



रक्षा लेखा नियंत्रक का कार्यालय, गुवाहाटी उदयन विहार, नारंगी, गुवाहाटी-781171
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
UDAYAN VIHAR, NARANGI, GUWAHATI: 781171.

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(CIRCULAR NO:92 of 13 .08.2020)

Subject : MOTIVATIONAL AWARD FOR OFFICERS/STAFF BY CDA
GUWAHATI: FOR THE YEAR 2020.

It is brought to the notice of all concerned that it has been decided by the competent Authority that the following awards will be conferred locally by the organization of CDA Guwahati to the best officials of CDA Guwahati including sub-offices under its administrative jurisdictions. The award is being introduced for wide recognition of the meritorious work and motivating officers and staff at all level.

Sr.AO/AO - 01(One)

AAO - 01(One)

Sr.Adr/Adr/Clerk etc. - 02(Two)

MTS - 01(One)

The motivational award will be given to the outstanding performers which will consist of Rs 2000/- cash award each along with a trophy duly embossed with the name of the Awardees and a certificate mentioning briefly the outstanding work performed by the officer/Staff during the financial year 2019-20. The award will be given away on DAD Day (1st October, 2020).

The selection for the awardees would be largely based on nominations made by the immediate superior authority on the performance parameters in the prescribed format as appended as (Annexure-A) which is required to be forwarded to O&M cell latest by 1st September,2020 through O&M Cell e-mail cdaguwomcell.dad@hub.nic.in for a smooth selection process.

The nominations will be scrutinized by a three members selection committee, the members of which will be nominated by CDA Guwahati. The best officials will be selected on the basis of the recommendations made by the selection committee to the CDA

Guwahati after thorough scrutiny of the nominations made therein as per Annexure-A. It will be also open to the selection committee to take cognizance of any outstanding work done by any officer/ individual in Main office or sub-offices and make suo-moto recommendations to the controller. In case any official/team of officials have already been nominated under the Motivational Scheme for the Defence Accounts Department as circulated by Hqrs Office, New Delhi/ or nominated for Raksha Mantri Award 2020 his/their nominations will not be considered for this award. The final awardee list will be published on 21st September, 2020.

In view of the above it is requested all concerned to forward the nominations in the prescribed form enclosed in such a manner so as to reach the same on or before 1st September, 2020. While making nominations it may be given utmost care to ensure that only the nominations for the deserving officials with extraordinary performance made during 2019-20 are made. The nomination received after 1st September, 2020 will not be considered.

For inculcating motivation at all levels this may be given utmost importance and priority by the supervising officers /officer-in-charge of the Main office and sub-offices. The timeline as mentioned above is to be strictly adhered to.


(N.K Biswas)IDAS
Dy. Controller

(File No: O&M/706/Motivational Award(Local)/2020/ Vol-I)

Distribution:

1. All GOs
2. SAO/AO/Asstt. Dir (OL) of Main Office
3. All the Sections Main Office
4. Officer-in-Charge Sub Offices(As per Std list)
5. PS to CDA
- ✓ 6. EDP Sec

: With a request to upload the same on the web-site of CDA Guwahati.


(S.Paul)
AO (O&M)

Nomination Form For "Motivational Award for officers/Staff by the CDA Guwahati": for the year 2020

1. Name of the Officer/ Individual :
2. Designation & A/C No. :
3. Name of the Office/Section :
4. Contact Details Phone No/Email ID :
5. Area/areas of outstanding work (During 2019-20) for which the nomination is being made:

6. Period of work by the Officer/Individual :
7. Brief of the outstanding work done by the Officer/Individual:
(In quantitative, Qualitative and other specific terms)

8. How the work will make an overall impact in the organization:

9. The conduct of the officer/individual :

(Signature of the Officer initiating the case/ recommended)