

From

The Registrar,
CCS HAU, Hisar.

To

All Deans/Directors/Officers/HODs/
Sections (including outstations)
CCS HAU, Hisar.

Memo. No. Admn. E.1/G-145/2020/ 22470 -590

Dated: 1-9-20

Subject: Sardar Patel Award (Non-Teaching Employee) for the financial year 2019-20.

As per decision taken by the Board of Management of CCS HAU vide item No.A-7 in its 259th meeting held on 30.03.2018, "Sardar Patel Award (Non-teaching employee)" for the financial year 2019-20 is to be awarded to a Non-teaching employee.

2. The applications are invited from non-teaching employees fulfilling the guidelines/criteria circulated vide Endst.No.Admn.R4/2019/22520-640 dated 03.07.2019.

3. You are, therefore requested to bring it to the notice of all non-teaching employees working under your control and send their application on the prescribed proforma (overleaf) latest by **15.09.2020**. **Service Book, ACR file, Gist of ACRs, and certificate of performance and behaviour on a separate sheet, may also be added with the application. It may also be certified that no court case, criminal/vigilance/departmental proceeding is pending against the employee.** Application received late in the office of undersigned, will not be entertained.

Encl.: Overleaf.


Asstt.Registrar(E)
for Registrar

CC:-

1. SPS to V.C. for kind information of the Vice-Chancellor.
2. In-Charge, Technical Cell of Computer Centre, CCS HAU, Hisar for uploading the circular on the University website.
3. COE/SPIO/Advisor(RC)/Incharge(Faculty House)/ARF/ARA/ARL/AR(GA)/DDO/ PS to Registrar.
4. E-2/E-3 (internal).

**APPLICATION FORM FOR SARDAR PATEL AWARD (NON-TEACHING
EMPLOYEE)**

1. Name
2. Date of birth
3. Present Designation
4. Name of Office
5. Contact No. Mobile
 Office
 Email ID
6. Date on which joined the CCSHAU
7. Designation at the time of 1st joining in CCSHAU
8. Total period of service till date
9. Qualifications
10. Any additional information, if any
11. Gist of whole service ACRs of the employee
12. Any punishment awarded to the employee under Clause 12 of Chapter IX of the statutes



Place

Date

Signature of applicant/nominee

Certificate of performance, behaviour (to be submitted on a separate sheet in brief) and GIST of whole service ACRs of the concerned employee, are enclosed herewith in confidential cover.

Signature of Head of the Office.

Signature of Controlling Officer

Note:

- i) The application may include only the essentially required facts and figures and should not contain unnecessary details about the individual achievements etc.
- ii) Also enclose one passport size photo and a copy of cancelled Bank Cheque clearly showing the Name of applicant, Name of Bank/Branch of Bank, Bank Account No., IFS Code.