



EPA/SEC/O/260304/0033

EXECUTIVE ORDER

465/PA/DG/EPA/2026

**SOPs FOR SUBMISSION OF DOCUMENTS BEFORE THE PUNJAB ENVIRONMENTAL
TRIBUNAL**

1. **WHEREAS** the Environmental Protection Agency Punjab is required to submit comments, compliance reports and legal responses before Hon'ble Punjab Environmental Tribunal (PET) in a timely and legally consistent manner;
2. **AND WHEREAS**, Office Order No. 453/PA to DG/EPA/2025 dated 02.02.2026 mandated that all matters relating to the Punjab Environmental Tribunal shall be communicated through e-FOAS to the duly nominated Focal Person i.e. Director (Legal) by the Law Officer of the Agency, thereby introducing centralized digital routing in Tribunal matters;
3. **AND WHEREAS**, it has been observed in multiple instances that submissions made directly before the Punjab Environmental Tribunal (PET) by the officers of the Agency, without proper vetting by the Directorate of Legal, were not only incomplete, generalized, obscure and perplexing but also self-contradictory and inconsistent with the established stance of the Agency;
4. **AND WHEREAS**, vide this office Order No. 273/PA/DG/EPA/2025 and No. 274/PA/DG/EPA/2025 dated 25.06.2025, SOPs were issued to streamline the said issue. However, after the adoption of e-FOAS as mandatory mode of communication vide this office Order No. 318/PA/DG/EPA /2025 dated 20.08.2025, need has arisen to update all previously issued SOPs with respect to submissions to be made before the Punjab Environmental Tribunal (PET);
5. **AND WHEREAS**, it is imperative to establish a centralized and digitally monitored system to ensure consistency, traceability, documentary verification, and institutional accountability in all PET-related submissions;
6. **AND WHEREAS**, under Section 5(4) of the Punjab Environmental Protection Act, 1997, the powers and functions of the Agency are required to be exercised and performed by the Director General;
7. **NOW, THEREFORE**, I, Dr. Imran Hamid Sheikh, PAS, in exercise of the powers conferred under Sec. 5(4) and 5(5) of the Act ibid, for centralized scrutiny and effective safeguarding of the Agency's legal position before the PET, do hereby order that the following Standard Operating Procedures (SOPs) shall govern all PET-related submissions:
 - i. In all cases where comments are required by the Punjab Environmental Tribunal, the concerned Law Officer shall formally initiate the process of

- informing the Agency exclusively through e-FOAS.
- ii. The Law Officer shall forward the matter to Director (Legal) through e-FOAS, clearly indicating the case title, next date of hearing, specific information required, and prescribed timeline.
 - iii. **The Law Officer shall not directly seek comments from any officer or field formation under any circumstances.**
 - iv. Upon receipt, Director (Legal) shall examine the matter and forward the request through e-FOAS to the concerned officer for submission of comments.
 - v. The concerned officer shall prepare factual, verified, and properly documented comments within the stipulated timeframe and submit the same strictly through e-FOAS to the Director (Legal), under his/her signature.
 - vi. **No officer of the Agency shall directly submit comments, reports, or replies before PET, bypassing the Directorate of Legal of the Agency.**
 - vii. The Director (Legal) shall scrutinize and finalize the comments and forward the same to the Law Officer through e-FOAS for submission before the PET.
 - viii. The Law Officer shall submit only those comments before PET which have been duly routed and approved through this procedure.
 - ix. Similarly, the officers shall submit complaints against the violating units to the Director Legal through e-FOAS who shall forward the same, after necessary corrections, to the Law Officer of the Agency for filing before the PET, after seeking approval from the Director General through e-FOAS as per the procedure mentioned in this office order No. 453/PA to DG/EPA/2025 dated 02.02.2026
 - x. **No officer, including Deputy Directors (Field/Tech/Lab), shall directly submit any complaint against any violating unit before the PET, bypassing the Directorate of Legal of the Agency.**

8. Any deviation from these SOPs shall be treated as procedural misconduct and may entail disciplinary proceedings under applicable rules and regulations.

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

M. [Signature]

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

C.C.

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

- 1) *The Secretary, Environment Protection & Climate Change Department, Punjab*
- 2) *The Additional Secretary (Staff), Chief Secretary's Office, Lahore.*
- 3) *The Additional Secretary (Coordination), Chief Minister Office, Lahore.*
- 4) *The Secretary, Judicial Water & Environment Commission (JWEC), Punjab*
- 5) Senior Chief , (Environment and Climate Change)
P&D Board
- 6) Additional Director General , (Implementation)
Environmental Protection Agency
- 7) Additional Director General , (Operations)
Environmental Protection Agency
- 8) ***PSO to Minister for Environment, Forest and P&D Board, Punjab***
- 9) Director , (Monitoring Laboratory and Implementation)
Environmental Protection Agency
- 10) Director , (Administration and Monitoring)
Environmental Protection Agency
- 11) Director , (Planning and Coordination)
Environmental Protection Agency
- 12) Director , (Legal)
Environmental Protection Agency
- 13) Director , (Environmental Health, Dengue, Hospital and Hazardous Waste (EDH))
Environmental Protection Agency
- 14) ***All Deputy/Assistant Director (Field/Lab), EPA Punjab***
- 15) Law Officer , (EPA)
Environmental Protection Agency
- 16) Deputy Director , (SAW)
Environmental Protection Agency
- 17) Coordinator , (CKENPD)
Environmental Protection Agency
- 18) Data Analyst , (SAW)
Environmental Protection Agency
- 19) Incharge IT Support , (Unit)
Environmental Protection Agency
- 20) Assistant Director (Legal-II) , (Legal-II)
Environmental Protection Agency
- 21) Principal Staff Officer to DG EPA , (PSO)
Environmental Protection Agency

22) Personal Assistant , (PA To DG)
Environmental Protection Agency