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 concerned 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

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.
6. GIC IT, RSPCB, Jaipur with directions to upload on State Board’s website.

Member Secretary
<table>
<thead>
<tr>
<th>Remarks</th>
<th>Leave Dates</th>
<th>Progress made in the allotted work</th>
<th>Details of Work Allotted</th>
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</thead>
</table>

**Other observations, if any**

*Section allotted:

Group In-Charge/Supervisor:

Name of Intern:

**Assessment Period:**

**Monthly Performance Report**