

- viii. All officers are directed to regularly monitor the official emails associated with e-FOAS (mail.punjab.gov.pk) to track and immediately report any unauthorized activity to the ITSU.
- ix. Every officer shall ensure that the hierarchical structure on e-FOAS is maintained properly and remains in strict accordance with the departmental guidelines and orders issued from time to time.
- x. It is mandatory for every officer to access their e-FOAS account daily to update the status of pending tasks and ensure timely disposal of official business.
- xi. The Assistant Director Admin shall be responsible for ensuring that posting and transfer of officers are formally communicated to the IT Support Unit (ITSU) immediately upon the issuance of such orders. This coordination is mandatory to facilitate the timely updating of digital credentials, account names, and digital signatures on the e-FOAS platform, thereby ensuring no gap in official correspondence.

2. The following SOPs will be observed while sending a reference to the Director General.

- i. All routine correspondence (files, letters, notes, summaries etc) which have to be submitted to the Director General would be routed through PA to DG for proper record-keeping and follow-up. However, confidential matters and specifically requisitioned files shall be submitted directly to the Director General without routing those through PA to DG.
- ii. Every submission must contain a clear subject, complete noting, relevant annexes and specific recommendations.
- iii. All legal matters, including court cases, Environmental Tribunal matters, legal opinions etc should be submitted under "Legal Cases Tab" through PA to DG.
- iv. All letters whose copies are to be sent to the Director General must be addressed to PA to DG.

3. Any deviation from this SOP may attract administrative action.



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

C.C.

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

- 1) ***The Additional Director Generals, EPA Punjab***
- 2) ***All Directors / Deputy Directors / Assistant Directors, EPA Punjab***
- 3) Coordinator , (CKENPD)
Environmental Protection Agency
- 4) Deputy Director , (SAW)
Environmental Protection Agency
- 5) librarian , (EPA)
Environmental Protection Agency
- 6) Incharge IT Support , (Unit)
Environmental Protection Agency
- 7) Personal Assistant , (PA To DG)
Environmental Protection Agency