

GOVERNMENT OF MEGHALAYA
PERSONNEL AND ADMV. REFORMS (B) DEPARTMENT

No. PER (AR) 30/2014/1,

Dated Shillong, the 8th August, 2014

From : Smti B. Rymmai,
Under Secretary to the Govt. of Meghalaya,
Personnel & Admv. Reforms (B) Department.

To, P.S. to the Chief Secretary Govt. of Meghalaya,
P.S. to the Additional Chief Secretary Govt. of Meghalaya,
All Principal Secretaries/Commissioner & Secretaries/
Secretaries to the Govt. of Meghalaya.

All Administrative Departments/Heads of Departments/ Deputy
Commissioners/Sub-Divisional Officers (Civil).

Subject : Meghalaya Day Excellence Awards, 2014

Reference : No. PER (AR) 74/98/Pt/130, dated 20.12.2004.

Sir,

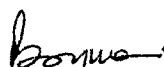
I am directed to inform that as usual the Meghalaya Day Excellence Awards for the year 2014 is to be announced on the 21st January, 2015. In this connection, recommendation of suitable Government employees as per the following criteria may be forwarded to this Department latest by 17th October, 2014.

1. Outstanding performance by State Government employees.
2. The general performance of the incumbent, including his/her general character.
3. Attendance in Office in normal times and also during periods of bandhs, strikes, picketing, agitation, etc.,
4. Promptness in disposal of works, and
5. The award will be eligible for employees who have completed not less than 5 (five) years of service.

Besides the above, the proposals may also be accompanied with the following documents etc.

- (a) Photo copy of ACRs dossier.
- (b) The leave records for the last 5 years will be examined.
- (c) The recommendation to be channelized through the Administrative Department concerned in a standard format enclosed.

Yours faithfully,


Under Secretary to the Govt. of Meghalaya,
Personnel and Admv. Reforms (B) Department

**FOR STATE GOVERNMENT EMPLOYEE RECOMMENDED TO RECEIVE
THE MEGHALAYA DAY EXCELLENCE AWARD**

1. Name of Employee:
2. Designation:
3. Department/Office in
4. which employed:
- Outstanding work
performed by State Govt.
Employee:
5. The general performance of
the incumbent, including
his/her general character:
6. Attendance in Office in normal
times & also during period
of bandhs, strikes, picketing,
agitation, etc:
7. Promptness in disposal of
works:
8. Length of service:
9. ACRs gradings for the last
5 years:
10. Leave record of the last
5 years:

**Signature & Designation
of the Recommending Officer**
