

UNIVERSITY OF RAJASTHAN, JAIPUR

No.Esst.-II/2024/10678-828

Dated 03/01/2024

- All the Heads of the Univ. Teaching/Non teaching Depts., UOR, Jaipur.
- All the Principals, Constituent Colleges, UOR, Jaipur.
- All the Directors/ Unit Heads, UOR, Jaipur.
- The CF & FA/ Controller of Examinations/ University Engineer/ Medical Officer/ PRO,/ Director, SAB, UOR, Jaipur.
- Manager, Univ. Guest House/ In charge, Univ. Press/ Gardens, UOR, Jaipur.
- All the Dy. Registrars/ Asst. Registrars, UOR, Jaipur.
- AS to VC/ PS to Registrar, UOR, Jaipur.

Sir/Madam,

The Committee constituted by the Vice-Chancellor to scrutinize, identify and recommend the names of deserving non-teaching employees, University officers & P.S. for rewarding them on 26th January 2024 has recommended the following criteria for considering the names of the employees for reward:-

1. One name from each cadre, i.e. Ministerial, Class-IV and Technical employees should be recommended by the Unit Head.
2. The following categories of the employees will not be eligible for rewarding on 26th January 2024.
 - (a) The employees against whom departmental enquiry is pending.
 - (b) The employees against whom Memo/Charge-Sheet is pending.
 - (c) The employees against whom any case of Anti-corruption is pending.
 - (d) The employees who were punished during the last 7 years.
 - (e) The employees who have been transferred on complaint by the concerned Officer/Unit Head concerned.
3. **The employee recommended by the Head of the Unit for the reward should have completed a minimum of ten years of service in the University.**
4. Due weight age/credit should be given to the employees/officer/P.S. who are regular punctual, sincere, dedicated & devoted to their work and with high integrity and any other significant work done by the University employee, which has brought good name to the University, including such O.I.C's in court cases with good performance **should be highlighted.**
5. The work and conduct report of last three years with the minimum grading of outstanding/ very good.
6. The Head of the Unit will give justification of the recommendation for rewarding merit certificate. A summary of the work done along with the evidence, if available, should also be enclosed along with recommendations.
7. **The proposals for rewarding the employees may not be given who have already been awarded.**
8. **Please also quote the contact no. of the employees whose names are recommended.**

You are, therefore, requested to kindly send the proposals for rewarding the employees giving the point wise justification and supporting documents, latest 18 January 2024, up to 12.30 p.m. positively to the Asst. Registrar (Esstt.-II) Room No. 235, so that the names of the employees, who are to be rewarded on 26th January 2024, could be finalized.

This may kindly be given priority.

Yours faithfully


(KALURAM)
REGISTRAR

UNIVERSITY OF RAJASTHAN, JAIPUR

**Justification & supporting details in respect of the officer/employee,
whose name is being recommended by the concerned Head of the Unit
(To be filled separately for each individual)**

1. Name of officer/employee :
 2. Father's/Husband's Name :
 3. Date of Birth :
 4. Date of First appointment :
 5. Employee code number :
 6. Cadre (Officer/Ministerial/
Technical/Class-IV) :
 7. Designation :
(Substantive & Officiating)
 8. Place of Posting :
 9. Mobile number :
 10. Contact Number of Concerned:.....
Department/Unit
 11. Specific Justification & recommendation for rewarding the
officer/employee:-
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To the best of my knowledge, above officer/employee has yet not been rewarded in the University on Independence/ Republic Day.

I strongly recommended rewarding the aforesaid officer/employee on forthcoming Republic Day i.e. 26th January 2024.

Head of the Unit