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.

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