



DAMODAR VALLEY CORPORATION
Office of the Director (HRD)
DVC TOWERS, VIP Road
Kolkata - 700054

No: HR-IR/Rewards/ Independence Day/ 1092

Date: 13th August, 2012

OFFICE MEMORANDUM

Sub: Rewards to be presented on 15th August, Independence Day

To appreciate the extraordinary contributions made by DVC employees and academic excellence demonstrated by the children of DVC employees, the Corporation is pleased to reward such individuals on 15th August i.e. Independence Day in every year.

The rewards would be given under the following two (2) categories of excellence:

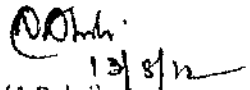
1. Category I: Rewards for DVC Employees.
2. Category II: Rewards for the children of DVC Employees who have shown academic excellence in the immediate past academic year.

For both the above categories, performance in the immediate preceding financial/academic year shall be taken into account.

The details of the rewards, formats for application/recommendation and process of selection are enumerated in Annexure 1.

The rewards would be given on 15th August, every year.

However, for the year 2011-2012 the rewards would be presented on the day of Vishwakarma Puja i.e 17th of September, 2012.


(A. Baksi)

Director (HRD)

Enclosed: Annexure 1&2

Copy to:

1. All Heads of the Departments, DVC
2. All Project Heads, DVC
3. CE (IT), DVC, Kolkata- With a request to upload the OM and its enclosures in the DVC website
4. Sr. P.S to Chairman, DVC Kolkata
5. Sr. P.S to Secretary, DVC Kolkata
6. Sr P.S to F.A., DVC Kolkata
7. Sr. P.S to Chief Vigilance Officer, DVC Kolkata

Annexure 1

DVC Rewards & Recognition for 15th August every year

Category I: Rewards for DVC Employees

- 1. Objective:** To reward employees (whose service conditions are governed under the DVC SR) from each project and HQs Kolkata for his/her exemplary performance in discharging duties and extraordinary contribution to the organization in the preceding financial year.
- 2. Process:**
 - a) For field formations: Respective Sectional Head would forward recommendations duly filled in to the Head of Project through their respective controlling officers, if any, in Form A in a sealed envelope.
 - c) For HQs Kolkata, Ranchi & Delhi Offices: The HODs would forward the recommendations to Director (HRD) in a sealed envelope.
- 3. Criteria for assessment and procedure for recommendation is detailed in Form A.**
- 4. Guidelines:**
 - a) For Field Formations: The recommendations would be examined by a committee comprising of the Project Head/HOD, Head of HR/HOO of HR of the concerned project and one more officer from the project/deptt.(as may be nominated by the Project Head/HOD). Employees (as per Annexure 2) from amongst the recommended employees would be selected for receiving the reward.
 - b) For HQs: The selection of two employees would be made by a three member committee chaired by Director (HRD).
- 5. Award:** The reward is in the form of a Memento + Certificate (Rs 1000/-) and a cash prize of Rs 4000/-. All winners will be featured in the various newsletters of the Corporation. The Project Heads in the field formations and the Chairman, DVC in HQs respectively would present awards to the winners on the 15th of August every year.

Category II: Rewards for the children of DVC Employees who have shown academic excellence in the preceding academic year.

- 1. Objective:** To reward the wards of DVC employees who have demonstrated academic excellence.
- 2. Process:** Respective HODs/HOOs would ask for applications from employees in Form B and forward only those applications which meet the eligibility criteria to the Head of Project in the case of field formations and to the Director (HRD) for HQs-Kolkata, Ranchi & Delhi Offices.
- 3. Competent Authority:** The Project Head/HOD for field formations and Director (HRD) for HQs Kolkata.
- 4. Eligibility Criteria:**
 - a) Students who have secured admission in IITs & IIMs in the past academic year.
 - b) Students who have secured ranking within the top 1000 in AIEEE and within the top 500 in All India Pre-Medical/Pre-Dental Entrance Examination conducted by CBSE.
 - c) Students who have secured admission in National Law School of India University, Bangalore in the past academic year & rank holders in Chartered and Cost examination (within ranks 1-25).
- 5. Award:** The reward consists of a Memento + Certificate (Rs 1000) and cash prize of Rs 2000/-.All winners will be featured in the various newsletters of the Corporation. The Project Heads in the field formation and the Chairman, DVC in HQs respectively would present awards to the wards on the 15th of August every year.

Form A – For Employees (To be filled in Block letters)

DAMODAR VALLEY CORPORATION

Letter of Recommendation for Awards to be given on Independence Day

To be filled by the HOD/Sectional Head/Controlling Officer as applicable

1. Name of the Employee : _____
First Middle Last

2. Designation and place of posting :

3. Date of joining DVC services:

4. Pay scale/band:

5. I have known the Employee for:

_____ Yrs and _____ months

2. Compared with other employees in the department I would rank him/her as indicated below (please tick as appropriate)

| Category | Excellent (Top 5 %) | Very Good (Next 10 %) | Good (Next 20 %) | Fair (Next 25 %) | Poor (Bottom 40 %) | Remarks |
|---------------------------|------------------------|--------------------------|---------------------|---------------------|-----------------------|---------|
| Knowledge | | | | | | |
| Communication Skills | | | | | | |
| Ability to work in a team | | | | | | |
| Problem solving skills | | | | | | |
| Innovation | | | | | | |
| Leadership ability | | | | | | |
| Overall rating | | | | | | |

3. Please describe/ratify incident(s) where the employee has made exemplary contribution to DVC while discharging his/her duties or enabled cost savings and reduced risks for the Corporation or any other act as deemed appropriate for recommendation for the award.

4. Mention awards/certificates/achievements by the employee received in and outside DVC:

5. Any other details:

I declare that the employee mentioned above is in no way related to me and all information/opinion provided by me is true to my knowledge and belief.

Name of HOD/Sectional Head/Controlling Officer:

Designation:

Signature:

Office:

Contact Number:

Email:

Stamp/Seal:

Note: The respective HOD/Sectional Head/Controlling Officer is requested to seal the envelope containing this form and sign across the seal. The respective HOD/Sectional Head/Controlling Officer will hand over the sealed envelope through proper channel to the Head of Project (For Field formations) and Director (HRD)-For HQs.

To be filled by The Project Head/Director (HRD) and committee members & signed after selection by the committee.

The employee is recommended: Yes No

Signature of Project Head/Director (HRD)

1. Name & signature of committee member:

2. Name & signature of committee member:

Form B- for the Wards- To be filled in Block letters by Employees

DAMODAR VALLEY CORPORATION

Application for rewards to be given to the children of DVC employees on Independence Day for academic excellence

1. Name of the Employee: _____
First Middle Last

2. Designation & Place of Posting:

3. Identity Card No (attach photocopy):

4. Name(s) of the Ward:

5. Details of Academic achievement as per criteria:

6. Enclosures and testimonials (attach photocopies)

a)

b)

Signature of the Employee

Date:

Place:

Note: The portion below should be filled and forwarded by the respective HOD/Sectional Heads/Controlling Officers through proper channel to the respective Project Head (For field formations) and Director (HRD)-For HQs

The above application is forwarded and recommended for the reward.

Name:

Designation:

Place of Posting:

Signature and Seal:

Contact Number:

Annexure 2

List of Projects/Offices/ Field Formations to be considered as one unit for Category I of the reward scheme.

| S.No | Name of the Project | Number of employees to be rewarded |
|------|--|------------------------------------|
| 1 | HQs (Including Delhi and Ranchi Offices under Secretariat) | 02 |
| 2 | DTPS | 02 |
| 3 | MTPS | 02 |
| 4 | RTPS | 02 |
| 5 | DSTPS | 02 |
| 6 | Panchet (Excluding TSC & Trans) | 02 |
| 7 | Maithon (Excluding TSC & Trans) | 02 |
| 8 | KTPS | 02 |
| 9 | Under TSC | 02 |
| 10 | Under Trans | 02 |
| 11 | BTPS & Bermo | 02 |
| 12 | CTPS | 02 |
| 13 | Tilaiya | 01 |
| 14 | SCD- Hazaribag | 01 |
| 15 | Konar | 01 |
| 16 | Under CE REP | 01 |
| | | 28 |
