



**Division of Social Sciences**  
**ICAR Research Complex for NEH Region**  
**Umroi Road, Umiam-793 103, Meghalaya**  
0364-2570029, 2570095, 2570635, 2570698, Mob-09436108690  
Fax-0364-2570355, email [aktipathi2020@yahoo.co.in](mailto:aktipathi2020@yahoo.co.in)



F.No. RC/SS/IFD/2013

Dated: Umiam, the 21<sup>st</sup> December, 2013

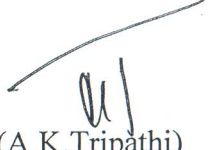
**CIRCULAR**

It has been decided by the competent authority that during the Institute Foundation day celebration on 9<sup>th</sup> January, 2014 the employees will be given award for the outstanding contribution made by them and KVK in respective area / field. One award for each category of the employees (Scientist /Technical staff /Administrative official/ highly skilled personal) will be given as **best worker of the Institute**. In addition to that the award will also be given to the employees of each Regional Centre in all category baring scientists which will be recognized as **the best worker of the Regional Centre**. Looking the overall contribution made by the KVK, in increasing the productivity and livelihood of the farmer's one award may also be given to the KVKs contributed significantly. **The award will be given on the basis of the performance of the individual/KVK during last three years.**

The last date of receiving of the application at Barapani is 3<sup>rd</sup> January, 2014. Two copy of the application form (hard copy) and soft copy in CD may be submitted to undersigned on or before 3<sup>rd</sup> January, 2014 after filling all the requirements. For further details, you may contact to undersigned or KIRAN website ([www.kiran.nic.in](http://www.kiran.nic.in)).

Thanking you.

Wishing you a very Happy New Year and looking forward to meet you on 9<sup>th</sup> January, 2014.

  
(A.K. Tripathi)

I/c Division of Social Sciences  
& Nodal Officer KVKs

**Application format**  
**Award for Outstanding Scientists for the Year 2013**  
**(Achievement for last three years)**  
**(Last date of Submission application: 3<sup>rd</sup>, 2014 to [svngachan@rediffmail.com](mailto:svngachan@rediffmail.com)/[apattanayak@gmail.com](mailto:apattanayak@gmail.com))**

Name:

Designation:

Joining date in this institution:

Contact No.

E-mail:

<b>Sl. No.</b>	<b>Contribution</b>	<b>Marks</b>
1.	Research: Number of Research Project handled & Significant achievements of these projects/ Models developed/ Patents done/ Varieties released/Research papers/ Books/ Leaflets/ Folders / Bulletins/ Any other please specify	25
2.	Extension Technology dissemination & Impact assessment/ Winter schools/ Summer schools/ Model Training Courses/ Short courses/ Kisan Mela organised / Participatory technology evaluation & Transfer/ Demonstration conducted/ Social building (Group formed for the attainment of specific objectives. Eg. Seed village etc.)/ Diagnostic visits/ Problems addressed at the field level/ Expert system/ ICT involved / Any other please specify	15
4.	Service function Project Monitoring/ management/ Co-ordination/ Reporting/ Evaluation/ Policy Formulation/ Compilation etc.	10
5.	Institution Building Infrastructure Development/ Laboratory Development/ Farm Development/ Institution events (SRC, RAC, QRT)/ Any others please specify	10
6.	Awards/ Recognition	5
7.	Annual Assessment by HOD/ JD	5
8.	Assessment by the Director	10
9.	Assessment by the award evaluation committee	20
<b>Total</b>		<b>100</b>

The achievements for the last three years will be only considered, it should not exceed more than 20 pages.

## **Best KVK Award for the Year 2013**

### **(Achievement for last three years)**

(Last date of Submission application: 3<sup>rd</sup> January, 2014 to [svngachan@rediffmail.com](mailto:svngachan@rediffmail.com)/  
[apattanayak@gmail.com](mailto:apattanayak@gmail.com))

Name of the KVK:

Contact:

E-mail:

#### **Sl. No. Particulars**

1. Training programme organized
2. Technologies assessment and Refined
3. Frontline Demonstration conducted
4. Success story minimum three
5. Contribution to Natural Resources Management, water harvesting and Conservation Farming System Model developed
6. Efforts made for popularizing technologies
7. Fund attracted from other Institution
8. Resource Generation (Seed distribution, publication sold etc.)
9. Entrepreneurship development
10. Extension programme organized
11. Infrastructure facilities developed such as laboratory, farm, administrative building, fencing etc.
12. Significant achievements if any
13. Recommendation by JD
14. Assessment by the Director
15. Assessment by the Award evaluation committee

The achievements for the last three years will be only considered and it should not exceed more than 10 pages.

**Application format**  
**Award for the outstanding Accounts/ Administration staff for the year  
2013 (Achievement for last three years)**

(Last date of Submission application: 3<sup>rd</sup> January, 2014 to [svngachan@rediffmail.com](mailto:svngachan@rediffmail.com)/  
[apattanayak@gmail.com](mailto:apattanayak@gmail.com))

Name:

Designation:

Joining date in the institute:

Contact No:

E-mail:

Sl.No.	Particulars	Marks
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**Section A (1 to 6) Self Assessment by the applicant (justify the marks assigned)**

- |    |  |    |
|----|--|----|
| 1. | Mechanism adopted for Honesty, transparency, integrity and fairness in work. | 10 |
| 2. | New Initiation taken for achieving better output/ work in respective field   | 10 |
| 3. | Any new innovation adopted for better output                                 | 10 |
| 4. | Contribution in the institute development activities                         | 10 |
| 5. | Brief achievement of work  | 15 |
| 6. | Reward and recognition   | 5  |
| 7. | Tell in 150 words why do you think you should be chosen for this award?      |    |

**Section B (8 to 10)**

- |     |   |    |
|-----|---|----|
| 8.  | Assessment of section in charge/JD (While giving assessment you should also be taken into account Discipline/ Regularities/ Punctuality/ Level of professional skills/ note writing/ drafting/ understanding rules and its application/ value judgment/ interpersonal relationship/ Attitudes towards new learning and initiation for understanding the work) | 20 |
| 9.  | Assessment by the Director  | 10 |
| 10. | Assessment by Award evaluation committee  | 10 |

<b>Total</b>	<b>100</b>
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The achievements for the last three years will be only considered and it should not exceed more than 10 pages.

**Application format**  
**Award for the outstanding Highly Skilled staff for the year 2013**  
**(Achievement for last three years)**  
(Last date of Submission application: 3<sup>rd</sup> January, 2014 to [svngachan@rediffmail.com](mailto:svngachan@rediffmail.com)/  
[apattanayak@gmail.com](mailto:apattanayak@gmail.com))

Name:

Designation:

Joining date in the institute:

Contact No:

E-mail:

Sl.No.	Particulars	Marks
<b>Section A (1 to 6) Self Assessment by the applicant (justify the marks assigned)</b>		
1.	Mechanism adopted for Honesty, transparency, integrity and fairness in work.	10
2.	New Initiation taken for achieving better output/ work in respective field	10
3.	Any new innovation adopted for better output	10
4.	Contribution in the institute development activities	10
5.	Brief achievement of work	15
6.	Reward and recognition	5
7.	Tell in 150 words why do you think you should be chosen for this award?	
<b>Section B (8 to 10)</b>		
8.	Assessment of section In charge/JD (While giving assessment you should also be taken into account Discipline/ Regularities/ Punctuality/ Level of professional skills/ note writing/ drafting/ understanding rules and its application/ value judgment/ interpersonal relationship/ Attitudes towards new learning and initiation for understanding the work)	20
9.	Assessment by the Director	10
10.	Assessment by Award evaluation committee	10
<b>Total</b>		<b>100</b>

The achievements for the last three years will be only considered and it should not exceed more than 10 pages.

## **Award for Outstanding Technical Staff for the Year 2013**

**(Assessment from 1<sup>st</sup> Jan., 2013 to 31<sup>st</sup> Dec., 2013)**

**(Last date of Submission application: extended to 3<sup>rd</sup> January, 2014 to [syngachan@rediffmail.com](mailto:syngachan@rediffmail.com)/  
[apattanavak@gmail.com](mailto:apattanavak@gmail.com))**

Name:

Designation:

Joining date in this institution:

Contact No.

E-mail:

<b>Sl. No.</b>	<b>Contribution</b>	<b>Marks</b>
1.	Research: Assisted/ Conducted/ Associated Research Project Assisted/ Carried out/ Data generated/Models Developed/Patents/ Research papers/ Books/ Leaflets/ Folders / Bulletins/ Any other please specify	20
2.	Extension: Assisted/ Conducted/ Associated Technology disseminated / Assisted/ Impact assessed/Assisted/ Winter schools/ Summer schools/ Model Training Courses/ Short courses/ Kisan Mela conducted / Assisted / Participatory technology evaluation & Transfer/ Demonstration conducted/Assisted/ Social building (Group formed for the attainment of specific objectives. Eg. Seed village etc.)/ Diagnostic visits/ Problems addressed at the field level/ Expert system/ ICT involved /Feedback collection & Problem Identification / Any other please specify	20
3.	Institution Building: Assisted/ Conducted/ Associated Laboratory Support/ Infrastructure Maintenance/ Farm Maintenance/ Events/ Programme/ Members of the committees in the Institute/ Other if any please specify	15
4.	Award/ Recognition	5
5.	Annual Assessment Remarks by Scientists/HOD/ JD	20
6.	Assessment by the Director	10
7.	Assessment by the Award Evaluation Committee	10
	<b>Total</b>	<b>100</b>

The achievements for the period during 2012 will be only considered, it should not exceed more than 15 pages.