



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



कमरा सं. 211, (संकाय भवन)

पो. आई आई टी कानपुर – 208016 (उ.प्र.), भारत

Room No. 211 (Faculty Building)

PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./Circular/2021/IITK/917

Date: November 22, 2021

CIRCULAR

Subject: New Merit Award Scheme: 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** to 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 vide Office Order No. Estt./00/2014/IITK/3423 dated 19.08.2014 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/EsttOO2014ITK3423.pdf>

For this purpose, nominations for the year 2021 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 **24.12.2021**, positively, for further necessary action.


K K Tiwari
Registrar

Copy to:

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



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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.

Handwritten signature

Cont'd....

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
gls

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(S) 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 Heads of Departments/ Inter-disciplinary Programmes I Sections and Unit In-charges.
- C. A separate nomination form is to be filled-up for each employee being nominated.
- D. Any employee against whom disciplinary action had been taken or who had received adverse entries in his ACR for last 3 years will not be considered for this award.
- E. Nominations should be submitted to the Administration Section in a sealed cover marked "Confidential: Nomination for Merit Award Scheme".

1. Name : _____
2. PF. No. : _____
3. Pay Band : _____ Grade Pay _____
4. Place of Work : _____
5. Service Record : _____
- (a) Date of Joining the Institute : _____
- (b) Post held at the time of initial appointment : _____
- (c) Current Post (Through : Open Selection
or assessment) : _____
- Date : _____
- (d) Position held during last 5 years, place(s)
of work 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*)

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 names of two such persons.

Name _____ Dept./Section _____

Name _____ Dept./Section _____

8.

Provide the following specific details:

(a) Group 'A' Category : Sustained and outstanding contribution

(b) Technical Category : Technical skills developed and technical work completed.

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

(d) Group D Category : Multi skilling service to the Institute beyond the normal call.

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 award : _____

Signature of the Proposer : _____

Name : _____

Designation : _____

Department/Section : _____