

From

The Registrar,
CCS HAU, Hisar.

To

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

Memo. No. Admn. E.1/G-145/2025/ 4562-4681

Dated: 15.03.2025

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

Please refer to this office Memo No. Admn.E-1/G-145/2024/21137-21257 dated 16.10.2024 and Memo No. Admn.E-1/G-145/2024/24196-315 dated 21.11.2024 vide which applications were invited from non-teaching employees for Sardar Patel Award for the financial year 2023-24 with the last date 10.12.2024 but poor response was received. The competent authority has ordered to re-invite the applications giving one more chance to the employees.

2. This may be brought to the notice of all concerned non-teaching employees working under your control for sending application on the prescribed proforma (overleaf) for Sardar Patel Award (2023-24) to this office latest by **15.04.2025**. **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.

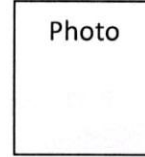

15/3/25
Asstt.Registrar(E)
for Registrar

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)/ In-charge(Legal)/Incharge(Faculty House)/ARF/AR(Acad.)/DR (GA)/ DDO/ PA 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 1st 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.