



## ORDER

**Subject: DESIGNATION OF FOCAL PERSON FOR INTERNSHIP PROGRAMME**

In order to ensure the effective coordination and facilitation of the Internship Programme at Environmental Protection Agency (EPA) Punjab, **Ms. Lubna, Librarian**, is designated as the "**focal person**" with immediate effect.

She shall be responsible for the following tasks:

- i. Supervise the Internship Facilitation Desk established at the EPA Headquarters.
- ii. Issue *Arrival Slips* to interns upon physical reporting, duly time- and date-stamped and bearing the assigned registration number.
- iii. Maintain an *Internship Register* (both digital and physical), on the format duly approved by the Director General.
- iv. Prepare a *Directorate-wise Placement Plan* in accordance with intern profiles and submit it for approval to the Director (Admin), EPA Punjab.
- v. Conduct orientation sessions for interns.
- vi. Submit recommendations to the Director (Admin) for issuance of *Registration Confirmation Letters* to the concerned academic institutions.
- vii. Coordinate with the focal persons of relevant Directorates to track intern progress and ensure meaningful engagement during their tenure.
- viii. Compile the *internship completion package*, including final report, supervisor evaluation, and attendance record.
- ix. Recommend issuance of *Final Internship Certificates* to the Director (Admin) within one month of internship completion.
- x. Ensure the *digitization and archiving* of all records.

o/c

M. Sheikh

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

**Copy forwarded for information & necessary action to:**

- i. The Additional Director General (Ops & Imp), EPA Punjab
- ii. All the Directors, EPA Punjab
- iii. Heads of Departments of Environmental Sciences of concerned Universities
- iv. All the Deputy / Assistant Director (Field), EPA Punjab
- v. The In-charge, Strategy and Analysis Wing (SAW), EPA HQs
- vi. The In-charge, Social Media Cell of EPA Punjab
- vii. PA to Director General EPA Punjab

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