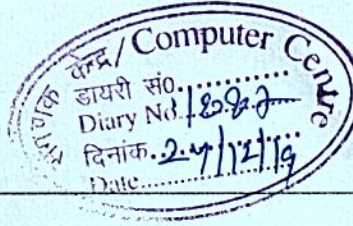




छात्र अधिष्ठाता कार्यालय
वाराणसी-221005

OFFICE OF THE DEAN OF STUDENTS
VARANASI - 221005

Prof. M.K. Singh
Dean of Students



Phone : 0542-2369043
: 0542-670-3622
Web : www.bhu.ac.in
email: bhu.deanofstudents@gmail.com

DS/2019-20/546

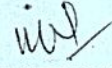
December 21, 2019

NOTICE

On the occasion of Republic Day-2020, the University considers to honour the Non-teaching employees of the following categories for their exemplary, excellent work:

1. Class III - One Technical, One Ministerial and One Secretarial
2. Class IV - One Technical and One Ministerial

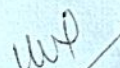
It is, therefore, requested that the name(s) of such employees working under your control and recognized to be an excellent worker, may kindly be sent to the office of the undersigned latest by **08.01.2020** positively on the prescribed format overleaf.


DEAN OF STUDENTS

Copy alongwith a copy of format of application form for the said award forwarded to the following for information and necessary action:

1. The Rector,
2. The Director of the Institutes,
3. The Dean of the Faculties,
4. The Principal, Mahaila Maha Vidyalaya./College/Schools,
5. The Medical Supdt. SSH,
6. The Professor Incharge, RGSC/Trauma Centre/SWC/BHU Press/Horticulture Unit,
7. The Hony. Director, Malaviya Bhawan/Hony. Manager, Shri Vishwanath Temple,
8. The Joint Registrars/Asstt. Registrars,
9. The Supdt. Engg./Executive Engg. WESS/Executive Engg. UWD,
10. The Head of the Departments/Offices/Units,
11. The Coordinator/Admin. Warden/Warden of the Hostels,
12. The Finance Officer / Controller of Examinations / Chief Proctor
13. The Coordinator Computer Centre with the request to kindly upload on BHU website
14. The Librarian, Central Library,
15. The Public Relations Officer with the request to kindly inform the local media.
16. The Asstt. Registrar and Secretary to Vice-Chancellor,
17. The Asstt. Registrar, Office of the Registrar

BANARAS HINDU UNIVERSITY.


DEAN OF STUDENTS

HM
Chil
26/12/19

BANARAS HINDU UNIVERSITY

Only those employees who have served for **not less than twenty five (25) years** will be considered for Honouring on the occasion of Republic Day.

1. Name (full): Employee No.....

2. Designation: Mobile no.....

Category: Class III Technical / Ministerial / Secretarial (Please tick at appropriate category)

Class IV Technical / Ministerial

3. Department:

4. Date of Birth:

5. Date of Appointment:

6. Date of Retirement:

7. Personal assessment of the employee assessed by the officer concerned.....

8. Specific Comment as under:

(i) Punctuality/Regularity

(ii) Moral conduct

(iii) Integrity.....

9. Specific recommendation with justification.....

10. **Extra curricular activities:**

Certificate on merit/ outside/inside/social service/national service and other achievements, if any

11. Is there any disciplinary Proceeding pending?

P.S.: 1) Item No.1 and 8 must be accompanied by proof of the achievements/contributions as per evidence certificate/Prizes/Medals etc. (Xerox copies be enclosed).

2) Recommending Authority shall give his/her rating overall performance such as:

i) Outstanding

ii) Excellent

iii) Very Good

iv) Good

Date:.....

SIGNATURE
Head of the Office
With Seal