



# Rajasthan State Pollution Control Board

Headquarter, 4, Institutional Area, Jhalana Doongri, Jaipur-302004

Phone: 0141-5159699, 5159604 e-mail : [member-secretary@rpcb.nic.in](mailto:member-secretary@rpcb.nic.in)

F12/ Project-38/RPCB/Vol-II/1476-96

Date: 28/9/2020

## U.O. Note

The State Board vide its various office orders has engaged Young Interns/ Consultants for ENVIS Hub/ other consultants under various projects for a fixed time duration.

In order to effectively monitor the performance of these Interns/ Consultants, the Board has devised a Monthly Performance Report (format enclosed) to be submitted by the Interns/ Consultants on monthly basis duly recommended and forwarded by the concerning Group In charge / Supervisor to the Establishment section for release of remuneration/ honorarium for the respective month.

No remuneration / honorarium would be released without receipt of the monthly performance report for the desired month in the prescribed format.

This bears approval of the competent authority.

(Uday Shankar)

Member Secretary

F12/ Project-38/RPCB/Vol-II/1476-96

Date: 28/9/2020

Copy to following information and necessary action:

1. P.S. to Chairperson, RSPCB, Jaipur.
2. Sr.PA to Member Secretary, RSPCB, Jaipur.
3. The CEE/CAO/CSO, RSPCB, Jaipur.
4. The DDO, RSPCB, Jaipur, for ensuring compliance of the above directions.
5. Group In-Charge, Planning/ CPP& MUID /Textile/Mines & SCMG DS/ HOGM/ /CD, PDF& Legal/Training Project & IEC/ Solid, E-waste, Plastic, Liquid Waste, Hazardous Waste Cell/ BMW, ECC/ RTI/ PCV, Complaints, Grievances, VIP & EC Compliance, RSPCB, Jaipur.
6. GIC IT, RSPCB, Jaipur with directions to upload on State Board's website.

Member Secretary

I.T.

### Monthly Performance Report

Assessment Period:

Name of Intern:

Group In-Charge/Supervisor:

Section Allotted:

Details of Work allotted	Progress made in the allotted work	Leave Dates	Remarks
1	2	3	4

Other observations, if any \*

Signature of the Intern/  
Consultant

Name & Signature of  
Group Incharge/ Supervisor

Note: Field No. 1-3 to be filled by the consultant/ Interns.  
Field No. 4 to be filled by the GIC/ Supervisor