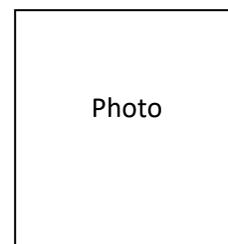


**Application for Incentive / Meritorious Award
for Non-Teaching Employees in PJTSAU**



1. Name of the Employee :
2. Designation / Address :
3. Date of Birth :
4. Social Status :
5. Date of First Appointment :
6. Number of years served in the : Cadre Place Duration
cadre / different cadres and
place / places worked
7. Present designation & :
Scale of Pay
8. Qualifications :
(Academic /Technical etc.)
9. Disciplinary Cases Pending, if any :
10. Awards received if any., :
11. Justification for applying for :
the Award (brief justification)
12. Additional duties performed if any :
13. Significant contributions :

Signature of the Applicant

Certification & Recommendation :
of the Head of the Office concerned

APPENDIX

SUGGESTIONS AND INCENTIVE AWARDS SCHEME

I. Scope of the scheme:

The Scheme shall be applicable to all University employees including Class. IV employees. I (a) The scheme shall also be extended to retired University employees, to invite suggestions from them for improvements in organization and job method and procedures as distinct from changes in policy and for maintenance of integrity in administration to help in improving the tone of administration. In the case of suggestions which are accepted finally for implementation after careful scrutiny and study the persons concerned will be suitably rewarded either in cash or by issue of letters of appreciation or commendation or merit certificates, as the case may be.

II. SUGGESTIONS AND SERVICES QUALIFYING FOR AWARDS:-

a) Suggestions for improvement in organization or job methods or procedures as distinct from changes in policy. Sometimes a lead might be given by the department themselves, by indicating subjects or points on which suggestions would be specifically welcome (this should be particularly suitable when new procedures are being planned or existing procedures reviewed suggestions would also be invited on specific aspects.

Suggestions for maintenance of integrity in administration may also be eligible for awards, since they can help in improving the tone of administration.

b) OUTSTANDING SERVICES: The following among other factors may be taken into account to treat any work as outstandingly good.

- i) Display of energy, zeal, initiative and originality which are noticeable and unquestionably well above the average:
- ii) Adoption of procedures or methods which display thought and a sense for the practical and which result in improved efficiency in the department or speed in the disposal of work; and
- iii) Specific successful action to prevent significant financial loss to the University.

III. FORM OF AWARDS:

1. Award may be in any of the following forms:
 - a) Cash awards.
 - b) Letters of commendation or merit certificates.
 - c) Entry of appreciation in the character roll.
 - d) Advance increments (with or without cumulative effect)
 - e) Accelerated promotion.

2. **CASH AWARDS:** Wherever improvements resulting from the suggestions or outstandingly good work are capable of being assessed in fairly precise monetary terms, the amount of the award in any particular case shall not normally exceed 5% of the annual saving or Rs.1,000/- (Rupees one thousand only) whichever is less.

ii) Even in cases where the results of the suggestions made cannot be evaluated in precise monetary terms, but the suggestions in themselves are useful for adoption, suitable monetary awards may be given the quantum of such awards being decided adhoc in each case depending on the importance of the suggestion but subject to the overall ceiling of Rs.1,000/- (Rupees one thousand only). The same principle may be followed in the case of outstandingly good work' also.

iii) The award may take the form of cash payment or National savings certificates/Prize Bonds / Defence Bonds etc. or gifts of useful articles such as fountain pens, watches etc.,

3. LETTERS OF COMMENDATION / MERIT CERTIFICATES:

i) These may be awarded to employees who have made suggestions considered useful for adoption but in whose cases the decision is not in favour of any other kind of awards.

4. ACCELERATED PROMOTION:

A accelerated promotion confers a permanent benefit, it may be proposed only on the basis of consistently outstanding performances and not on the basis of occasional flashes of brilliant ideas or work. Possession of merit certificates or letters of commendation shall not be taken as the basis for preferential or accelerated promotion.

5. GENERAL:

The event of grant of every award shall be mentioned with brief particulars in the character roll of the employees for the year concerned.

6. SCREENING COMMITTEE:

This committee will be empowered to make awards upto Rs.1,000/- (Rupees one thousand only) in each case subject to overall ceiling of Rs.25,000/- (Rupees twenty five thousand only) per annum. Necessary funds for this purpose will be provided in the Budget.

7. This committee will be required to meet at least once in three months. A general report on the cases considered and the incentive awards recommended by the committee will be published in PJTSAU News Letter.

8. PROCEDURE TO BE FOLLOWED:

The proposal should be sent to the Deputy Registrar (NTE) as indicated in para.2 of the proceeding for taking further action.

9. The award should be made only for suggestion which are accepted for implementation after careful scrutiny and study. Suggestions which in the opinion of the committee are prima facie good, but would require to be tested for workability should first be tried out before a final decision regarding their fitness for award is taken.

10. PUBLICITY:

Due publicity should be given for the accepted, suggestions and the outstandingly good work of the particulars University employees who are rewarded under this scheme. The names of the concerned University employees their suggestions or work which is rewarded and improvements resulting there from indicating wherever feasible the monetary savings and the form and the quantum of the award made may also be published in the Annual Administration Reports of the University. This arrangement will also provide a safeguard against possible plagiarism. Awards may be presented to the winner on suitable occasions by Vice Chancellor this would add to the satisfaction of the concerned employees.

11. GENERAL:

Authors of rejected suggestions and Departments whose proposals for the grant of incentive awards to the employees have been rejected should as far as possible be informed of the reasons for rejection.
