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


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.

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, agitations, 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 EXCELLECE AWARD

1. Name of Employee: ____________________________________________

2. Designation: ___________________________________________________

3. Department/Office in which employed: ________________________________

4. 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

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