

BUSITEMA UNIVERSITY
**FACULTY OF MANAGEMENT SCIENCES DEPARTMENT OF ECONOMICS AND
MANAGEMENT**

**A REPORT ON
INDUSTRIAL TRAINING CARRIED OUT AT
PALLISA DISTRICT LOCAL GOVERNMENT,
PALLISA DISTRICT**

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REG NO: BU/UP/2021/0993**

**A FIELD ATTACHMENT REPORT SUBMITTED TO FACULTY OF
MANAGEMENT SCIENCES IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE AWARD OF BACHELORS IN PUBLIC
ADMINISTRATION AND MANAGEMENT.**

**BUSITEMA UNIVERSITY
FROM 12TH JUNE 2023 TO 04TH AUGUST 2023**

DECLARATION

DECLARATION

I AKONGO MARY PATRICIA do declare to my knowledge, potential and endeavors this piece of internship report is of my own, it was compiled during the end of my second-year practice in Pallisa district local government in the department of Human Resource; it was between the month of June 12th to 4th August.

Signature... AKO

Date: 7th. 09. 2023

APPROVAL

APPROVAL

I certify that this internship report was conducted and compiled by AKONGO MARY PATRICIA BU/UP.2021.0993 a student of Busitema University pursuing Bachelor's Degree in Public Administration and Management under my supervision and guidance.

Field Supervisor
Name Omisho Juma

Title HUMAN RESOURCE OFFICER

Signature [Signature]

Date 7th / 09 / 2023

University Supervisor
Name Kalembe boren

Title Lecherer

Signature [Signature]

Date 12 / 09 / 2023

ACKNOWLEDMENT

I AKONGO MARY PATRICIA acknowledge and extend my sincere appreciation to all the stalk holders who contributed financially and academically during my field training and the successful accomplishment of this report.

In addition, I recognize and thank the technical heads of departments, HR Pallisa and Busitema University for having played tremendous goal towards this report.

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LIST OF ABBREVIATION

CAO.....	CHIEF ADMINSTRATIVE OFFICER
CFO.....	CHIEF FINANCE OFFICER
DCC.....	DISTRICT CONTRACTS COMMITTEE
DSC.....	DISTRICT SERVICE COMMISSION
EFT.....	ELECTRONIC FUND TRANSFER
FY.....	FINANCIAL YEAR
HRO.....	HUMAN RESOURCE OFFICER
HRM.....	HUMAN RESOURCE MANAGEMENT
HRU.....	HUMAN RESOURCE UNIT
IPPS.....	INTERGRATED PERSONNEL PAY ROLL SYSTEM
LG.....	LOCAL GOVERNMENT
PAS.....	PRINCIPAL PERSONNEL SECRETARY
PCA.....	PAY ROLL CONSULTATION AFRICA
PDLG.....	PALLISA DISTRICT LOCAL GOVERNMENT
PHRO.....	PRINCIPAL HUMAN RESOURCE
RO.....	REGISTRARS OFFICE
SHRO.....	SENIOR HUMAN RESOURCE

ABSTRACT.

Internship is a period of work experience offered by an employer to give students and graduates exposure to the working environment often within a specific industry which relates to their field of study.

This report focuses on the experience that enhances a student's academic career & personnel development which is supervised by a professional in the field.

My internship report comprises of the introduction of the report, a brief back ground of the field attachment, its objectives & benefits expected as well as the organizational background

The internship report will also explain the activities, tasks and assignments done during the internship period and also giving lessons, experiences and skills gained or used during this internship period.

The report discusses the challenges and limitations, enjoyments and Disappointments which I went through and experienced during my internship period with Pallisa District Local Government.

The report has a wrap up of key issues as well as the recommendations for the organization,

Field attachment is a tool designed to build and develop the student's capacity to act perfectly on their areas of work. It also acts as a tool to enhance and generate the information for curricula review.

CHAPTER ONE

1:0 INTRODUCTION

1.1: Location and description of the place of field attachment

This guide is to provide an overview of the internship programme and highlights the objectives of the internship programme, roles of the supervisors and the expectation of the student during the internship programme.

Pallisa district local government

Pallisa district local government is located along Gongonyo Road Pallisa town council; the district has along historical trend which resulted into its creation. It was carved out of Tororo district (former Bukedi district). This happened on 13th march 1999 before Tororo was disintegrated into Busia and Butaleja district respectively. However, it is noted that Pallisa had acquired a district status as early as 1976 as north Bukedi district but this was retained in 1979 immediately after the liberation war.

The transformation of Budaka County in to a district status on 1st July 2006 changed the geographical and demographic set up to present size and the Kampala, Mbale-Tirinyi Pallisa highway.

The geographical area of the district is 1625sq.km of which 338kmsq.km is covered by wetlands, rivers, and lakes. The district is composed of the following counties namely; Agule, Butebo and Pallisa.

The district is divided in to 19 sub-counties, 1 town council and 5 town boards (Petete, Butebo, Kakoro, Kaboloi and Kabwangasi) there are 85 parishes and 545 villages.

1.2 Objectives of the Field Attachment

To give students an opportunity of testing their understanding of theories from their respective degree programs and general practice

To develop the students interpersonal and communication skills that can be used to strengthen their ability to work as a team. To help students acquire hands on experiences from senior organizational staff as well as getting a bearing on what professional life they would wish to develop seriously that is to say social work or social administration)