**PROFORMA FOR NOMINATION OF AWARD**

***(****No abbreviation should be used* ***- To be sent in duplicate)***

Last date for submission of nomination in the Welfare Branch is **25.11.2013**.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Award recommended for** [Please tick ( √ ) any one]:-*(Please refer Circular No. F.11(15)2013/Awards/Welfare/1262 dated 15.10.2013)*

|  |  |  |
| --- | --- | --- |
| **1.** | **Individual** |  |
| **2.** | **Group** |  |
| **3.** | **Functional Area** *(Title of the Award/Category)* |  |

 | *Affix**recent colour passport**size**photo**(Applicable for individual award only)* |
|  |
|  | **PARTICULARS OF NOMINEE** |
| **1.** | **Name of Individual/ Group** (enclose details) **/Functional area** *(both in English & Hindi)* (As to appear in the Merit Certificate) |  |
| ­­­ |
|  |  |
| **2.** | **Designation & Group***(Indicate specifically Group A, B or C)* |  |
| **3.** | **Date of Birth***(Applicable for individual award only)* |  |
| **4.**  | **Department** |  |
| **5.** | **Office Address:** |   |
|  |
| **6.** | **Date of Appointment in DDA***(For individual award only)* |  |
| **7.** | **Present Pay, PB & Grade Pay***(For individual award only)* |  |
| **8.** | **Particulars of Awards given earlier, if any.** |  |
| **9.** | **Contact No./Mobile No & Email ID if any, :** |  |

 (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

 Signature of Nominee/Group leader

**Date:**  Name of Nominee/Group leader:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **CITATION BY HEAD OF THE DEPARTMENT***(not more than 200 words)***Signature of HoD** (with Stamp) |

DELHI DEVELOPMENT AUTHORITY

**OFFICE OF COMMISSIONER(PERSONNEL)**

E-1. Vikas Sadan, INA, New Delhi

\*\*\*\*\*\*\*\*\*

No.F.11(15)2013/Awards/Welfare/ Dated: 7th  November,2013

 **INSTITUTION OF AWARDS**

 The Authority has been pleased to institute Annual Awards for officers/officials of DDA for outstanding performance rendered by them in various areas. The details of awards have already been circulated vide this office circular of even no. 1262 dated 15.10.2013, a copy of which has been enclosed for ready reference.

In view of above, all HODs are requested to forward the nominations/ recommendations for Annual Awards for various categories mentioned in the circular dated 15.10.2013 quoted above. The recommendations should be made for Individual/Group/Functional Area concerned to the Department accompanied by a citation in the enclosed proforma. HoDs should recommend for awards in deserving cases of outstanding nature which recognizes the merits and inculcates the spirit of competitiveness. All recommendations should reach the **Office of Dy. Director (IR&SW), Room No. B-13, Vikas Sadan, INA, New Delhi** by **25th November, 2013**  **in duplicate** in the format attached. Recommendations received after the closing date shall not be considered.

 There will be a Selection Committee for evaluation of the nominations received and for shortlisting of eligible awardees in the proposed categories of awards. Further, the selection committee shall ensure selection of the awardees objectively after considering the nature of award and relative merit of the nominations received.

**Encl:- Format**.

 **(M.K.Gupta)**

Commissioner (Personnel)

**Copy for information to:**

1. Pr. Secy. to Hon’ble L.G. Delhi.
2. OSD to V.C., DDA for kind information of VC, DDA
3. Finance Member, DDA.
4. Engineer Memb er,DDA.
5. Pr. Commr. (LD/Housing/CWG), DDA.
6. Pr. Commr. (LM/ Pers./System), DDA.
7. Commr.-cum-Secy., DDA.
8. Chief Vigilance Officer, DDA.
9. All Commissioners, DDA.
10. Chief Legal Advisor, DDA.
11. All Chief Engineers, DDA.
12. Chief Architect, DDA.
13. Chief Accounts Officer, DDA.
14. Financial Advisor (Housing), DDA.
15. All Directors/ All S.E.s,
16. Director (System) - for uploading this circular on DDA website.
17. All Dy.Directors/Executive Engineers, DDA.
18. Notice Board, Vikas Sadan/ Vikas Minar.

(Dharmender Sharma)

Dy. Director (IR&SW)