

CENTRAL UNIVERSITY OF HARYANA

Nomination Form for the Best Performing Non-Teaching Employee 2020 (All Group C Employees)

1. Name :
2. Employee Id No.:
3. Post :
4. Qualification :
5. Nature of Job :
6. Branch/Section:
7. Date of Joining the University:

8. Major responsibilities/duties performed in the last one year (January 2020 onwards):

Sr. No.	Branch/Section	Duration	Job Assignment	Remarks

9. Major responsibilities/duties performed as member/volunteer in any committee/group/programme, etc. in the last one year (January 2020 onwards):

Sr. No.	Role	Committee/Section/Task /Programme	Duration Date, if any	Other details, if any

10. Training Programme/Course completed during last one year? If yes, give details:

Sr. No.	Title of Training programme	Host/organiser	Date	Online/Offline	Other details, if any

11. Write a brief note highlighting your suitability for nomination as the Best Non-Teaching Employee Group C of the Year. (In 100 words only)

12. Details of disciplinary proceedings, if any

Note:

- i. Affix all supporting documents along with the duly filled/signed application form to be submitted to the coordinator of the respective committee only.
- ii. The candidate is required to provide the relevant information for the calendar year 2020 only.

Date:

Signature

(For office use only)

Recommendation of the Head of the Branch/Section:

1. Major contribution of the employee in addition to routine duties:

2. Specific comments on punctuality, sincerity, integrity and readiness to work:

Date:

Sign. of Head:.....

Name: