



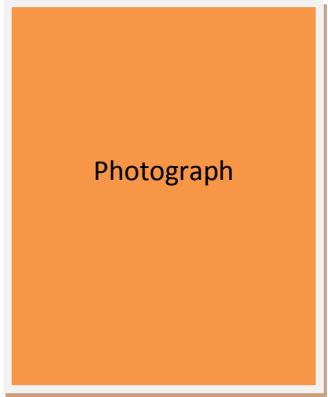
## Employee of the Month Nomination Form of Personnel Department

### Nominee

Nominee Name: .....

Designation: .....

Section: ..... Contact No: .....



### Nominator

Name: .....

Designation: .....

Date: .....

### TELL US WHAT IS EXTRAORDINARY ABOUT YOUR NOMINEE

\*Brief reasons why they should be considered for Employee of the Month.

\*Extraordinary work done by the nominee employee beyond their normal duties.

\*Role of nominee employee in system improvement and enhancement of image of Personnel Department.

\*Employee consistency on BAS.

As per the suggestions received / and discussion with the officers of HQ. Following criteria for the 'Employee of the Month' is proposed.

Format for Employee of the Month

Area of Assessment	Marks	Attributes Required
Functional Competence	50	<p><b>1) Quantum of Work Disposed</b>            - based on the specific work assigned to the employee( no of RTI cases disposed, seniority list issued, Passes/PTO's issued etc *)            (* Please mention the area of work applicable to the concerned employee)</p> <p><b>2) Knowledge &amp; Skills</b>  <b>a)</b> The employee should have knowledge &amp; Skills of procedures of his/her particular work along with the knowledge of rules and acquiesce with codes &amp; manuals.  <b>b)</b> The employee should be acquitted with basic Computer/Internet handling skills.</p> <p><b>3) Maintenance of files, record keeping &amp; desk</b>  <b>a)</b> Files should be marked with full details in bilingual form.  <b>b)</b> Record keeping of the concerned work are should be upto mark *.            (* The officers may conduct routine inspection to ensure the appropriateness of the work environment of the section.)</p>
Discipline & Behaviour	20	<p><b>1)Attendance</b> – Concerned employees should be functional in office. During the month of assessment his/her attendance should not be less than 90%.            Employee should be marking attendance on Bio-Metric System so that the working</p>

		<p>hours spent by the employee can be assessed.</p> <p><b>2)No D&amp;AR actions should be pending against him/her.</b></p> <p><b>3)The employee should respectful and curious in his/her behaviour with officers, colleagues &amp; juniors.</b></p>
Attitude	20	<p><b>1)Positive attitude</b> -The employee should have positive attitude towards work. A positive attitude of an employee help in increasing our organisation productivity.</p> <p><b>2) Resilience</b> – The employee should be keen to learn new things).</p> <p><b>3) Promptness</b> – The employee should be prompt in delivery things.</p> <p><b>4) Sincerity</b> – The employees should be sincere &amp; committed towards work, his/her incharge/officers.</p>
Initiative & Creative Solutions	10	<p><b>Genuine creativity-</b> Initiative by an employee to improve the working of the section, and to increase the overall productivity.</p>