



EXECUTIVE ORDER

Subject: **IT SUPPORT UNIT OF THE DIRECTOR GENERAL, EPA PUNJAB**

The IT Support Unit of the Director General Environmental Protection Agency, Punjab is hereby constituted, comprising of the following officers

Sr. No.	Name of Officers	Designations
i.	Mr. Fahad Ahmad	Data Analyst / Overall In charge
ii.	Mr. Sajjad Shikrani	Computer Operator
iii.	Ms. Iqra Javaid	Junior Clerk
iv.	Mr. Shahid	Field Assistant
v.	Any other member(s) nominated by the Director General	

2. The **Terms of Reference (TORs)** of IT Support Unit are as under:-

- i. To serve as the focal unit of EPA Punjab to maintain liaison with the Punjab Information Technology Board (PITB) for the development, implementation, operation, and maintenance of mobile applications and other IT related initiatives.
- ii. To establish, manage, and maintain a centralized and standardized data bank of all actions, initiatives, and regulatory activities of EPA Punjab to support planning, monitoring, reporting, and decision-making by the Director General.
- iii. To provide technical support and advisory services to wings, directorates, and field formations of EPA Punjab regarding IT related matters.
- iv. To identify requirements for information technology, artificial intelligence, data analytics, and allied services and obtain market-based services, if required, with the approval of the Director General, EPA Punjab, and in coordination with the Drawing and Disbursing Officer (DDO), in accordance with applicable rules.
- v. To hold all the administrative passwords for all the working dashboards.
- vi. To prepare and submit periodic reports on the status of IT initiatives and system performances to the Director General, EPA Punjab.
- vii. The said unit will work in close liaison with the Deputy Director Strategy and Analysis wing (SAW), EPA Punjab.
- viii. Any other task duly assigned by the Director General, EPA Punjab.

M. Imran Hamid Sheikh
31/12/25

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

Copy forwarded for information & necessary action to:

- I. The Secretary, EP&CCD, Punjab
- II. The Additional Director General (Ops & Imp), EPA Punjab
- III. All the Directors, EPA Punjab
- IV. All Deputy Director (Field/Labs), EPA Punjab
- V. The In-charge, Strategy and Analysis Wing (SAW), EPA Punjab.
- VI. The Coordinator, CKE&PD, EPA, Punjab
- VII. The In-charge, Social Media Cell of EPA Punjab
- VIII. All the concerned officers
- IX. PA to Director General, EPA Punjab