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

**A REPORT ON FIELD ATTACHMENT CARRIED OUT AT PALLISA  
TOWN COUNCIL  
PALLISA DISTRICT  
FROM 19<sup>TH</sup> MAY 2025-25<sup>TH</sup> JULY 2025**


**BY  
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YEAR THREE  
BPA  
BU/UP/2023/3747**

**INTERNSHIP REPORT SUBMITTED TO BUSITEMA UNIVERSITY  
FACULTY OF MANAGEMENT SCIENCES IN PARTIAL  
FULFILMENT OF THE REQUIREMENT FOR  
THE AWARD OF A BACHOLARS OF PUBLIC  
ADMINISTRATION AND  
MANAGEMENT**

**AUGUST 202**

**DECLARATION**

I Kaguba Justine a student of Busitema University solemnly declare that this report is of my own effort and has never been submitted to any University or institution of higher learning and has been written in respect to Busitema University Rules and Guidelines for the award of bachelors of Public Administration

Signature  .....

KAGUBA JUSTINE

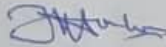
Date 23/07/2025 .....

**APPROVAL**

This is to certify that Kaguba Justine reg. No. BU/UP/2023/3747 has solely complied this report.  
We therefore recommend that this report be submitted to the University for the Award of a  
Bachelor's degree in Public Administration and Management.

Field Supervisor

Signature



.....  
ivii Gideon Johnson

Academic Supervisor

Signature



.....  
Date

2<sup>nd</sup> / 9<sup>th</sup> / 2025

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**LIST OF ACRONYMS**

CAO.....	Chief Administrative Officer
CDO.....	Community Development officer
CV.....	Curriculum Vitae
FY.....	Financial Year
HI.....	Health Inspection
IRAS.....	Integrated Revenue Administrative System
LCIII.....	Local Council Three
NIRA.....	National Identification Registration Authority
PDM.....	Parish Development Model
<b>PDMIS</b> .....	<b>Parish Development Model Membership Information System</b>
PPEs.....	personal protective equipment
PRN.....	Payment Reference Number
PTC.....	Pallisa Town Council
PWDS.....	People with Disabilities
RDC.....	Resident District Commissioner
SAGE.....	Senior Assistance Grant for Empowerment
SCDO.....	Senior Community Development officer
URA.....	Uganda Revenue Authority
UWEP.....	Uganda Women Empowerment Programs
YLP.....	Youth livelihood programs

## **EXECUTIVE SUMMARY**

This internship report has been developed after the internee going through internship training from Pallisa Town Council, the internee was exposed to a number of day-to-day practical works carried out in the Administration department.

The internee was involved in preparing the office, organizing files writing reports, monitoring government programs like PDM, SAGE, UWEP, YLP. among others.

During the internees industrial training at Pallisa Town Council, the internee learnt a lot of new things which she had not acquired in class like revenue mobilization using IRAS, discussing budgets in local government, council sittings, loan application processes, profiling PDM beneficiaries and many more.

Much as there were a lot of new things learnt, there were also some challenges the internee faced like: Rampant power failure, lack of lunch, inadequate facilities of information technology system, inadequate safe drinking water facilities and poor sanitation at the place of convenience which were solved by hiring personal laptops, providing lunch and drinking water by ourselves and personal cleaning of the different places at Pallisa town council.

However, internship is a very educative exercise especially when the training is done in Pallisa Town Council. This is therefore to encourage Busitema University to always advise students to apply for their internship to Pallisa Town Council.

## **SECTION-ONE**

### **INTRODUCTION**

This section consists of the location, description of Pallisa town council, objectives and the organisational structure of PTC.

#### **a) Location of Pallisa Town Council**

Pallisa Town Council is located in the eastern region of Uganda in Pallisa district; its headquarters lies adjacent to the district offices. It is positioned 190km northeast of the capital city Kampala, 50kms west of the Regional Town Mbale. It is bordered by Serere and Kumi districts in the NorthEast, Ngora in the North, Butebu, Kibuku and Budaka Districts in the east. It lies astride latitudes 1:45°N and 1:05°S and between longitudes 33:47°E and 34:05°W with an area coverage of 32.4 square kilometres. **Refer to appendix 3.**

#### **b. Description of Pallisa Town Council**

Below is the description of Pallisa Town Council

The existence of Pallisa Town Council started in 1937 as a distribution and a collection Centre for cotton. These activities were carried out by Indians and Arabs cotton traders who settled in the towns in linear settlement. The settlement took the form of trading Centre with a minor settlement at Osupa and Akadot where the ginneries were located.

The name Pallisa was derived from the word “APARIS” tree which is gentle and flexible and was commonly used by farmers for herding the bulls that pulled the yoke during plough wing. They were preferred because of their quality for they did not hurt the animals. This made people from the neighboring regions to travel all the way for the sticks of “Aparis” tree, hence, the area came to be referred to as Pallisa especially by the Indians and Arab settlers which was easier for them to pronounce.

In 1984, Pallisa trading Centre got turned to the status of the Town Board headed by the Town Clerk with a few staff. By 1994, the town board was elevated from non-self-accounting to self-accounting status to a Town Council known today as Pallisa Town Council. Which currently has five wards namely, Hosipital, Kaucho, Kagwese, East and West ward with 43 cells. The current population of Pallisa town councils is 41108 where there are 19164 males and 21944 females as