

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A Statutory Body of the Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi – 110 070

F.No.2(297)/Admin-III/ 2019-20

Dated: 13.01.2021

CIRCULAR

Sub.: Incentive award to be given best employee on the occasion of Republic Day-2021

It is well known that AICTE gives best employee award as incentive to its employees (Regular/Deputation/Contractual) on the occasion of Republic Day every year. Competent Authority has decided to give the award /incentive amongst those individual who have rendered excellent performance in their services by operating in backend of AICTE. For this purpose, the following parameters have been decided:

S. No.	Name of staff	Type of work/ responsibility given	Adherence to rule (out of 10 points)	Punctuality (out of 10 points)	Discipline (out of 10 points)	Honesty & Dedication (out of 10 points)	Knowledge of work (out of 10 points)	Point given out of total Points50

All Bureau/Cell Heads are requested to send the name of employees to whom the incentive to be given on the occasion of Republic Day to undersigned latest by 20.01.2021 at 4:30PM .



(Col. A. Shreenath)
Director (Admin)

1. All Bureau/Cell Head
2. All Committee Members

Copy to:

1. P.S. to Hon'ble CM, VCM, Member Secretary, for kind information please.
2. Assistant Director, Administration, for kind information please.
3. Sr. Administrative Officer (Admn-III), for kind information please.
4. **Director/Dy. Director e-Governances Cell with request upload on AICTE Mailer**
5. Guard file.