

**Government of Andhra Pradesh  
Industries Department**

**From**  
**The District Collector,**  
**Sri Sathya Sai District**

**To**  
**1.Lead District Manager ,Canara Bank**  
**2.Police Department**  
**3.MPDOs & Municipal Commissioners**  
**4.Dy. Commissioner, GST**  
**5.Dy.Commissioner, Labour Dept**  
**6.District Medical and Health Officer**  
**7.PD,DWMA**  
**8.PD,DRDA**  
**9.PD,MEPMA**  
**10.District Skill Development Officer**  
**11.Tahsildars**  
**12.Endowments Dept**  
**13.Legal Metrology**  
**14.MINES AND GEOLOGY DEPARTMENT**  
**15.REGISTRATION DEPARTMENT**  
**16.Deputy Chief Inspector of Factories**  
**17.Environmental Engineer, AP PCB**  
**18.SE(O) ,APSPDCL**  
**19.JD,AGRICULTURE & DD,HORTICULTURE**  
**20.APSRTC**  
**21.District Town & Country Planning Officer**  
**22.District Panchayat Officer**  
**23.General Manager ,BSNL**  
**24.ZP,CEO**  
**25.District Tourism Officer**  
**26. AD,Handlooms & Textiles**  
**27. GM,DIC**

**Lr.No.GM-DIC-SSS-HE-INTERN-1/2022 Dated -08- 2022**

**Sir,**

**Sub: Higher Education — Revised Choice Based Credit System —  
- Conventional Degree Programmes and Engineering  
Programmes - Community Service Project — Internship /  
Apprenticeship / On the Job Training to students - Govt Officers  
entrusted with the responsibility of arranging Internships to  
Students & Reporting in a Google Sheet - Orders — Issued-  
Regarding**

- Ref: 1) G.O.Ms.No.46 dated 22.12.2020 of Higher Education (EC) - department**  
**2) G.O.Ms.No.9 dated 11.03.2022 of Higher Education (EC) department**  
**3) Orders of Chief Secretary during Video Conference held on 11-08-2022 with District Collectors.**

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**In the reference 1<sup>st</sup> cited, permission was accorded to the State funded Universities in the State of Andhra Pradesh for introduction of four (4) year Honors Programmes with ten (10) months of mandatory internship.**

**An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees. There is no need for organizations who are willing to take up internship of students to pay any amount.**

**In the reference 2<sup>nd</sup> cited, the Government has issued certain guidelines for the 10 months mandatory internship/apprenticeship/on job training for all the 3/4 year Conventional Degree, 5-year Integrated PG and to 4-year Professional programmes from the Academic Year 2020-21 and orders are issued to constitute State Level and District Level Committees and to explore the possibilities of the internship/ apprenticeship/on the job training in various organizations and industries/ establishments, both in public and private and in Central and State Government Departments and empanelled professionals/small business establishments and other agencies which can offer Internships.**

**Accordingly, District Level Committee is constituted on 11-08-2022.**

**As per the orders of the Chief Secretary during Video Conference held on 11-08-2022 with District Collectors; the following District level Government Officers are entrusted with the responsibility of arranging Internships to Students in the organizations engaged in suggested activities/fields and furnish a report in a Google Sheet for onward submission to Principal Secretary, Higher Education. The list is only indicative and based on your experience, you may suggest some**

*more areas as well where fruitful interships can be organized.*

<b><i>Officer entrusted with the responsibility of arranging Internships for Students</i></b>	<b><i>Indicative Activities suggested for Internships</i></b>
<b><i>Lead District Manager</i></b>	<ul style="list-style-type: none"> <li>• <b><i>Centrally sponsored Schemes &amp; Programmes .</i></b></li> <li>• <b><i>Various types of Loans granted by Banks</i></b></li> <li>• <b><i>Filing loan application and getting loan sanctioned online at <a href="https://portal.standupmitra.in/">https://portal.standupmitra.in/</a></i></b></li> <li>• <b><i>Financial Transactions In Banks</i></b></li> </ul>
<b><i>Police department</i></b>	<ul style="list-style-type: none"> <li>• <b><i>Cybercrimes,</i></b></li> <li>• <b><i>Disha Police Stations</i></b></li> <li>• <b><i>FRESH LICENSES / RENEWAL</i></b></li> <li>• <b><i>ISSUANCE OF CERTIFICATES</i></b></li> <li>• <b><i>MISSING / LOST DOCUMENTS / ARTICLES</i></b></li> </ul>
<b><i>MPDOs &amp; Municipal Commissioners (Village &amp; Ward Secretariats)</i></b>	<ul style="list-style-type: none"> <li>• <b><i>All Government Welfare Schemes &amp; Programmes implemented through Village &amp; Ward Secretariats</i></b></li> </ul>
<b><i>Dy. Commissioner, GST</i></b>	<ul style="list-style-type: none"> <li>• <b><i>GST Returns filing,</i></b></li> <li>• <b><i>Chartered Accountants' functions,</i></b></li> <li>• <b><i>Tax Rates,</i></b></li> <li>• <b><i>Tax Collection Procedures</i></b></li> <li>• <b><i>GST Portal</i></b></li> <li>• <b><i>e-Registration</i></b></li> <li>• <b><i>Track Application</i></b></li> <li>• <b><i>Search GSTIN</i></b></li> <li>• <b><i>e-WayBills</i></b></li> </ul>
<b><i>Dy. Commissioner, Labour</i></b>	<ul style="list-style-type: none"> <li>• <b><i>MINIMUM WAGES ACT,</i></b></li> <li>• <b><i>APPLICATION FOR INTEGRATED REGISTRATION OF ESTABLISHMENT UNDER LABOUR LAWS,</i></b></li> <li>• <b><i>COMBINED ANNUAL RETURN UNDER</i></b></li> </ul>

	<p><b>LABOUR LAWS ,</b></p> <ul style="list-style-type: none"> <li>• <b>UPDATION OF INTEGRATED REGISTRATION (ESTABLISHMENT) DATA UNDER LABOUR LAWS,</b></li> <li>• <b>WELFARE FUND APPLICATION</b></li> </ul>
<b>District Medical and Health Officer</b>	<ul style="list-style-type: none"> <li>• <b>Hospitals' Services</b></li> <li>• <b>Pathology Labs &amp; &amp; Diagnostic centers</b></li> <li>• <b>Medical Devices and equipment</b></li> </ul>
<b>PD,DWMA</b>	<ul style="list-style-type: none"> <li>• <b>Functions of Engineering Consultant/ Junior Engineer, Technical Asst ,Field Assistant, Computer Operator-Cum-Accounts Assistant</b></li> <li>• <b>Implementation of MGNREGS at Gram Panchayat.</b></li> <li>• <b>Preparation of GP plan, implementation and monitoring of works in coordination with Sarpanch and ward members.</b></li> <li>• <b>Issue of Job Cards. Preparation of labour budget.</b></li> </ul>
<b>PD,DRDA</b>	<ul style="list-style-type: none"> <li>• <b>Awareness regarding rural development and poverty alleviation particularly among the rural poor.</b></li> <li>• <b>Anti- poverty programmes of the Ministry of Rural Development District.</b></li> <li>• <b>Coordination with the line departments, the Panchayati Raj Institutions, the Banks and other financial institutions, the NGOs as well as the technical institutions, &amp; gathering the support and resources required for poverty reduction effort in the district.</b></li> <li>• <b>Conduct of the BPL Census and such other surveys that are required from time to time &amp; carrying out action research/ or evaluation studies that are initiated by the Central/ State Governments.</b></li> </ul>
<b>PD,MEPMA</b>	<ul style="list-style-type: none"> <li>• <b>Enabling the urban poor particularly the poorest of the poor to eliminate poverty and vulnerability in a sustainable manner and improve their quality of life in urban</b></li> </ul>

	<p><i>areas.</i></p> <ul style="list-style-type: none"> <li>• <i>Promoting, strengthening and nurturing self-sustainable institutions of the poor and through them, address all poverty issues like access to credit, financial freedom, health, disability and vulnerability.</i></li> <li>• <i>DAY-NULM( Deendayal Antyodaya Yojana- National Urban Livelihoods Mission)</i></li> <li>• <i>Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014.</i></li> </ul> <p>Ø <i>YSR Bima</i></p> <ul style="list-style-type: none"> <li>• <i>YSR '0' VADDI</i></li> </ul>
<p><i>District Skill Development Officer</i></p>	<ul style="list-style-type: none"> <li>• <i>Identification the gaps in the existing skills ecosystem</i></li> <li>• <i>Up gradation of skills to international standards through significant industry involvement,</i></li> <li>• <i>Developmnt of necessary frameworks for quality assurance and establishment of state-of-art skill colleges across all MP Constituencies to redefine employability skills in the State ofAndhra Pradesh.</i></li> <li>• <i>Ensuring the effectiveness of the different skill development programs conducted by state government departments, corporations, societies and agencies by convergence and standardization</i></li> </ul> <p><u><i>For History Students</i></u></p> <ul style="list-style-type: none"> <li>• <i>Academic Article writer</i></li> <li>• <i>Editor-Social Studies</i></li> <li>• <i>Online Educator</i></li> <li>• <i>Virtual Customer Service Associate</i></li> </ul> <p><u><i>For Philosophy Students</i></u></p> <ul style="list-style-type: none"> <li>• <i>External Relations Associate</i></li> <li>• <i>Cruelty Response Coordinator</i></li> <li>• <i>User Experience Research</i></li> </ul> <p><i>Content operations analyst</i></p>

<b>Tahsildar</b>	<ul style="list-style-type: none"> <li>• <b>AGRICULTURAL LAND VALUE APPLICATION</b></li> <li>• <b>AGRICULTURE INCOME CERTIFICATE</b></li> <li>• <b>CERTIFIED COPIES ISSUED BY DY.TAHSILDAR</b></li> <li>• <b>COMPUTERIZED ADANGAL</b></li> <li>• <b>CRACKER/STORAGE OF EXPLOSIVE MATERIAL LICENSE</b></li> <li>• <b>EXTRACT OF HOUSE SITE / D-FORM PATTA APPLICATION</b></li> <li>• <b>EXTRACT OF NOC UNDER EXPLOSIVE/PETROLEUM ACT</b></li> <li>• <b>F-LINE APPLICATION (NEW)</b></li> <li>• <b>F.M.B COPY</b></li> <li>• <b>FAMILY MEMBERSHIP CERTIFICATE</b></li> <li>• <b>INCOME CERTIFICATE</b></li> <li>• <b>INTEGRATED CERTIFICATE</b></li> <li>• <b>ISSUE OF SMALL AND MARGINAL FARMER CERTIFICATE</b></li> <li>• <b>LATE REGISTRATION OF BIRTH / DEATH</b></li> <li>• <b>MANUAL ADANGAL</b></li> <li>• <b>NO EARNING MEMBER CERTIFICATE</b></li> <li>• <b>NO PROPERTY APPLICATION SERVICE</b></li> <li>• <b>OBC CERTIFICATE</b></li> <li>• <b>ONE TIME CONVERSION (FRESH APPLICATION)</b></li> <li>• <b>POSSESSION CERTIFICATE</b></li> <li>• <b>REISSUANCE OF EBC</b></li> <li>• <b>REISSUANCE OF INTEGRATED CERTIFICATE</b></li> <li>• <b>REISSUANCE OF OBC</b></li> <li>• <b>RENEWAL OF CINEMA LICENCE</b></li> <li>• <b>ROR - 1B</b></li> <li>• <b>SINGLE WINDOW LAND CONVERSION</b></li> <li>• <b>VILLAGE MAP COPY</b></li> </ul>
<b>Endowments</b>	<ul style="list-style-type: none"> <li>• <b>SRI TIRUPATAMMA AMMAVARI DEVASTHANAM ROOM BOOKING (PENUGANCHIPROLU,KRISHNA DIST)</b></li> <li>• <b>SRI TIRUPATAMMA AMMAVARI DEVASTHANAM SEVA BOOKING (PENUGANCHIPROLU,KRISHNA DIST)</b></li> <li>• <b>SRI VARAHA LAKSHMI NARASIMHA S.D.,SIMHACHALAM</b></li> <li>• <b>SRI VARAHA LAKSHMI NARASIMHA</b></li> </ul>

	<p><i>S.D.,SIMHACHALAM ROOM BOOKING</i></p> <ul style="list-style-type: none"> <li>• <i>SRI VEERA VENKATA SATYANARAYANA S.D.ANNAVARAM, E.GODAVARI DT</i></li> <li>• <i>SRI VEERA VENKATA SATYANARAYANA SWAMY ROOM BOOKING</i></li> <li>• <i>SRI VENKATESWARA SWAMY SEVA TICKET BOOKING (DWARAKA TIRUMALA, WEST GODAVARI)</i></li> <li>• <i>SRI VENKATESWARA SWAMY TEMPLE ROOM BOOKING (DWARAKA TIRUMALA, W.G)</i></li> </ul>
<b>LEGAL METROLOGY</b>	<ul style="list-style-type: none"> <li>• <i>ALTERATION IN MANUFACTURING LICENCE</i></li> <li>• <i>ALTERATION IN REGISTRATION OF MANUFACTURER/PACKER</i></li> <li>• <i>ALTERATION IN REPAIRING LICENCE</i></li> <li>• <i>APPLICATION FOR GRANT/RENEWAL OF DEALER LICENSE</i></li> <li>• <i>APPLICATION FOR GRANT/RENEWAL OF MANUFACTURING LICENSE</i></li> <li>• <i>APPLICATION FOR GRANT/RENEWAL OF REPAIRING LICENSE</i></li> <li>• <i>REGISTRATION AS MANUFACTURER/PACKER/IMPORTER</i></li> <li>• <i>SKILLED WORKER CERTIFICATE</i></li> </ul>
<b>MINES AND GEOLOGY DEPARTMENT</b>	<ul style="list-style-type: none"> <li>• <i>GRANITE QUARRY LEASE</i></li> <li>• <i>MARBLE QUARRY LEASE</i></li> <li>• <i>MINING LEASE</i></li> <li>• <i>OTHER QUARRY LEASE</i></li> <li>• <i>PROSPECTING LICENSE</i></li> <li>• <i>RECONNAISSANCE PERMIT</i></li> </ul>
<b>REGISTRATION DEPARTMENT</b>	<ul style="list-style-type: none"> <li>• <i>CERTIFIED COPY OF REGISTRATION DOCUMENT</i></li> <li>• <i>ENCUMBRANCE CERTIFICATE</i></li> <li>• <i>HINDU MARRIAGE CERTIFICATE</i></li> <li>• <i>REGISTRATION OF FIRMS (UNDER SECTION: 58)REGISTRATION OF SOCIETY (UNDER SECTION: 3)</i></li> <li>• <i>SUBMISSION OF APPEAL OF SOCIETY (UNDER SECTION: 6)</i></li> </ul>

<p><b>DEPARTMENT OF FACTORIES</b></p>	<ul style="list-style-type: none"> <li>• <i>Safety of public residing in the vicinity of Major Accident Prone/Hazardous Factories.</i></li> <li>• <i>The Factories Act, 1948 and Andhra Pradesh Factories Rules</i></li> <li>• <i>The Payment of Wages Act, 1936 and Andhra Pradesh Payment of Wages Rules (in respect of Factories)</i></li> <li>• <i>The Maternity Benefit Act, 1961 and Rules (in respect of Factories)</i></li> <li>• <i>Manufacture, Storage and Import of Hazardous Chemicals Rules-1989 (in respect of Factories)</i></li> <li>• <i>Chemical Accidents (Emergency Planning, Preparedness and Response) Rules 1996</i></li> </ul> <p style="text-align: center;"><i>Applications related to</i></p> <ul style="list-style-type: none"> <li>• <i>AMENDMENTS IN MAN POWER /HORSE POWER</i></li> <li>• <i>ANNUAL FEE PAYMENT</i></li> <li>• <i>ANNUAL RETURNS</i></li> </ul>
<p><b>EE,APPCB</b></p>	<ul style="list-style-type: none"> <li>• <i>Air (Prevention &amp; Control of Pollution) Act 1981</i></li> <li>• <i>Water (Prevention and Control of Pollution) Act, 1974</i></li> <li>• <i>Bringing all round improvement in the quality of the environment in the State by effective implementation of environmental laws.</i></li> <li>• <i>Control of pollution at source to the maximum extent possible with due regard to technological achievement and economic viability.</i></li> <li>• <i>Identifications of sites and development of procedures and methods for the disposal of Hazardous Wastes.</i></li> <li>• <i>Promoting re-use and re-cycle of sewage and trade effluent on land for irrigation and for industrial purpose after giving appropriate treatment and thereby</i></li> </ul>



	<p><i>economizing the use of water. The practice also helps in stopping pollution of water due to reduction in discharges of waste into water bodies.</i></p>
<b>APSPDCL</b>	<ul style="list-style-type: none"> <li>• <i>Works Of Lineman, Helper, Sub Engineer, AE &amp; Accountant, JPO, JAO ,JLM</i></li> <li>• <i>Industrial Feeder Outage Details</i></li> <li>• <i>Release of all Industrial Services Registered in SDP &amp; EODB instructions regarding.</i></li> <li>• <i>Tariff Order</i></li> <li>• <i>Amounts to be paid for New Industrial Service Connections</i></li> <li>• <i>Verification of Authenticity of electrical connections</i></li> <li>• <i>Memos and Circulars on EoDB</i></li> <li>• <i>LT/HT application status</i></li> <li>• <i>Contact Nos for further queries on EoDB</i></li> <li>• <i>Applicable Charges</i></li> <li>• <i>HT Agreement</i></li> <li>• <i>Schedule of Charges</i></li> <li>• <i>Standards Of Performance</i></li> <li>• <i>Compensation Payable</i></li> <li>• <i>Documents required at the time of registration</i></li> <li>• <i>Duties and Taxes</i></li> <li>• <i>Procedure for obtaining LT/HT industrial electricity service connection by the Applicant/ Entrepreneur</i></li> </ul>
<b>JD,AGRICULTURE &amp; DD,HORTICULTURE</b>	<ul style="list-style-type: none"> <li>• <i>Use of Drone(Unmanned aerial vehicles) technology for spraying fertilizers, pesticides and Crop surveillance, Survey etc.,</i></li> <li>• <i>Soil testing</i></li> <li>• <i>Seed Testing</i></li> <li>• <i>Biological Control Laboratory</i></li> <li>• <i>Fertilizer Control Lab</i></li> <li>• <i>Pesticide Testing Laboratories</i></li> <li>• <i>Agricultural/ Horticultural Machinery</i></li> <li>• <i>Organic Farming</i></li> <li>• <i>Mechanization</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>Intercropping</i></li> <li>• <i>Comprehensive Plant Protection</i></li> <li>• <i>Precautions in seed cleaning</i></li> <li>• <i>Precautions in the use of insecticides</i></li> <li>• <i>Precautions in preparation of mixtures</i></li> </ul>
<i>APSRTC</i>	<ul style="list-style-type: none"> <li>• <i>Functions of Diesel Mechanic, Motor Mechanic, Machinist, Electrician, Fitter, Welder, Painter, Sheet metal worker etc.,</i></li> <li>• <i>Functions of Data Entry operators, Accountants</i></li> </ul>
<i>District Town &amp; Country Planning Officer</i>	<ul style="list-style-type: none"> <li>• <i>Preparation of General Town Planning Schemes (Master Plans),</i></li> <li>• <i>Preparation of Indicative Land Use Plans (Mandal Master Plans),</i></li> <li>• <i>Technical Approval of Layouts,</i></li> <li>• <i>Technical Approval of Buildings Plans. (Group Housing), Commercial complexes, DT&amp;CP-RTI ACT- 4(1) b</i></li> <li>• <i>Preparation and approval of Type Designs for community and public buildings,</i></li> <li>• <i>Technical Clearance of Installations (Industries)</i></li> <li>• <i>Approval of Road Development Plans.</i></li> <li>• <i>NOC for Cinema Theatres / Multiplexes.</i></li> <li>• <i>Suggesting variations to the sanctioned Master Plans.</i></li> </ul>
<i>District Panchayat Officer</i>	<ul style="list-style-type: none"> <li>• <i>Preparation of development plans by panchayats</i></li> <li>• <i>Control of the Panchayats over the Electrical undertakings</i></li> <li>• <i>Provision for lighting public streets</i></li> <li>• <i>Power to accept donations and trusts</i></li> <li>• <i>Acquisition of immovable property required by the panchayat</i></li> <li>• <i>Registration of Tutorial Institutions</i></li> <li>• <i>Registration of Private Hospitals and Paramedical Institutions</i></li> <li>• <i>Ombudsman for Local Self Government Institutions</i></li> <li>• <i>Vesting of Public roads in village panchayats and maintenance of Roads</i></li> </ul>

<b>General Manager ,BSNL</b>	<ul style="list-style-type: none"> <li>• <b>Functions of Junior Telecom Officers (JTO), Junior Engineer (JE) and Junior Accounts Officer (JAO) for Civil, Electrical engineering &amp; Commerce students</b></li> </ul>
<b>ZP,CEO</b>	<ul style="list-style-type: none"> <li>• <b>Funds for Zilla Panchayat allocated from the Consolidated Fund of the State &amp; Central in the following categories.</b> <ul style="list-style-type: none"> <li>● <b>Planned Funds.</b></li> <li>● <b>Non- Planned funds.</b></li> <li>● <b>Additional grants</b></li> </ul> </li> <li>• <b>Implementation of Rural Development and Panchayat Raj Schemes.</b> <ul style="list-style-type: none"> <li>● <b>Drinking water supply schemes</b></li> <li>● <b>Minor Irrigation works.</b></li> <li>● <b>Roads, Bridges and Buildings.</b></li> </ul> </li> <li>• <b>Duties , Responsibilities &amp; Elections of</b> <ul style="list-style-type: none"> <li>• <b>1.ZP Chairman</b></li> <li>● <b>2.ZP Vice Chairman</b></li> <li>● <b>3.ZPTC</b></li> <li>● <b>4.MPP</b></li> <li>● <b>5. Village Counsel(Sarpanch)</b></li> </ul> </li> </ul>
<b>Tourism Dept</b>	<ul style="list-style-type: none"> <li>• <b>Travel Associate</b></li> <li>• <b>Travel Consultant</b></li> <li>• <b>Executive- Medical Tourism</b></li> <li>• <b>Customer service &amp; Ticketing executive</b></li> <li>• <b>Events Planning Manager</b></li> </ul>
<b>AD, Handlooms &amp; Textiles</b>	<ul style="list-style-type: none"> <li>• <b>Internship opportunities in Handlooms sector</b></li> </ul>
<b>GM,DIC</b>	<ul style="list-style-type: none"> <li>• <b>Internship/on the job training opportunities in Industries</b></li> </ul>

*All the above Officers are instructed to submit a report, at the earliest ,in a Google SpreadSheet which can be updated by pasting the following link in a browser.*

*<https://docs.google.com/spreadsheets/d/1sVLY6fqOEkn4JA1bRGUIyKcyjcaAa517g3RxVh57Bk4/edit#gid=0>*

Yours faithfully,

**District Collector**

**Sri Sathya Sai District**