



Subject: **CONSTITUTION OF COMMITTEE FOR INTERNSHIP PROGRAM**

CIRCULAR

To ensure structured planning, effective coordination, and smooth implementation of the Internship Program of the Environmental Protection Agency, Punjab, the following Committee is hereby constituted to function under the overall supervision of the Additional Director General (Implementation):

Sr. No.	Name & Designation	Roles
1.	Ms Maryam Khan Deputy Director (Imp), EPA Punjab	Chairperson
2.	Ms Lubna Perveen, Librarian, EPA Punjab	Secretary
3.	Any Co-opted member by the Chair	Need based

2. The Committee shall be responsible for the following:

- a) To design, standardize, and periodically review the Internship Program framework, including eligibility criteria, duration, intake cycles, and areas of placement within the Agency.
- b) To coordinate with recognized academic institutions for induction of interns in accordance with approved capacity and institutional requirements.
- c) To recommend placement of interns in relevant wings/sections of the Agency, ensuring alignment with academic background and operational needs.
- d) To facilitate orientation, supervised learning, and structured exposure of interns to regulatory, monitoring, laboratory, and administrative functions of the Agency.
- e) To ensure proper record-keeping of interns, including attendance, duration, assignments, and completion status.

3. The Committee shall perform its functions in accordance with the aforementioned Terms of Reference (ToRs) and shall submit periodic progress reports, observations, and recommendations for improvement and effective administration of the Internship Program

4. Consequent upon issuance of this order, Order No. 289/PA/DG/EPA/2025 dated 15.07.2025 regarding designation of Focal Person for the Internship Program is hereby withdrawn.

5. Issued under my hand and seal of this office on this 18th day of December, 2025.



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

CC

- i. The Secretary, Environment Protection & Climate Change Department (EP&CCD), Punjab, Lahore
- ii. The Additional Director General (Imp & Ops), EPA Punjab
- iii. All Directors, EPA Punjab
- iv. The In-charge Strategy and Analysis Wing, EPA Punjab
- v. The In-charge social media Cell, EPA Punjab
- vi. Officers concerned
- vii. PA to Director General, EPA Punjab