



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

क.सं. 211 (संकाय भवन)
पो. आई.आई.टी. कानपुर-208016 (उ.प्र.), भारत
दूरभाष: 0512-259-7620, 7738

Room No. 211 (Faculty Building)
P.O. IIT KANPUR-208016 (U.P.), INDIA
Email: picl_doad@iitk.ac.in

No. Estt./OO/2024/IITK/2150
Date: November 27, 2024

OFFICE ORDER

Subject: New Merit Award Scheme: Non-teaching staff of the Institute for the year 2024.

The Board of Governors in its 2014/P1 meeting held on 10.03.2014 has approved the New Merit Award Scheme to the non-teaching staff members. The Competent Authority of the Institute vide Office Order no. Estt./OO/2014/IITK/1673 dated 11.09.2024, has issued the amendments in the **New Merit Award Scheme** for the non-teaching staff members of **A, B, C & D** groups in recognition of exemplary service and sustained devotion to duty. The salient features of this new Merit Award Scheme had already been circulated and the same is uploaded on the Institute website and can be accessed through the following link:

<https://web.iitk.ac.in/july14iitkn/data/adminofficeorders/New-Merit-Award-OO-No-1673-11-09-24.pdf>

For this purpose, nominations for the year 2024 are invited from Heads of Departments/ Interdisciplinary Programmes/ Sections/ Unit-In-charges on the enclosed prescribed proforma. All such nomination(s) are to be sealed in an envelope mentioned on the top "Nomination for Merit Award". This envelope should be packed in another envelope marked as 'CONFIDENTIAL' and sent to Registrar's Office on or before December 18th, 2024 (Wednesday) positively, for further necessary action.


(Vishwa Ranjan)
Registrar

Copy To:-

1. Director
2. Deputy Director
3. Registrar
4. All Deans
5. All Heads of Department/Inter-disciplinary Programmes/Sections and Unit In-Charges
6. Asstt. Registrar (Admin.)
7. Web Master
8. Notice Boards
9. File – Office Order, Merit Award Scheme



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INDIAN INSTITUTE OF TECHNOLOGY KANPUR
प्रशासन अनुभाग
ADMINISTRATION SECTION

दूरभाष : 2597738.7776
Phone : 2597738.7776

पो. आई.आई.टी. कानपुर - 208016 (उ.प्र.), भारत
PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2024/IITK/1673
Date: Sept. 11, 2024

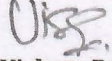
OFFICE ORDER

Subject: New Merit Award Scheme for Non-teaching staff of the Institute.

In reference to Office Order no. Estt./OO/2014/IITK/3423 dated 19.08.2014, a committee constituted by Competent Authority of the Institute has approved the amendments in the New Merit Award Scheme for the non-teaching staff members of A, B, C & D.

The salient features of the amendments in this new Merit Award Scheme are as follows:-

1. The strength 3%, as mentioned under clause (a) of Office order no. Estt./OO/2014/IITK/3423 dated 19.08.2014, is increased to 5%.
2. Only one nomination from each group (i.e. A, B, C and D) can be made by Head of Departments/ Centres/ Inter-Disciplinary Programmes/ Sections and Unit In-charges.
3. The period of minimum three years, as mentioned under clause (c) of Office order no. Estt./OO/2014/IITK/3423 dated 19.08.2014, is increased to minimum five years.
4. Clause (f) of Office order no. Estt./OO/2014/IITK/3423 dated 19.08.2014 is removed. Thus, review of the New Merit Award Scheme will be done as and when need will be felt by the Competent Authority.
5. The period of five years, as mentioned under clause (g) of Office order no. Estt./OO/2014/IITK/3423 dated 19.08.2014, is increased to seven years.
6. Plaque and certificate will be issued to the Awardees and the bouquet will be issued to the spouse of the respective awardees.
7. The other terms and conditions in the Office order no. Estt./OO/2014/IITK/3423 dated 19.08.2014 will remain same.


(Vishwa Ranjan)
Registrar

Copy To:-

1. Director
2. Deputy Director
3. All IAC Members
4. All Head of the Departments/ Centres/ Inter-Disciplinary Programmes/ Sections and Unit In-charges
5. All Registry cadre Officers
6. All Notice Boards
7. Web Master
8. File - Office Order, Merit



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पो. आई.आई.टी. कानपुर -208016 (उ.प्र.). भारत

PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2014/IITK/ 3423

Date : August 19 , 2014

OFFICE ORDER

Subject: New Merit Award Scheme for Non-teaching staff of the Institute

The Board of Governors in its 2014/1st meeting held on 10.03.2014 has approved the New Merit Award Scheme for the non-teaching staff members of A, B, C & D groups in recognition of exemplary service and sustained devotion to duty. The salient features of this new Merit Award Scheme are as follows:-

- (i) Inclusion of Group 'A' category for Award
- (ii) Increase in number of awardees up to 3% of total strength in each Group
- (iii) Enhancement of amount of award from Rs. 25,000/- to Rs. 30,000/-

The modus operandi of the new scheme is appended below:-

- (a) The 3% of the total strength in each Group (A, B, C & D) shall be calculated for ascertaining the number of awards in each group. The figure of 3% shall be rounded off to next whole number, provided, the figure is not a whole number.
- (b) The enhanced amount of aforesaid award will be reviewed every three years.
- (c) The aforesaid award is meant for those staff members who are on regular pay scale and have rendered minimum three years of continuous sustainable and outstanding devotions towards duty in the Institute.
- (d) Any employee against whom disciplinary action had been taken or who had received adverse entries in his ACR for the last preceding three years will not be considered for this award.
- (e) Nominations can only be made by Heads of Departments/ Inter-disciplinary Programmes/ Sections and Unit In-charges. The Nominations is to be sent to the Administration Section in a sealed cover marked 'Confidential- Nomination for Merit Award' for onward submission before the designated Committee constituted for the purpose of Merit Award.
- (f) The aforesaid Merit Award scheme will be reviewed after every five years.
- (g) The staff member (s) who had been conferred this award in the past will be eligible for the aforesaid award only after five years from the date of last award.
- (h) Institute level Committee constituted by the Director to consider the aforesaid award meant for employee, may contact other persons (other than the concerned Head) who know the individual and his/her contribution well for ascertaining the additional / corroborative information about the staff being nominated by the Head besides the endorsement of Head.
- (i) The draft proforma for nomination of Merit Award Scheme to the staff members is enclosed.

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The recommendations for the award(s) shall be made to the Director by an Institute Level Committee, which will be constituted by the Director for this purpose. The awards will be announced after the approval of the recommendations by the Chairman, Board of Governors.

Nominations for the award(s) will be invited from Heads of Departments/Inter-disciplinary Programmes/Sections/Unit In-charges on the prescribed proforma every year in the month of November/December and the awards, upon approval of the Competent Authority, will be conferred to the concerned staff members on the occasion of the Republic Day Celebration.

The concerned Head(s) of Departments/Inter-disciplinary Programmes/Sections or Unit In-charge may also consider any employee, who has been transferred from a particular Department/ Inter-disciplinary Programme/Section/Unit in the past few years for nomination jointly.

All Head(s) of Departments/Inter-disciplinary Programmes/Sections/ Unit In-charge are requested to disseminate the above information to the staff members working under them for wide publicity.

R K Sachan
(R K Sachan)
Actg. Registrar
9/11

Copy to:

1. Director
2. Deputy Director
3. All IAC Members
4. All Heads of Departments/ Inter-disciplinary Programmes/Sections and Unit In-charges.
5. All Registry cadre Officers
6. All Notice Boards
7. Web Master
8. File – Office Order

**PROFORMA FOR NOMINATION FOR MERIT AWARD SCHEME
TO THE STAFF MEMBERS BELONGING TO GROUP 'A', 'B', 'C' & 'D'**

- A. This proforma is a nomination form for Merit Award(s) Scheme to the staff members belonging to Group 'A', 'B', 'C' & 'D' Groups who have exhibited exceptional and sustained commitment to duty and service to the Institute beyond that in normally expected of them.
- B. Nominations can only be made by Head of Departments / Inter-disciplinary Programs / Sections and Unit In-charges.
- C. A separate nomination form is to be filled up for each employee being nominated.
- D. An employee against whom disciplinary action had been taken or who had received adverse entries in his APARs for the last 3 years will not be considered for this award.
- E. Nominations should be submitted to the Registrar Office in a sealed cover marked 'Confidential: Nomination for Merit Award Scheme'.

1) Name :

2) PF No. :

3) Pay Level :

4) Place of Posting :

5) Service Record :

(a) Date of Joining the Institute :

(b) Post held at the time of Initial
appointment :

(c) Date of joining on current post held :
(Through: Open Selection or
assessment / promotion)

(d) Post held during the last five years, :
place(s) of posting and a brief
description of the nature of duties
performed

- 6) Give a description of the individual and his/her major contributions while serving the Institute. Highlight the exceptional and sustained commitment to duty and service to the Institute beyond the normal call. Be specific and objective and give particulars as far as possible. (Kindly be specific)

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**PROFORMA FOR NOMINATION FOR MERIT AWARD SCHEME
TO THE STAFF MEMBERS BELONGING TO GROUP 'A', 'B', 'C' & 'D'**

- 7) Are there other persons who know the individual and his/her contribution well and can be contacted for additional/corroborative information? If so, give the name of two such persons.

Name : Department :

Name : Department :

- 8) Provide the following specific details:

Group 'A' Category : Sustained and outstanding contribution

Technical Category : Technical skills developed, and technical work completed.

Ministerial Category : Office productivity and automation tools used so far.

Group 'D' Category : Multi-skilling service to the Institute beyond the normal calls.

- 9) Grade the individual and his/her contribution by ticking one of the qualifications given below:

(a) Truly Exceptional

(b) Outstanding

(c) Very Good

(d) Good

- 10) Proposed citation to be written on :
certificate if selected for the award

पुरस्कार हेतु चयन होने पर लिखा जाने :
वाला प्रशंसनीय विषय/कार्य क्षेत्र (हिन्दी में)

Signature of the Proposer :

Name of the Proposer :

Designation :

Department :

Date :