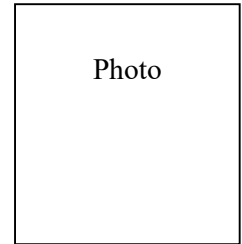


**Application for Incentive / Meritorious Award
for Non-Teaching Employees in PJTSAU**



1. Name of the Employee :
2. Designation / Address :
3. Date of Birth :
4. Social Status :
5. Date of First Appointment :
6. Number of years served in the : Cadre Place Duration
cadre / different cadres and
place / places worked
7. Present designation & :
Scale of Pay
8. Qualifications :
(Academic /Technical etc.)
9. Disciplinary Cases Pending, if any :
10. Awards received if any., :
11. Justification for applying for :
the Award (brief justification)
12. Additional duties performed if any :
13. Significant contributions :

Signature of the Applicant

Certification & Recommendation :
of the Head of the Office concerned

**PROFESSOR JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE :: RAJENDRANAGAR :: HYDERABAD-30**

Proc.No. 288 /SC/A1/2016

Dated 23.06.2016

Sub:- PJTSAU – Award of incentives to the Meritorious Employees issued in the erstwhile ANGRAU as in State Government – Adoption in PJTSAU – Proposals – Reg.

Ref:- Proc.No.933/SC/93, dated 27.04.1998 of ANGRAU.

* * *

The orders issued vide reference cited in the erstwhile ANGRAU concerning awarding of incentives to meritorious employees is adopted in the PJTSAU with the following :-

1. The proposals for grant of incentives to the meritorious employees should be sent to the University on the following patterns.
 - a) Name of the College/Research/Stations/Schemes/Projects.
 - b) Name of the University employee and Designation.
 - c) Pay scale applicable and actual stage in pay scale.
 - d) Personal file/record sheet, if the personal file/record sheet is not available the duplicate personal file/record sheets shall be sent to the University.
 - e) Reasons for recommending the awards or rewards with details description of events.
 - f) Recommendations of the Heads of the Office.
2. The suggestions and recommendations received for grant of incentives to the meritorious employees from the Heads of office will be placed before incentives award committee for considering the proposals and making suitable recommendations to the Board of Management for approval of incentives to the University employees.
3. The incentive committee consists of the following Officers:-
 1. Registrar
 2. Comptroller
 3. Deans & Directors
 4. Deputy Registrar (TE) / (NTE)
4. The criteria adopted for grant of cash award indicated in rule 2 of the scheme approved shall be adopted for sanction of increments without cumulative also.
5. Sanction of increments with cumulative effect which confers a recurring benefit on the awardee the following criteria shall be adopted.
 1. Work beyond the call of normal duty
 2. Discharge of duties at the risk of personal life
 3. Specific acts which result in netting considerable income to the University
 4. Innovations and outstanding contributions of work in their field of work.
6. The incentive award scheme is given in the Appendix.

P.T.O.

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In view of the above, all Associate Deans, Associate Directors of Research, all Heads of Research Stations/Schemes, all Principals of Polytechnics, all Programme Coordinators of KVKs and Coordinators of DAATTCs are requested to take necessary action in the matter.

V. PRAVEEN RAO
REGISTRAR

To

All Associate Deans of Colleges, PJTSAU.
All Associate Directors of Research, PJTSAU.
All Heads of Research Stations/Schemes, PJTSAU.
All Principals of Polytechnics, PJTSAU.
All Programme Co-ordinators of KVKs, PJTSAU.
All Co-ordinators of DAATTCs, PJTSAU.
All University Officers in PJTSAU

COPY TO:

All Officers in the Admn. Office.
All Sections in the Admn. Office.
P.S to Special Officer, PJTSAU.
P.A to Registrar, PJTSAU.
The Deputy Registrar (NTE), Admn. Office.
The Assistant Registrar (OP), Admn. Office.
SF/SC. (C.No.7237/SC/A1/2016)

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SUPERINTENDENT

APPENDIX

SUGGESTIONS AND INCENTIVE AWARDS SCHEME

I. Scope of the scheme:

The Scheme shall be applicable to all University employees including Class. IV employees. I (a) The scheme shall also be extended to retired University employees, to invite suggestions from them for improvements in organization and job method and procedures as distinct from changes in policy and for maintenance of integrity in administration to help in improving the tone of administration. In the case of suggestions which are accepted finally for implementation after careful scrutiny and study the persons concerned will be suitably rewarded either in cash or by issue of letters of appreciation or commendation or merit certificates, as the case may be.

II. SUGGESTIONS AND SERVICES QUALIFYING FOR AWARDS:-

a) Suggestions for improvement in organization or job methods or procedures as distinct from changes in policy. Some times a lead might be given by the department themselves, by indicating subjects or points on which suggestions would be specifically welcome (this should be particularly suitable when new procedures are being planned or existing procedures reviewed suggestions would also be invited on specific aspects.

Suggestions for maintenance of integrity in administration may also be eligible for awards, since they can help in improving the tone of administration.

b) OUTSTANDING SERVICES: The following among other factors may be taken into account to treat any work as outstandingly good.

- i) Display of energy, zeal, initiative and originality which are noticeable and unquestionably well above the average:
- ii) Adoption of procedures or methods which display thought and a sense for the practical and which result in improved efficiency in the department or speed in the disposal of work; and
- iii) Specific successful action to prevent significant financial loss to the University.

III. FORM OF AWARDS:

1. Award may be in any of the following forms:

- a) Cash awards.
- b) Letters of commendation or merit certificates.
- c) Entry of appreciation in the character roll.
- d) Advance increments (with or without cumulative effect)
- e) Accelerated promotion.

2. **CASH AWARDS:** Wherever improvements resulting from the suggestions or outstandingly good work are capable of being assessed in fairly precise monetary terms, the amount of the award in any particular case shall not normally exceed 5% of the annual saving or Rs.1,000/- (Rupees one thousand only) whichever is less.

ii) Even in cases where the results of the suggestions made cannot be evaluated in precise monetary terms, but the suggestions in themselves are useful for adoption, suitable monetary awards may be given the quantum of such awards being decided adhoc in each case depending on the importance of the suggestion but subject to the overall ceiling of Rs.1,000/- (Rupees one thousand only). The same principle may be followed in the case of outstandingly good work' also.

iii) The award may take the form of cash payment or National savings certificates/Prize Bonds / Defence Bonds etc. or gifts of useful articles such as fountain pens, watches etc.,

(P.T.O)

3. LETTERS OF COMMENDATION / MERIT CERTIFICATES:

i) These may be awarded to employees who have made suggestions considered useful for adoption but in whose cases the decision is not in favour of any other kind of awards.

4. ACCELERATED PROMOTION:

A accelerated promotion confers a permanent benefit, it may be proposed only on the basis of consistently outstanding performances and not on the basis of occasional flashes of brilliant ideas or work. Possession of merit certificates or letters of commendation shall not be taken as the basis for preferential or accelerated promotion.

5. GENERAL:

The event of grant of every award shall be mentioned with brief particulars in the character roll of the employees for the year concerned.

6. SCREENING COMMITTEE:

This committee will be empowered to make awards upto Rs.1,000/- (Rupees one thousand only) in each case subject to overall ceiling of Rs.25,000/- (Rupees twenty five thousand only) per annum. Necessary funds for this purpose will be provided in the Budget.

7. This committee will be required to meet at least once in three months. A general report on the cases considered and the incentive awards recommended by the committee will be published in PJTSAU News Letter.

8. PROCEDURE TO BE FOLLOWED:

The proposal should be sent to the Deputy Registrar (NTE) as indicated in para.2 of the proceeding for taking further action.

9. The award should be made only for suggestion which are accepted for implementation after careful scrutiny and study. Suggestions which in the opinion of the committee are prima facie good, but would require to be tested for workability should first be tried out before a final decision regarding their fitness for award is taken.

10. PUBLICITY:

Due publicity should be given for the accepted, suggestions and the outstandingly good work of the particular University employees who are rewarded under this scheme. The names of the concerned University employees their suggestions or work which is rewarded and improvements resulting there from indicating wherever feasible the monetary savings and the form and the quantum of the award made may also be published in the Annual Administration Reports of the University. This arrangement will also provide a safeguard against possible plagiarism. Awards may be presented to the winner on suitable occasions by Vice Chancellor this would add to the satisfaction of the concerned employees.

11. GENERAL:

Authors of rejected suggestions and Departments whose proposals for the grant of incentive awards to the employees have been rejected should as far as possible be informed of the reasons for rejection.

**PROF. JAYASHANKAR TELANGANA STATE AGRICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE: RAJENDRANAGAR: HYDERABAD – 500 030**

Circular Memo.No.14820/Ser. NT/A3/2017

Dated: 30 .05.2017

Sub: PJTSAU – Estt. – Award of Incentives to the Meritorious Non-Teaching Employees of the University for their good work and outstanding performance for the year 2017 – Application and certain guidelines – Issued – Proposals called for – Reg.

- Ref:
1. Proc.No.858/Ser.V/A3/2011, dt.09.08.2011.
 2. Resolution of the University Officers Meeting, ANGRAU, dt.08.12.2011.
 3. U.O.Note No.14820/Ser.V/A3/2012, dt.12.01.2012.
 4. Memo.No.14820/Ser.V/A3/2011, dated: 03-05-2012.
 5. Resolution of the University Officers Meeting, ANGRAU, dt.06.06.2012.
 6. Memo.No.14820/Ser.V/A3/2011, dated: 03-07-2012
 7. Memo.No.14820/Ser.V/A3/2013,dated:22-06-2013
 8. Memo.No.14820/Ser.V/A3/2014,dated:19-06-2014
 9. Memo.No.14820/Ser.V(NT)/A3/2015,dated:21-07-2015
 10. Proc.No.457/Ser.V(NT)/A3/2015, dt. 01.09.2015 of PJTSAU.
 11. Proc.No.288/SC/A1/2016, dt.23.06.2016.
 12. Proc.No.597/Ser.V(NT)/A3/2016, dt. 12.08.2016 of PJTSAU.

* * *

The application form and guidelines for the award from Class IV to Agril. Officer cadre are placed in the University website: www.pjtsau.ac.in

Further, it is also decided that the Preliminary Committee or the Committee at University Level is competent to select an employee for the award even though he/she has not applied for the award due to any reason but deserved the award, based on his/her over all performance in attending official duties.

Therefore, all the Heads of Offices are hereby requested to furnish proposals in the prescribed proforma in respect of Non-Teaching employees from Class IV to Administrative Officer /Agril. Officer, cadre to the University with all necessary enclosures duly following the procedure scrupulously without fail. The applications shall be screened initially at Zonal Level / College Level & then sent to Head Office for final selections.

The employees can download the application and guidelines and the procedure to apply for the award from the University website. It is also informed that any proposal received without following the said procedure will be liable for rejection.

The proposals for the award should reach the undersigned by **24.06.2017**. The applications received after the last date will not be entertained.

**S. SUDHEER KUMAR
REGISTRAR**

To
All Associate Deans,
All Associate Directors of Research,
All Heads of Research Stations / Schemes.
All Heads of DAATT Centres / KVKs.
All Principals, Agricultural Polytechnic Colleges.
All Assistant Comptrollers.
All Executive Engineers / Deputy Executive Engineers.

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The Assistant Registrar (OP) with a request to arrange to put the above information in the notice board at Administrative Office as well as bring the same to the notice of all the employees and furnish the proposals in time to the undersigned to take further action accordingly.

CC: to all the University Officers, Administrative Office.

CC: to the University Librarian, PJTSAU.

CC: to all the Officers in the Administrative Office.

CC: to the Deputy Registrar (NTE), Administrative Office.

CC: to the Assistant Comptroller (Claims), Administrative Office.

CC: to the Assistant Registrar (SC), Administrative Office.

CC: to the Assistant Comptroller (Budget), Administrative Office.

CC: to PS to Vice-chancellor

CC: to P.A to Registrar

CC: to the Claims / Budget Section, Administrative Office.

Copy to SF/SC.

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SUPERINTENDENT