

ANNEXURE-XII

**वर्ष 2017 के लिए प्रोत्साहन पुरस्कार हेतु समूह 'ग' अधिकारियों (नैर शिक्षक) की संस्तुति के लिए प्रपत्र
PROFORMA FOR RECOMMENDING GROUP "C" OFFICERS (NON-TEACHING
STAFF) FOR INCENTIVE AWARD-2017**

(भाग 'क' आवेदक द्वारा भरा जाए और भाग 'ख' विद्यालय के कर्मियों के बारे में प्राचार्य द्वारा, क्षेत्रीय कार्यालय के कर्मचारियों के बारे में उपायुक्त द्वारा, केविसं(मु) के कर्मचारियों के मामले में संबन्धित शाखा/प्रभागीय अधिकारी द्वारा भरा जाए)

(Part A to be filled by the applicant & Part B are to be filled in by the Principal in case of Vidyalaya Staff, by the Deputy Commissioner, RO concerned in case of Official of Regional Offices, Branch Officer/Divisional Head of concerned Branch/Division in KVS HQ in case of Officer/Official of Hqrs. Office.)

भाग 'क' /PART -A

Particulars of the Officer/Official

(Two recent
Colour
Photograph)

ONE RECENT
COLOUR
PHOTOGRAPH
TO BE PASTED
& THE OTHER
TO BE
ATTACHED
WITH FORM

1. Name (English) :
(Shri/Smt./Km. in Capital letters)
2. Designation /Name of KV :
3. Name of /Region/ZIET/KVS (HQ) :
4. Date of Birth & present Age as on 31.3.2017:
5. Sex :
6. (i)Category(Gen/SC/ST/OBC) :

(ii)Whether belongs to special
Category (Pl. Mention specifically):

7. SERVICE RECORD :

Name of Vidyalaya/ office	Post	Duration of Service		Matters dealt/ Name of Section	Any other responsibility discharged
1	2	3		4	5
		From	To		

8. Any concrete steps/innovative measures taken for quick and speedy disposal of the work:

9. Has the officer/official written or published any articles, text-books etc.? If so, give details:

10. Has the officer taken part in any training programme/workshop as participant/Director/Resource Person? If so, give details of last five years:

S.No.	Year	Name of course/Workshop	Duration	In the Capacity of Director/ Associate Director/ Resource Person/Participants

11. Has the officer received any recognition, award or prize from school/community or Government during the last 10 years? If so, give particulars:

Name of the award	The institution which awarded	Year of award	Field of recognition

(A separate sheet may be attached if required).

12. Proficiency in the use of ICT in day to day work :

Signature of the Applicant

PART-B

13. (i) Comments of Controlling Officer on the maintenance of records of the applicant :
- (ii) Has the officer shown leadership qualities :
in terms of appropriate decision making
and problem solving on his/her own in
matters within his/her allotted areas?
14. Has the officer done any outstanding or :
notable work meriting commendation?
Give details as recorded in the APAR.
15. The following information specifically be given :
(a) Integrity:
(b) Punctuality in attendance:
(c) Discipline :
(d) Application of rule position :
(e) Relation with others :
(f) Quality of work :
(g) Use of Computer :
(h) State of Health :

16. Any other significant achievement/ contribution of the officer/ official not mentioned above :	
17. Whether any Vigilance/ disciplinary case are pending or contemplated against the officer.	

18. Citation by the Principal/Deputy Commissioner of the KV/Region about his/her contribution in introducing Innovative Ideas, involving Community, maintenance and beautification of school campus, organization of school activities, maintenance of cordial relationship with stakeholders, etc. in the overall development of the school.(150-200 words)

<u>CITATION</u>	PHOTOGRAPH
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Signature of Principal/Deputy Commissioner of the KV/Region

CERTIFICATE

- (a) The service records and antecedents of the Officer/Official have been verified and found clean record and faultless antecedents.
- (b) It is certified that all the information provided from Sl. No.01 to 18 have been checked and found correct.

(Signature of the Principal/ Branch Officer /Deputy Commissioner/JC/Addl Comm)

Counter Signature of Deputy Commissioner of the Region in case of Vidyalaya Staff.

PART-B

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- (ii) Has the officer shown leadership qualities :
in terms of appropriate decision making
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