To

All Dy. Director General/Director (IC)/ Secretary, ICFRE

Sub: Nomination for ICFRE Lifetime Meritorious Service Award-2019.

Sir,

The rules for ICFRE Outstanding Employees Award were notified vide the Secretary ICFRE letter No. 11-133/RB/Cont./ICFRE dated 08-03-2018. These awards are further classified into two categories which are given below:

i. ICFRE Outstanding Employees Awards
ii. ICFRE Lifetime Meritorious Service Award

ICFRE Outstanding Employees Awards are given to the ICFRE employees for excellent contribution in last five calendar years. The nominations (prescribed performa enclosed) for this award for the year 2019 are invited from the various Directorates/offices of ICFRE (Hq).

ICFRE Lifetime Meritorious Service Awards is given to the ICFRE officials for their outstanding contribution to the council during their service career. These awards are two in number (for all the ICFRE personnel) and includes a cash prize of Rs. 10,000/-. Nominations in prescribed performa enclosed are invited from the employees working in the offices of DDG’s/ Director (IC)/ Secretary ICFRE at ICFRE (Hq).

It is therefore requested that nominations of eligible officials/staff for the above awards for the year 2019 may kindly be forwarded to this office positively by 10/12/2019.

Yours faithfully

(N. C. Saravanan)
Asst. Director General
Education and Recruitment Board,

Copy to:
1. Head, IT, ICFRE for updation on ICFRE website and institute website.
PERFORMA OF NOMINATION FOR ‘ICFRE OUTSTANDING EMPLOYEE AWARD’ FOR THE YEAR-2019

CATEGORY “ICFRE OUTSTANDING EMPLOYEE AWARD”

1. Name of Employee:
2. Designation and Pay Scale:
3. Division/Department:
4. Place of Work(ICFRE(HQ)/Institute):

5. Address:

6. Mobile No. and Email ID:

7. Date of Birth:
8. Year of Joining in ICFRE and designation:

9. Awards received in previous years from ICFRE/Other organizations (if any):

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<th>Sl. No.</th>
<th>Name of Award</th>
<th>Organization</th>
<th>Year</th>
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10. Brief summary of works accomplished as per the criteria for awards (atleast 200 words):

Signature of the HoD/Divisional Head of Institute
Name & Designation
Date
11. List of documents enclosed:

12. Recommendation of the DDG/Director of Institute/Dir (IC)/Secretary(ICFRE) (at least 100 words):

Signature
Name & Designation
Date
PERFORMA OF NOMINATION FOR ‘ICFRE OUTSTANDING EMPLOYEE AWARD’ FOR THE YEAR-2019

CATEGORY “ICFRE LIFETIME MERITORIOUS SERVICE AWARD”

1. Name of Employee:
2. Designation and Pay Scale:
3. Division/Department:
4. Place of Work(ICFRE(HQ)/Institute):
5. Address:
6. Mobile No. and Email ID:
7. Date of Birth:
8. Year of Joining in ICFRE and designation:
9. Awards received in previous years from ICFRE/Other organizations (if any):

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10. Brief summary of works accomplished as per the criteria for awards (atleast 500 words):

Signature of the HoD/Divisional Head of Institute
Name & Designation
Date
11. List of documents enclosed:

12. Recommendation of the DDG/Director of Institute/Dir (IC)/Secretary(ICFRE) (atleast 100 words):

Signature
Name & Designation
Date