charge, Training Hall (F-613), and shall be responsible for the complete operational management of the Training Hall, coordination with internal and external organizations for training programs, conduct of trainings, and maintenance of all related official records.
- ii. The Training Hall shall be used for in-house departmental trainings, capacity-building workshops, inter-departmental learning sessions and any other similar type of activity duly authorized by the Director General.
- iii. The In-Charge shall formally liaise with government departments, development partners, academic institutions, and approved public sector organizations for planning, scheduling, and conduct of training programs in accordance with departmental priorities.

- iv. All official communication with external organizations for training purposes shall be carried out through proper official letters issued with approval of the Director General.
- v. The Training Hall shall be permitted for use to Government Institutions, Private Organizations, Academia, Research Institutions, Training Centers etc. strictly with prior approval of the Director General, EPA Punjab.
- vi. All training requests shall be submitted exclusively through e-FOAS to the In-Charge, Training Hall, clearly mentioning the training title, organizing institution, expected number of participants, and required equipment or technical support.
- vii. A training program shall be treated as officially scheduled only after approval and confirmation by the In-Charge, Training Hall.
- viii. A digital screen installed outside the Training Hall shall display all approved training schedules for information and coordination of participants and concerned wings.
- ix. The In-Charge shall ensure effective conduct of training sessions, proper discipline, maintenance of attendance sheets, training calendars and post-training reports.
- x. The In-Charge shall also be responsible for coordinating logistical arrangements including seating, audio-visual equipment, internet connectivity, and cleanliness of the facility.

M.  01/12/25

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

Copy forwarded for information & necessary action to:

1. The Secretary, Environment Protection and Climate Change Department, Punjab
2. The Additional Director General (Ops & Imp), EPA Punjab
3. All the Directors, EPA Punjab
4. All Deputy/ Assistant Directors (HQ), EPA Punjab
5. PA to Director General EPA Punjab

5th STOREY
EXECUTIVE STOREY

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1.	Director General, EPA	Dr. Imran Hamid Sheikh	20	5 th	Room	F-644
2.	Executive Lounge	-		5 th	Room	F-609
3.	PSOs to DG EPA	Mr. Noman Younis Ms. Pakiza Bukhari	18	5 th	Room	F-606
4.	Chairperson - SAW	Ms. Ifrah Ali	18	5 th	Room	F-605
5.	Director MEAs	Vacant	19	5 th	Room	F-602
6.	PA to DG EPA	Mr. Hafeez ullah	15	5 th	Conference Room	F-640
7.	Photographer DG Office	Mr. Sohail Amin	10	5 th		
8.	Junior Clerk DG Office	Hafiz Amanat Ali	11	5 th		
9.	Field Assistant DG Office	Mr. M Salman	06	5 th		
10.	AD (Admn) / DDO	Mr. Umar Ashraf	17	5 th	Rooms adjacent to Training Hall F-613	F-613/A
11.	In charge – IT Cell	Mr. Fahad Ahmad	-	5 th		F-613/B
12.	Deputy Director	To be nominated by DG	18	5 th	Training Hall / Female Prayer Area	F-613
13.	MEAs Staff	--	15	5 th	Open workspaces	F-620 Block C
14.	Store Keeper	Hafiz M. Shafique	07	5 th	Admin Resource Suite	F-620 Block B

Note:

All members of Strategy and Analysis Wing (SAW) will sit in Command-and-Control Centre established on the 6th Floor of Green Building.

4th STOREY

**ALLOTMENT PLAN FOR THE OFFICES OF
ADG (IMP), DIRECTOR (ADMN), DIRECTOR (LEGAL) AND DIRECTOR (ML&I)**

1. **ADDITIONAL DIRECTOR GENERAL (IMP)**

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Addl. DG (Implementation)	Mr. Nawaz Manik	20	4 th	Room	510
2	Stenographer - ADG (Imp)	Mr. Muhammad Azam	15	4 th	Cubicle	C-A-1
3	Deputy Director (Imp)	Ms. Maryam Khan	18	4 th	Cubicle	C-B-1
4	Assistant Director (Imp)	Vacant	17	4 th	Block-A	Workstation 1
5	Deputy Director (RC/GR)	Ms. Azmat Naz	18	4 th	Cubicle	C-B-2
6	AD (RC/GR) HQs Lahore	Ms. Mahnoor Moeen	17	4 th	Block-A	Workstation 2
7	Superintendent (Imp. Wing)	Vacant	17	4 th	Block-A	Workstation 3
8	Assistant (Imp)	Mr. Maqsood Ahmad	16	4 th	Block-A	Workstation 4
9	Assistant (I&S)	Vacant	16	4 th	Block-A	Workstation 5
10	Divisional Head Draftsman	Mr. M. Munawar Sathi	15	4 th	Block-A	Workstation 6
11	Computer Operator	Mr. Faisal Abbas	15	4 th	Block-A	Workstation 7
12	Jr. Computer Operator	Vacant	12	4 th	Block-A	Workstation 8

2. **DIRECTORATE OF ADMIN**

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director (A&M)	Mr. Waseem Ahsan	19	4 th	Room	502
2	Dy. Director (Admn)	Ms. Umera Shamshad	18	4 th	Cubicle	C-C-2
3	Dy. Director (I&S)	Hafiz Asif	18	4 th	Cubicle	C-C-3
4	Dy. Director (A&M)	Mr. Imran Meo	18	4 th	Cubicle	C-C-4
5	Assistant Director (Admn)	Mr. Umar Ashraf	17	4 th	Block-D	Workstation 1
6	Assist Director (M)	Mr. Shahbaz Ahmed	17	4 th	Block-D	Workstation 2
7	Assist Director (M)	Miss. Amna Naseem	17	4 th	Block-D	Workstation 3
8	Asst. Director (I&S)	Ms. Mahnoor	17	4 th	Block-D	Workstation 4
9	B & A Officer	Mr. Shahbaz Ahmed	17	4 th	Block-D	Workstation 5
10	AD (SEA)	Vacant	17	4 th	Block-D	Workstation 6
11	Superintendent (Estt.)	Mr. Muhammad Ihsan	17	4 th	Block-D	Workstation 7
12	Superintendent (Budget)	Vacant	17			
13	Assistant Estt.	Vacant	16			
14	Assistant Budget	Mr. Muhammad Ihsan	16	4 th	Block-E	Workstation 10
15	Assistant Legal	Mr. Saeed-Ud-Zaman	16	4 th	Block-E	Workstation 11
16	Assistant Estt.	Mr. Sajid Ur-Rehman	16	4 th	Block-E	Workstation 12
17	Assistant Estt.	Vacant	16			
18	Assistant Estt	Vacant	16			
19	Assistant Monitoring	Vacant	16	4 th	Block-E	Workstation 15
20	Senior Clerk Estt.	Mr. Niamat Ali	15	4 th	Block-E	Workstation 16
21	Senior Clerk Budget	Mr. Waseem Akram	15	4 th	Block-F	Workstation 17
22	Senior Clerk Estt.	Mr. Shakeel Ahmad	15	4 th	Block-F	Workstation 18

23	Sr. Scale Steno	Syed Ghulam Abbas,	15	4 th	Cubicle	C-A-4
24	Senior Clerk (Admn)	Mr. Obaid Ullah Anwar	15	4 th	Block-F	Workstation 19
25	Stenographer Monitoring	Mr. Muhammad Asif	15	4 th	Block-F	Workstation 20
26	Inspector	Hafza Ashraf	13	4 th	Block-D	Workstation 8
27	Inspector	Ammar Hashmi	13	4 th	Block-E	Workstation 9
28	Caretaker	Hafiz Shafique	11	5 th		Admin Resource Suite (5 th Storey)
29	Junior Clerk	Hafiz Asif Ali Riaz	11	4 th	Block-F	Workstation 21
30	Junior Clerk	Mr. Mh Rashid Malik	11	4 th	Block-F	Workstation 22
31	Junior Clerk	Mr. Mh Kashif Shafique	11	4 th	Block F	Workstation 23
32	Junior Clerk	Mr. Muhammad Musa	11	4 th	Block F	Workstation 24
33	Junior Clerk	Mr. Amjad Ali	11	5 th	Admin Resource Suite (5 th Storey) Open work stations F- 620 Block -B	
34	Junior Clerk	Mr. Muhammad Adil	11	5 th		
35	Junior Clerk	Mr. Khalid Mehmood	11	5 th		
36	Junior Clerk	Mr. Muhammad Ghafoor	11	5 th		
37	Junior Clerk	Mr. Ali Raza Jafar	11	5 th		
38	Storekeeper	Mr. Sagheer Ahmad	7	5 th		
39	Storekeeper	Hafiz Shafique	7	5 th		
40	Field Assistant	Nasir Ali	6	4 th	Block-E	Workstation 13
41	Field Assistant	Syed Yousaf Raza	6	4 th	Block-E	Workstation 14

3. DIRECTORATE OF (ML&I)

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director (ML&I)	Dr. Nusrat Naz	19	4 th	Room	506
2	PA to Director (ML&I)	Mr. Waheed Akram	15	4 th	Cubicle	C-A-2
3	DD (M&E)	Vacant	18	4 th	Cubicle	C-B-2
4	AD(Research) RC	Dr. Rizwan	17	4 th	Block -C	Workstation 4
5	AD(Research) RC	Ms. Amna Basharat	17	4 th	Block -C	Workstation 5
6	AD(Research) RC	Ms. Gulzar Fatima	17	4 th	Block -C	Workstation 6
7	Assistant Director (Air)	Ms. Shamsela	17	4 th	Block -C	Workstation 7
8	Inspector EPF	Vacant	13	4 th	Block -C	Workstation 8

4. DIRECTORATE OF LEGAL

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director (Legal)	Mr. Ejaz Majeed	19	4 th	Room	505
2	Dy. Director (Legal-I)	Mr. Ejaz Majeed	18	4 th	Cubicle	C-B-3
3	Dy. Director (Legal-II)	Vacant	18	4 th	Cubicle	C-B-4
4	Law officer/ Prosecutor	Mr. Mohsin Cheem	18	4 th	Cubicle	C-C-1
5	Assistant Director (Legal)	Ms. Nabila Khalid	17	4 th	Block B	Workstation 1
6	Assistant Director (Legal)	Mr. Muhammad Fahad	17	4 th	Block B	Workstation 2
7	Assistant Director (Legal)	Mr. Yasir Yasin	17	4 th	Block B	Workstation 3
8	Assistant Director (Legal)	Ms. Amna Naseem	17	4 th	Block B	Workstation 4
9	Assistant Director (Legal)	Mr. Asmat Ullah	17	4 th	Block B	Workstation 5

Allotment Plan of EPA Officers in Green Building

10	Assistant Director (Legal)	Hafiz Mh. Usman	17	4 th	Block B	Workstation 6
11	Superintendent (Legal)	Mr. Usman Hafeez	17	4 th	Block B	Workstation 7
12	Stenographer Legal (DD)	Mr. Iftikhar Ahmad	15	4 th	Cubicle	C-A-3
13	Assistant Legal	Vacant	15	4 th	Block B	Workstation 8
14	Senior Clerk (Legal)	Mr. Munawar Mehdi	15	4 th	Block C	Workstation 9
15	Junior Clerk	Mr. Muhammad Afzal	11	4 th	Block C	Workstation 10
16	Junior Clerk	Mr. Kashif Sajjan	11	4 th	Block C	Workstation 11

DIRECTORATE OF MEAs

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director MEAs	Vacant	19	Adjusted on 5 th Floor		
2	Dy. Director MEAs	Ms Pakiza Bukhari	18	4 th	Cubicle	C-D-1
3	Dy. Director TT	Mr. Anjum Riaz	18	4 th	Cubicle	C-D-2
4	AD (MEAs) EPA	Vacant	17	Adjusted on 5 th Floor		
5	AD (TT) EPA	Vacant	17			
6	Senior Clerk	Ghias-Ud-Din Butt	15			
7	Junior Clerk	Khadim Hussain	11			

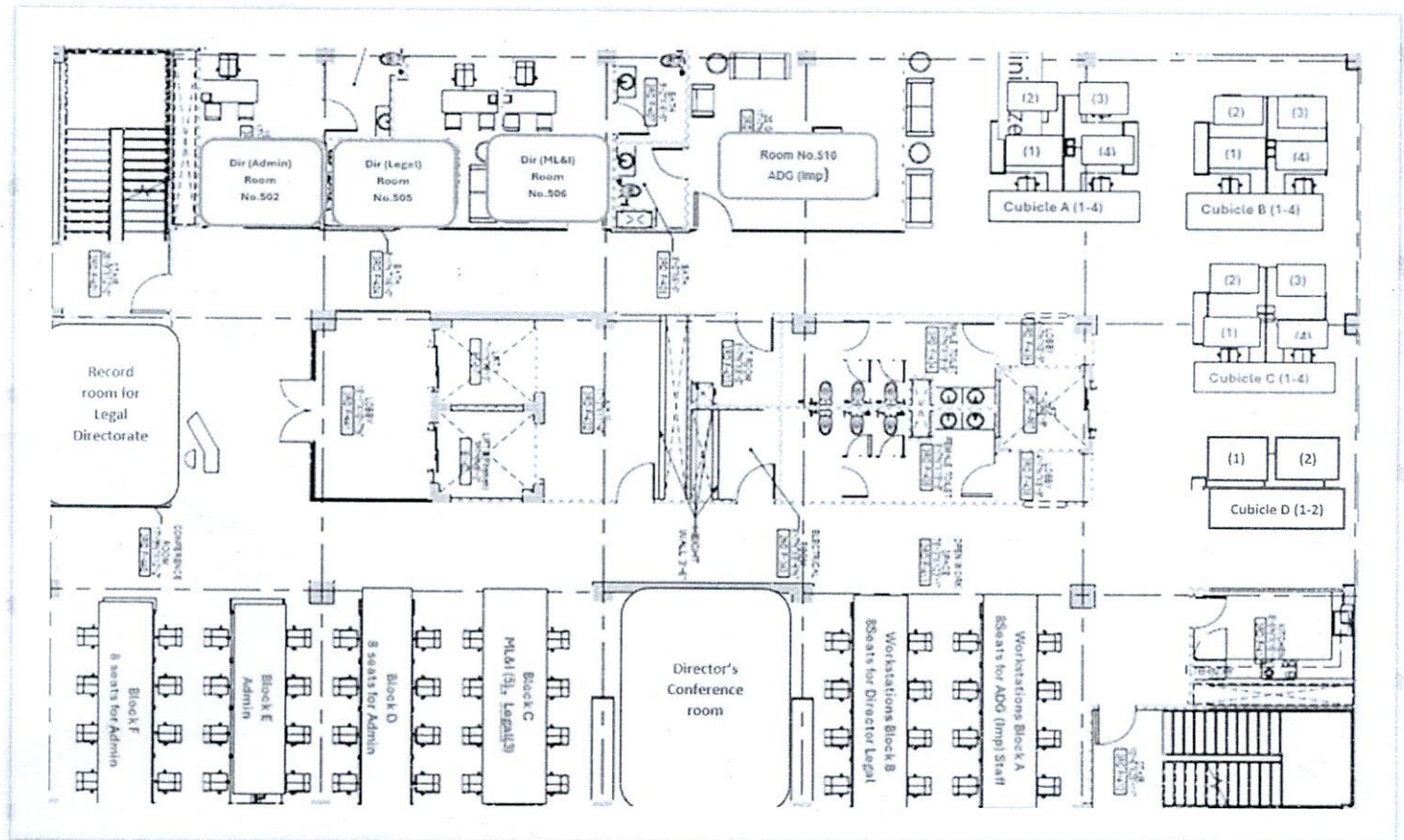


Figure 2: Sitting Plan 4th Floor.

3rd STOREY**ALLOTMENT PLANT FOR THE OFFICES OF
OFFICES OF ADG (OPS), DIRECTOR (EIA), DIRECTOR(P&C) AND DIRECTOR (EDH)****1. ADDITIONAL DIRECTOR GENERAL (OPS)**

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Addl. Director General (Ops)	Dr. Zafar Iqbal	19	3 rd	Room	409
2	Stenographer	Mr. Shahid Iqbal	18	3 rd	Cubicle	C-A-1
3	Deputy Director (Ops)	No Officer attached	18	3 RD	Cubicle	C-B-1
4	Assistant Director (Ops)	Mr. Talha Hanif	17	3 rd	Block -A	Workstation 1
5	Assistant Director (GIS)	Ms. Iqra Khan	17	3 rd	Cubicle	C-B-2
6	Inspector (EPF)	Mr. Ehtesam Mazhar	13	3 rd	Block -A	Workstation 2
7	Inspector (EPF)	Ms. Misbah Shahzadi	13	3 rd	Block -A	Workstation 3
8	Assistant GIS	ADG (Ops) will decide	--	3 rd	Block-A	Workstation 4
9	Field Assistant-(EPF)	Ms. Razeem Gul	6	3 rd	Block -A	Workstation 5
10	Field Assistant-(EPF)	Mr. Qamar Abbas	6	3 rd	Block -A	Workstation 6
11	Field Assistant-(EPF)	Mr. Azhar Mehmood	6	3 rd	Block -A	Workstation 7
12	Junior Clerk	Mr. Mh. Shabbir	11	3 rd	Block -A	Workstation 8

2. DIRECTOR (EIA)

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director EIA	Dr. Amir Farooq	19	3 rd	Room	402
2	PA to Director EIA	Mr. Javed		3 rd	Cubicle	C-A-4
3	Dy. Director EIA	Mr. Imran Meo	18	3 rd	Cubicle	C-C-3
4	AD (EIA) -I	Ms. Hira Fatima	17	3 rd	Block -D	Workstation 1
5	AD (EIA) -II	Ms. Farah Tariq,	17	3 rd	Block -D	Workstation 2
6	AD (EIA) -III	Mr. Talha Hanif	17	3 rd	Block -D	Workstation 3
7	AD (EIA) -IV	Vacant	17	3 rd	Block -D	Workstation 4
8	Senior Inspector	Ms. Qaswa	16	3 rd	Block -D	Workstation 5
9	Research Assistant	Ms. Shumaila Shahid	16	3 rd	Block -D	Workstation 6
10	Inspector	Mr. Zahid	13	3 rd	Block -D	Workstation 7
11	Inspector	Mr. Zia Shb	13	3 rd	Block -D	Workstation 8
12	Inspector	Maryam Mehmood	13	3 rd	Block-E	Workstation 1
13	Inspector	Marina Khan	13	3 rd	Block-E	Workstation 2
14	Inspector	Sarfraz Ahmed	13	3 rd	Block-E	Workstation 3

15	Computer Operator	Mr. Ali Hussain (OWC)	15	3 rd	Block -E	Workstation 4
16	Senior Clerk EIA	Mrs. Samina	15	3 rd	Block -E	Workstation 5
17	Junior Clerk	Mr. Zaheer Abbas	11	3 rd	Block -E	Workstation 6
18	Junior Clerk	Mr. Hamza	11	3 rd	Block -E	Workstation 7
19	Junior Clerk	Mr. Fahim Mh Ayyaz	11	3 rd	Block -E	Workstation 8

3. DIRECTORATE OF P&C

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director (P&C)	Mr. Anjum Riaz	18	3 rd	Room	406
2	PA to Dir P&C	Vacant	15	3 rd	Cubicle	C-A-2
3	Dy. Director (R&I)	Mr. M. Noman Younis	18	3 rd	Cubicle	C-B-3
4	Dy. Director (RC) -I	Ms Amen Hanif	18	3 rd	Cubicle	C-B-4
5	Dy Director (RC) -II	Ms. Ifrah Ali	18	3 rd	Cubicle	C-C-1
6	Assistant Director (R&I)	Hafiza Laiqa Noor,	17	3 rd	Block-C	Workstation 1
7	Assistant Director (P&C)	Vacant	17	3 rd	Block-C	Workstation 2
8	Assistant Director (IT)	Mr. Maratib	17	3 rd	Block-C	Workstation 3
9	Assistant Director (R&M)	Vacant	17	3 rd	Block-C	Workstation 4
10	Assistant Director (I&P)	Ms. Aneela Inam	17	3 rd	Block-C	Workstation 5
11	Senior Clerk (P&C)	Mr. Muhammad Awais	15	3 rd	Block-C	Workstation 6
12	Junior Clerk	Mr. Muhammad Imtiaz	11	3 rd	Block-C	Workstation 7
13	Junior Clerk	Mr. M. Usman	11	3 rd	Block-C	Workstation 8

4. DIRECTORATE OF EDH

Sr. No.	Designation	Current Incumbent	Grade	Storey	Room Type	Designated office/ space
1	Director EDH	Dr. Shazia Pervaiz	19	3 rd	Room	405
2	PA to Director EDH	sT	15	3 rd	Cubicle	C-A-3
3	Dy. Director EDH	Dr. Shazia Pervaiz	18	3 rd	Cubicle	C-C-2
4	AD (EDH)-I	Ms. Aamna Basharat	17	3 rd	Block -B	Workstation 1
5	AD (EDH)-II	Vacant	17	3 rd	Block -B	Workstation 2
6	AD (EDH)-III	Vacant	17	3 rd	Block -B	Workstation 3
7	AD (EDH)-IV	Vacant	17	3 rd	Block -B	Workstation 4
8	Computer Operator EDH	Mr. Saqib Nasir	15	3 rd	Block -B	Workstation 5
9	Computer Operator EDH	Vacant	15	3 rd	Block -B	Workstation 6
10	Senior Clerk EDH	Mr. Abrar Ahmad	15	3 rd	Block -B	Workstation 7
11	Junior Clerk	Mr. Stephen Jan	11	3 rd	Block -B	Workstation 8

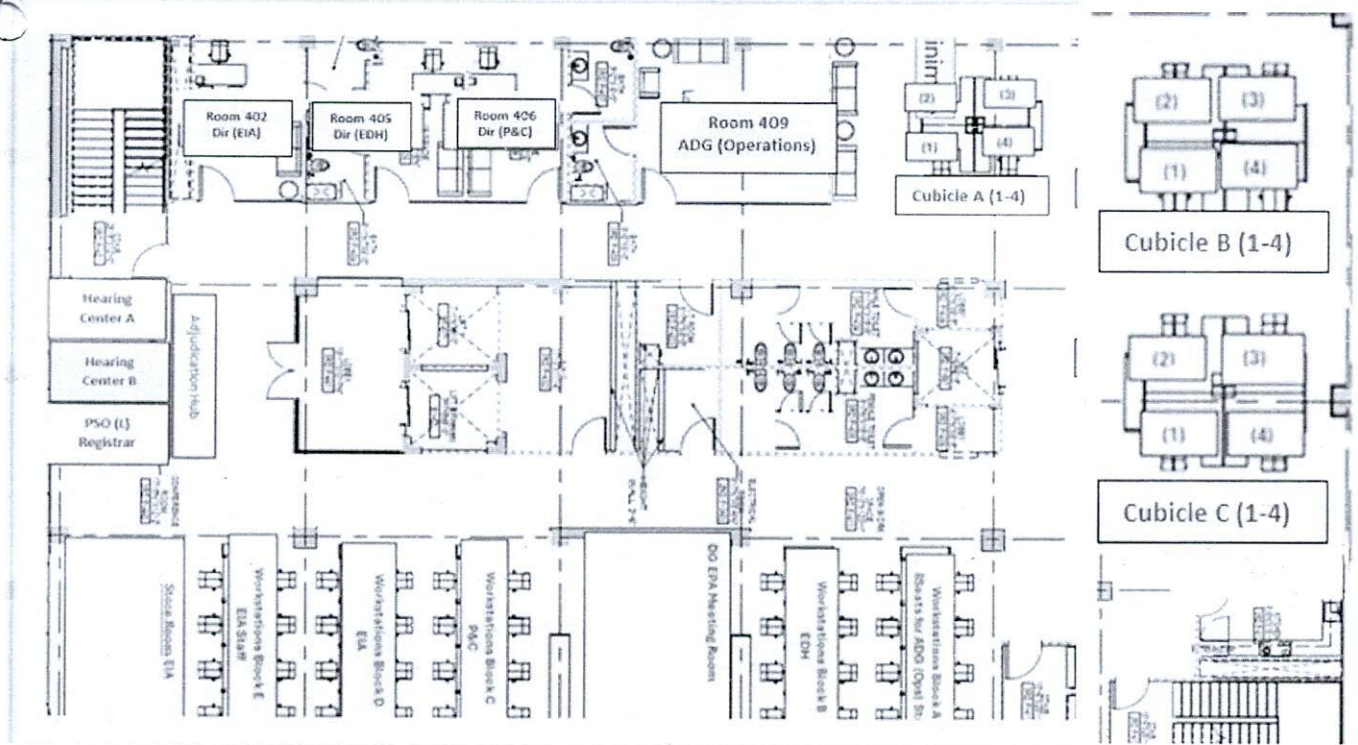


Figure 3: Sitting Plan 3rd Floor