

**Government of Punjab  
Department of Local Government  
(Local Government 4 Branch)  
[Punjab Municipal Bhawan, Sector 35-A, Chandigarh]**

**ORDER**

The Governor of Punjab is pleased to approve the Punjab Urban Local Bodies Internship Program, so as to achieve Milestone towards Constitution and professionalization of municipal cadre – Policy for engagement of interns in Urban Local Bodies and its implementation, as required under the norms/milestones given in the Atal Mission for Rejuvenation and Urban Transformation (AMRUT).

2. This issues with the approval of the Local Government Minister, Punjab.

**SCHEDULE**

**"Punjab Urban Local Bodies Internship Program-2017"**

**1. Purpose:**

Local Government Department has decided to initiate a Scheme for engagement of interns in ULBs from January 1, 2017, in various areas of Municipal Administration with the aim and objective to allow young talent from reputed institutions to be associated with the Department for mutual benefit.

**2. Sectors for internship:**

- a. Town Planning
- b. Urban Transport
- c. GOI flagship schemes (AMRUT, Swachh Bharat Mission, Smart City, Solid waste management, HRIDAY)
- d. Engineering- Civil, Electrical, Public Health.-Water supply, Roads, Sewerage and Environment
- e. Fire Services
- f. Housing for All
- g. Municipal Finance
- h. Human Resources
- i. Any offer area relevant to Municipal Bodies.

**3. Eligibility:**

Diploma holders/Graduates/Post Graduates in the areas listed in Para 2 from recognized Universities/ Institutes within three years of passing their course would be eligible to apply.

**4. Application Procedure:**

- i. The Department shall notify in the month of November/ December every year, through public notice, the total no. of Internship slots available for the financial year and the distribution of slots across different organizations (Department, ULBs and other agencies). In exceptional circumstances, the Applicants/Universities/ institutes can also approach the Department directly.
- ii. The application will be accompanied by the applicant's CVs, the purpose



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his/her objective of doing the internship as also a one page note on how the internship would benefit the applicant and the Department.

5. **Selection Procedure:**

- i. The list of applicants shall be prepared and placed before the Competent Authority for final allotment/placement. The Interns shall be allotted to an organization for Internship, keeping in view the areas of interest expressed by the candidate and subject to suitability and availability of slots. Every Intern shall be attached with a Supervisor/Mentor/senior officer from the allotted organization.

The offer for internship is neither an employment offer nor an assurance of an employment with the Department.

6. **Duration of Internship:**

- i. The duration of Internship shall be of at least 30 days and will not exceed one year.
- ii. Interns not completing the requisite period of Internship shall not be issued any certificate.

7. **Certificate of Internship:**

The Department shall issue Certificates to the Interns on the completion of Internship and submission of Report duly countersigned and approved by the mentor/supervisor. Format of certificate is at annexure A. The reports submitted by the interns shall be the property of the Department.

8. **Stipend:**

- i. The Diploma/Graduate and post graduate Interns shall be paid a consolidated stipend of upto Rs.10,000/-, Rs. 15,000/- & 20,000/- per month respectively for the entire duration of the Internship. Exact remuneration would be decided based on qualification and the nature of work
- ii. The expenditure on payment of stipend and other expenses relating to Internship shall be met from the "Capacity Development" budget available in the Department under IEC activities.

9. **Logistics support:**

- i. The Interns shall be provided with working space and internet facility by the concerned organizations. The Interns may be required to have their own laptops.
- ii. The Interns shall make their own accommodation and travel arrangement during the Internship.

10. **Leave:**

A leave of one day per month during the Internship period will be allowed.

11. **Code of conduct for the interns is at Annexure B**

12. **Role and Responsibilities of Mentor/ Supervisor/ Reporting officer is at Annexure C**

13. **Termination:**

- i. The Department may disengage from the Intern if the Department is of the view that the services of the Intern are no more required without assigning any reasons and with immediate effect.
- ii. If the Intern decides to disengage from the Department, Intern candidate would give 3 days' prior notice.

14. **Scheme Review:**

The scheme in its present form is proposed for three years. A review of the scheme may be undertaken after one year and necessary changes may be made by the Competent Authority.

15. **Nodal Officer:**

The Chief Engineer Local Government (Shri Mukul Soni) will be the Nodal Officer for this Scheme.

**Annexure A**

**FORMAT OF INTERNSHIP COMPLETION CERTIFICATE**

(To be given on Letter Head)

Date:

**TO WHOM SO EVER IT MAY CONCERN**

1. This is to certify that Mr./Ms. \_\_\_\_\_ a student of \_\_\_\_\_ (University/Institution) has successfully completed his/her Internship with Local Government Department, Punjab from \_\_\_\_\_ to \_\_\_\_\_.
2. During the period of Internship he/she worked under -----in the following area-----
3. He /She has shown special flair for \_\_\_\_\_ and his/her overall performance has been rated as \_\_\_\_\_.

I wish him/her every success in his/her life and career.

(Signature)  
Mentor/Supervisor



CODE OF CONDUCT

The Interns appointed by the Department shall observe the following Code of Conduct, which shall include but not be limited to, the following:

- I. The Interns shall adhere to the work plans and schedules assigned by the Mentor/Supervisor and shall participate in all structured activities designed by the mentor/ supervisor for the internship and meet regularly with the Mentor/Supervisor to discuss the progress and ask appropriate questions regarding the assignment.
- II. The Intern shall follow the rules and regulations, which are in general applicable to employees of the Department and the allotted organizations.
- III. The Intern shall follow the confidentiality protocol of the Department and the allotted organization and shall not share/reveal to any person or organization confidential information relating to the Department, its work and policies.
- IV. The Intern shall not claim any intellectual property right, of work done at the Department and the allotted organization and has to strictly maintain the confidentiality of Department's intellectual property. Any violation/ infringement shall be viewed adversely against the Intern as well as the institution to which he/she belongs and may invite appropriate action.
- V. The Intern and the Institution concerned shall have no claim whatsoever on the results of the project work. The Department retains all intellectual property rights in patents, designs, software copyright (source code) and publications, if any, that may be generated during the course of project work.
- VI. Interns may, with the prior permission of the Department, present their work to academic bodies and at seminars/conferences. However, even for this purpose information that is confidential to the Department and allotted organization cannot be revealed under any circumstances.
- VII. Any papers and documents written and/or published by the Intern should carry the caveat that the views are the personal views of Intern and do not represent or reflect the views of the Department and the allotted organization.
- VIII. Interns shall follow the advice given to them by them Department and allotted organization regarding representations to third parties.
- IX. In general, an Intern may not interact with or represent the Department and the allotted organization vis – a – vis third parties. However, some Interns may specifically be authorized to interact with third parties on behalf of the Department and the allotted organization depending on the nature of their roles and responsibilities.
- X. No Intern shall interact with or represent the Department or the allotted organization to the media (print and electronic).
- XI. Interns shall conduct themselves professionally in their relationship with the Department and the allotted organization and the public in general. They shall be required to make prompt and full disclosures related to any conflict of interest that arises in due course of the internship.
- xiv. Interns shall not accept or provide any gift, benefit, or favor in exchange for special consideration or influence, where It may be perceived to be in exchange for any special treatment.
- xv. Interns shall provide mandatory feedback to the mentor on the internship programme whenever required by the Department and allotted organization.
- xvi. The Interns will be required to be present at the allotted organization's premises during official hours unless otherwise permitted by the Supervisor/Mentor in writing.



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Annexure C

Roles of responsibility of Mentor/Supervisor

Mentors/Supervisors shall communicate program objectives, work plan, milestones and professional expectations to the Intern and ensure that all professional expectations are communicated and understood by the Intern.

1. Mentors/Supervisors shall assign meaningful work/projects/exercises to the Interns as per the defined work plan.
2. Mentors/Supervisors shall meet regularly with the Intern to review and discuss the progress of the program and identify areas where the Intern needs support and guidance in learning, and provide necessary support.
3. There is as per in exceptional cases to giving them independent work..
4. Mentors/Supervisors shall provide constructive and balanced feedback to the Interns."

Dated Chandigarh,  
the 8<sup>th</sup> February, 2017.

D.P. Reddy, IAS  
Additional Chief Secretary to Government, Punjab,  
Department of Local Government.

Endst. No. 5/135/2016-4LG4/ 277 dated Chandigarh, the 8<sup>th</sup> January, 2017

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

- (1) Private Secretary to the Local Government Minister, Punjab.
- (2) The Secretary, Ministry of Urban Development, Government of India, New Delhi.
- (3) Chief Executive Officer, Punjab Water Supply & Sewerage Board, Chandigarh.
- (4) Chief Executive Officer, PMIDC, Sector 35, Chandigarh.
- (5) Director, Local Government, Punjab.
- (6) Mayors of all Municipal Corporations in the State.
- (7) Commissioners of all Municipal Corporations in the State.
- (8) All Regional Deputy Directors of Urban Local Government in the State.
- (9) Presidents of all Municipal Councils/Nagar Panchayats in the State.
- (10) Executive Officers of all Municipal Councils/Nagar Panchayats in the State.
- (11) All Officers in the Local Government Department/Directorate.
- (12) All Superintendents of Local Government Secretariat/Directorate.
- (13) Examiner, Local Fund Accounts, Punjab, Chandigarh.

Under Secretary Local Government.