

From

The Registrar,  
CCS HAU, Hisar.

To

All the Deans/Directors/Officers/HODs/  
Sections (including outstations)  
CCS HAU, Hisar.

Memo. No. Admn. E.1/G-145/2024/ 21137-21257

Dated: 16-10-2024

**Subject: Sardar Patel Award (Non-Teaching Employee) for the financial year 2023-24.**

As per decision taken by the Board of Management of CCS HAU vide item No. A-7 in its 259<sup>th</sup> meeting held on 30.03.2018, "Sardar Patel Award (Non-teaching employee)" for the financial year 2023-24 is to be awarded to a Non-teaching employee.

2. The applications are invited from non-teaching employees who fulfill the guidelines/criteria circulated vide Endst.No.Admn.R4/2019/22520-640 dated 03.07.2019. You are, therefore requested to bring it to the notice of all non-teaching employees working under your control and send their application on the prescribed proforma (overleaf) latest by **16.11.2024. The following service record/documents may be added with the application:**

- a. Service Book duly service verified and leave certificate upto date.
- b. ACR file including ACR for the year 2023-24.
- c. Gist of ACRs (whole service).
- d. Certificate regarding performance and behaviour of the employee on a separate sheet.
- e. Certificate regarding no court case/criminal/vigilance/departmental proceeding pending against the employee.
- f. Cancelled cheque.

Application received late in this office will not be entertained.

Encl.: Overleaf.

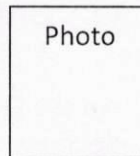
  
Asstt.Registrar(E)  
for Registrar

CC:-

1. Secretary to Vice-Chancellor, CCS HAU, Hisar.
2. In-Charge, Technical Cell of Computer Centre, CCS HAU, Hisar for uploading the circular on the University website.
3. COE/SPIO/Advisor(RC)/Incharge(FacultyHouse)/ARF/ARA/ARL/AR(GA)/DDO/PS to Registrar.
4. E-2/E-3 (internal).

**APPLICATION FORM FOR SARDAR PATEL AWARD (NON-TEACHING EMPLOYEE)**

1. Name
2. Father's Name
3. Date of birth
4. Present Designation
5. Name of Office
6. Contact No.    Mobile  
                          Office  
                          Email ID
7. Date on which joined the CCSHAU
8. Designation at the time of 1<sup>st</sup> joining in CCSHAU
9. Total period of service till date
10. Qualifications
11. Any additional information, if any
12. Gist of whole service ACRs of the employee
13. Any punishment awarded to the employee under Clause 12 of Chapter IX of the statutes



Place

Date

Signature of applicant/nominee

Certificate of performance, behaviour (to be submitted on a separate sheet in brief) and GIST of whole service ACRs of the concerned employee, are enclosed herewith in confidential cover.

**Signature of Head of the Office.**

**Signature of Controlling Officer**

**Note:**

- i) The application may include only the essentially required facts and figures and should not contain unnecessary details about the individual achievements etc.
- ii) Also enclose one passport size photo and a copy of cancelled Bank Cheque clearly showing the Name of applicant, Name of Bank/Branch of Bank, Bank Account No., IFS Code.