

**Criterion for the 'Best Scientist of the Year' Award***(Only one award is proposed in this category)***Format of Application**

1. Name of the Applicant
2. Designation
3. Present place of posting Section/ Division
4. Date of joining at CAZRI
5. Date of retirement
6. Behavioral attributes (Self-Assessment)

S.N.	Traits	Ranking (1-10) (10 being the best)
1	Punctuality for duty	
2	Devotion to duties	
3	Follow up of instructions given	
4	Scientific competence	
5	Interpersonal relationship with seniors/ colleagues /Subordinates	
6	General assessment for overall personalities	
7	Achievements	
8	Team spirit	

7. Have you been reprimanded for indifferent work?
8. Any enquiry/ vigilance pending against.

**Achievements**

9. **Significant Achievements** during the period under Report ( in100 words)
10. **Innovative techniques** developed for lab work / field work
11. **Team work**- Inter disciplinary / inter institutional approach (Attach proof: Inter disciplinary Projects/ Joint publications /patents/ technologies commercialized etc)
12. **Award & Recognitions** (Best paper/Presentation /poster/ Fellow/ any other (Attach proof)
13. **Special attainments** : Development of Package of practices/ variety/animal strain/ Technology patented or commercialized (Attach proof)
14. **Extension work**: Innovative methodologies developed (Attach proof)
15. **Publications**:
  - a. Paper in journal NAAS rating-Relevance to the mandate of institute
  - b. Other publication- Books/Practical and Training manuals/ popular articles/ book chapters/ bulletins/pamphlets/ any other
  - c. Electronic media coverage- IT material for technology transfer, marketing support, farmer help service, etc
16. **Institute building Activities**: Development of various facilities like lab, farm, farm machinery, sports, museum, examination, guest house, etc. **Service Functions** :
  - a. Editing and/or compilation -Annual reports/ Institute publications
  - b. I/C Farm/Animal Farm/ Central lab/AKMU/PME cell/ITMU/ Library/ATIC/ABI, etc
  - c. I/C Seeds/ Plant/livestock/Maintenance / Campus/ Nursery etc
  - d. Coordinators- Flagship programme /MGMG/SCSP/TSP/Annual events etc

e. Membership of Institute Committees

(Signature of Applicant)

**Remarks of HOD and recommendations**

**Note: Please enclose necessary documentary proof in support of the claims and also copy of the latest APAR Grading.**

**Criterion for 'Best Employee of the year' under Administrative Category***(Only one award is proposed for this category)***Format of Application**

1. Name of the Applicant
2. Designation
3. Present place of posting Section/ Division
4. Date of joining at CAZRI
5. Date of retirement
6. Nature of work

S.No.	Duties	Remarks, if any

7. Summary of work done (in 100 words)
8. Additional work done, if any (in 50 words)
9. Significant achievement during the period (Please tick (v) score 1 to 10 (10 being best) as per your perception

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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10. Any Award/ recognition/ appreciation received in past (give details etc with proof))

11. Behavioral attributes (Self-Assessment):

S.No.	Traits	Ranking (1-10) (10 being the best)
1	Punctuality for duty	
2	Devotion to duties	
3	Follow up of instructions given	
4	Technical competence	
5	Interpersonal relationship with seniors/ colleagues /Subordinates	
6	General assessment for overall personalities	
7	Achievements	

12. Have you been reprimanded for indifferent work ?

13. Any enquiry/ vigilance pending against

Signature of Applicant

**Remarks of controlling officer for overall qualities along with Score between 1-10.**

*(10 being best)*

**Recommendation of HOD/ CAO/CFAO)**

**Note: Please enclose necessary documentary proof in support of the claims and also copy of the latest APAR Grading.**

**Criterion for the selection of 'Best Employee of the year' under Technical Category**  
 (Two awards are proposed one each from (i) Lab/ Computer/ Workshop and (ii) Field & Farms)

**Format of Application**

1. Name of the Applicant
2. Designation
3. Present place of posting Section/ Division
4. Date of joining at CAZRI
5. Date of retirement
6. Nature of work

S.No.	Duties	Remarks, if any

7. Summary of work done (in 100 words)
8. Additional work done, if any ( in 50 words)
9. Significant achievement during the period (Please tick (v) score 1 to 10 (10 being best) as per your perception

1	2	3	4	5	6	7	8	9	10
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10. Any Award/ recognition/ appreciation received in past (give details etc with proof))
11. Publications ( attach proof also)
12. Behavioral attributes (Self-Assessment):

S.No.	Traits	Ranking (1-10) (10 being the best)
1	Punctuality for duty	
2	Devotion to duties	
3	Follow up of instructions given	
4	Technical competence	
5	Interpersonal relationship with seniors/ colleagues /Subordinates	
6	General assessment for overall personalities	
7	Achievements	

13. Have you been reprimanded for indifferent work?
14. Any enquiry/ vigilance pending against

Signature of Applicant

**Remarks of controlling officer for overall qualities along with Score between 1-10.  
(10 being best)**

**Remarks/ Recommendation of HOD**

**Note: Please enclose necessary documentary proof in support of the claims and also copy of the latest APAR Grading.**

**Criterion for the selection of 'Best Employee of the year' under SSS Category**

*(Only one award is proposed for this category)*

**Format of Application**

1. Name of the Applicant
2. Designation
3. Present place of posting Section/ Division
4. Date of joining at CAZRI
5. Date of retirement
6. Nature of work

S.No.	Duties	Remarks, if any

7. Summary of work done (in 100 words)
8. Additional work done, if any (in 50 words)
9. Significant achievement during the period (Please tick (✓) score 1 to 10 (10 being best) as per your perception

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
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1. Any Award/ recognition/ appreciation received in past (give details etc. with proof))
2. Behavioral attributes (Self-Assessment):

S.No.	Traits	Ranking (1-10) (10 being the best)
1	Punctuality for duty	
2	Devotion to duties	
3	Follow up of instructions given	
4	Technical competence	
5	Interpersonal relationship with seniors/ colleagues /Subordinates	
6	General assessment for overall personalities	
7	Achievements	

3. Have you been reprimanded for indifferent work?
4. Any enquiry/ vigilance pending against

Signature of Applicant

**Remarks of controlling officer for overall qualities along with Score between 1-10.  
(10 being best)**

**Remarks/ Recommendation of HOD/ CAO/CFAO**

**Note: Please enclose necessary documentary proof in support of the claims and also copy of the latest APAR Grading.**

