Notice

On the occasion of Republic Day-2019, 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, 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 under signed latest by 12.01.19 on the prescribed format printed overleaf.

DEAN OF STUDENTS

COPY along with a copy of format of application form for the said award forwarded to the following for information and necessary action:

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

BANARAS HINDU UNIVERSITY.

DEAN OF STUDENTS

Section Officer

Chief

04-01-19
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 Proceedings 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