



No. 330/PA to DG/EPA/2025  
**GOVERNMENT OF THE PUNJAB**  
**ENVIRONMENTAL PROTECTION AGENCY**  
**NATIONAL HOCKEY STADIUM, LAHORE**

Dated: 09.09.2025



**ORDER**

**Subject: ORDER U/S 6(1)(i) OF THE PUNJAB ENVIRONMENTAL PROTECTION ACT, 1997 FOR ESTABLISHMENT OF INTERNAL ACCOUNTABILITY DASHBOARD**

In compliance of Section 6(1) (i) of the Punjab Environmental Protection Act 1997, and in order to streamline the internal accountability mechanism of EPA Punjab, the undersigned is pleased to operationalize the **Internal Accountability Dashboard** for tracking and monitoring reports from all formations of the Agency, including but not limited to the Site Monitoring Reports (SMRs) duly generated by laboratories of EPA, Special Visit Reports, Drone Surveillance Reports, Hawk eye Reports and CCTV Camera based reports received through the Punjab Safe Cities Authority.

2. The Operationalization of Internal Accountability Dashboard will be done through the following Standard Operating Procedures (SOPs).

i. **SOPs for Site Monitoring Reports by EPA Laboratories**

- a) The concerned EPA laboratory shall issue the Site Monitoring Report after fulfillment of all codal formalities and upload the reports where violations of PEQS are found on IAD through their designated user IDs duly given by the focal person of IAD.
- b) The violations of Air Emissions will be assigned to the concerned District Incharge (Field/Tech ) by the concerned Chief Analyst (DD Laboratory or Research Officer, as the case may be)
- c) The Violations of effluent discharge will be assigned to The Director P&C, by the concerned Chief Analyst
- d) The Director P&C shall assign such violations to the concerned officers (Field/Tech.), as per the delegation of powers duly notified from time to time
- e) All enforcement actions shall strictly follow the timelines already fixed in the IAD.
- f) In all such cases where the officer / complainant remains unsatisfied after resolution, he/she shall record un-satisfactory remarks on IAD and all such remarks shall be

brought into the notice of the Director General, EPA Punjab, by the focal person IAD, for further orders.

- g) The above-mentioned procedure shall not absolve the Chief Analysts from reporting their activities with respect to SMRs to EPA HQs

ii. **SOPs for Drone Surveillance and Hawk Eye Squads**

- a) The Incharges Drone Surveillance and Hawk eye squads shall issue the Drone Surveillance reports after fulfillment of all codal formalities and upload such reports where violations are found on IAD through their designated user IDs duly given by the focal person of IAD
- b) The violations will be assigned to the concerned District Incharge (Field/Tech.) by the Incharges Drone Surveillance and Hawk eye squads
- c) All enforcement actions shall strictly follow the timelines already fixed in the IAD.
- d) In all such cases where the officer / complainant remains unsatisfied after resolution, he/she shall record un-satisfactory remarks on IAD and all such remarks shall be brought into the notice of the Director General, EPA Punjab, by the focal person IAD, for further orders
- e) The above-mentioned procedure shall not absolve the Incharges Drone Surveillance and Hawk eye squads from reporting their activities with respect to violations to EPA HQs

iii. **SOPs for Reports Received through Punjab Safe City Authority**

- a) The "Authorized Officers" deputed at observatories of Punjab Safe City Authority shall upload such reports where violations mentioned in para 7 (2)(3)(4)(5) of this office order No. 320 /PA to DG/EPA/2025 dated 28.08.2025 on IAD through their designated user IDs duly given by the focal person of IAD
- b) The violations will be assigned to the concerned District Incharge (Field/Tech.) by the authorized officer of EPA deputed at PSCA
- c) All enforcement actions shall strictly follow the timelines already fixed in the IAD.
- d) In all such cases where the officer / complainant remains unsatisfied after resolution, he/she shall record un-satisfactory remarks on IAD and all such remarks shall be brought into the notice of the Director General, EPA Punjab, by the focal person IAD, for further orders

iv. **SOPs for Reports Generated by Special Units**

- a) Special Units constituted by the Director General, EPA Punjab, from time to time, shall upload violation reports on IAD through their designated user IDs duly given by the focal person of IAD
- b) The violations will be assigned to the focal person IAD by the Incharge Special Units for seeking guidance from the Director General, EPA Punjab
- c) Focal person IAD shall assigned the said reports to the concerned officer for further necessary action after seeking guidance from the Director General, EPA Punjab
- d) All subsequent actions shall strictly follow the timelines already fixed in the IAD.
- e) In all such cases where the officer / complainant remains unsatisfied after resolution, he/she shall record un-satisfactory remarks on IAD and all such remarks shall be brought into the notice of the Director General, EPA Punjab, by the focal person IAD, for further orders
- f) The above-mentioned procedure shall not absolve the Incharge Special Units from reporting their activities to EPA HQs

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

Issued under my hand and seal on this 9<sup>th</sup> day of September, 2025.

**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. **Ms. Azmat Naz, Deputy Director (HQs) shall be focal person for Internal Accountability Dashboard**
5. The Incharge, Strategy and Analysis Wing, EPA Punjab
6. All Deputy Directors / Assistant Directors (Field/Lab), EPA Punjab