

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
ADMINISTRATIVE OFFICE :: LAM, GUNTUR - 522 034 :: AP.

Cir.Memo.No.4516/Ser.III/A2/2026

Dated:14.07.2026

Sub: ANGRAU – Estt. – Award of Incentives on Independence Day (15.08.2026) to the Meritorious Non-Teaching Employees of the University for their good work and outstanding performance during the year 2025 – Application and certain guidelines – Issued – Proposals called for – Reg.

- Ref: 1) Proc.No.933/SC/93, dt:27.04.1998.
2) Resolution of the University Officers Meeting, ANGRAU, dt:06-06-2012.
3) Memo No.14820/Ser.III(A1)/2015, dt:03-07-2015 of the Registrar, ANGRAU.
4) Proc.No.128/Ser.III/A1/2025, dated:13.08.2025 of the Registrar, ANGRAU, Lam, Guntur
5) Proc.No.128/Ser.III/A1/2025-1, dated:13.08.2025 of the Registrar, ANGRAU, Lam, Guntur

It is proposed to award Incentives to the Meritorious Non-Teaching employees from Class-IV to Deputy Registrar/Deputy Comptroller cadre in the University for their exemplary work and good performance during the year 2025 and the awards will be presented to the selected employees on the Independence Day i.e. on **15.08.2026**.

The application form, marks sheets proforma and guidelines to apply for the award are placed in the University website:**www.angrau.ac.in**.

Further it is informed that, the Committee at University Level is competent to select an employee for the award from the list of employees applied for the award and even though if any employee has not applied for the award due to any reason, but deserved the award, the Committee can select the employee for the award based on his/her overall performance in attending official duties.

Hence, all the Heads of Stations/Offices in the University are requested to download the circular Memo., application, marks sheet proforma and guidelines for the procedure to apply for the award from the University website and also to circulate the circular Memo.along with application to the concerned Non-teaching employees working under their control.

Accordingly, the Heads of Stations/Offices are requested to furnish proposals in the prescribed form (enclosed) in respect of Non-Teaching employees from Class-IV to Deputy Registrar/Deputy Comptroller cadre in the University with all necessary enclosures duly following the procedure already issued vide reference 3rd cited (copy enclosed) scrupulously, without fail. The proposal received without following the said procedure will be rejected.

Contnd....2

The proposals for the award should reach the undersigned by 22.07.2026 and the applications received after the last date will not be entertained.

**A. MANI
REGISTRAR**

To

All the Associate Deans of Colleges.
All the Associate Directors of Research of RARSSs.
All the Heads of Research Stations and Schemes.
All the Principals/ Vice-Principals of Polytechnics.
All the Programme Coordinators of KVKs.
All the Coordinators of DAATTCs.
The Principal Agricultural Information Officer, AI&CC, Lam, Guntur.
The Officer-in-charge, ODLIC, Lam, Guntur.
The Special Officer, APGC, Lam, Guntur.
All the Assistant Comptrollers of RAOs.
All the Executive Engineers, Engineering Divisions of ANGRAU.
All the Deputy Executive Engineers, Engineering Sub-Divisions of ANGRAU.
The Assistant Registrar (OP), Administrative Office, Lam, Guntur, with a request to arrange to put the above information in the Notice Board at Administrative Office and also bring the same to the notice of all the employees and furnish the proposals to the undersigned to take further action accordingly.
CC: all the University Officers, Administrative Office, Lam, Guntur.
CC: all the Technical Officers, Administrative Office, Lam, Guntur.
CC: all the Other Officers, Administrative Office, Lam, Guntur.
CC: PS to Vice-Chancellor, Administrative Office, Lam, Guntur.
CC: PA to Registrar/Comptroller, Administrative Office, Lam, Guntur.
CC: SF/SC.

//F.B.O.//

Katademi T 14/7/26
Assistant Registrar (NTE)

Ran
14/7/26.

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
ADMN. OFFICE: RAJENDRANAGAR: HYDERABAD - 500 030

Proc.No.933/SC/93

Dated:27-4-1998

Sub: - ANGRAU – Award of Incentives to the Meritorious employees of the University – Orders – Issued.

- Ref: -
1. G.O.Ms.No.14, GAD dated.6-01-1965.
 2. G.O.Ms.No.603, GAD dated.3-9-1977.
 3. G.O.Ms.No.733, GAD dated.18-12-1984.
 4. G.O.Ms.No.202, GAD dated.3-5-1985.
 5. G.O.Ms.No.373, GAD dated.1-7-1989
 6. G.O.Ms.No.490, GAD dated.2-9-1989.
 7. G.O.Ms.No.493, GAD dated.26-11-1995.

The State Government have introduced special incentives to the Government employees in the form of rewards or advance increments for outstanding by good work both to Technical and non-technical whether gazetted or non-gazetted including Class-IV employees, and also applicable to the employees who are on deputations.

The Board of Management at its meeting held on 27-12-1997 decided to adopt the scheme in the University for award of incentives to meritorious employees of the University. Accordingly, the following orders are issued.

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.

All the Principals/ Associate Directors of Research/Heads of research Stations / Schemes / Projects and Assistant Registrar (OP) in the Administrative Office are therefore requested to bring the above scheme to all employees of the University and send the proposals if any, for taking necessary action in the matter.

The above scheme is effective from 27-2-1998.

V. PRABHAKAR RAO
REGISTRAR

To
All Principals/Associate Directors of Research / Heads of Research Stations /
Schemes / Projects.
CC to Assistant Registrar (OP), Admn. Office.
CC to All Officers / Sections in Admn. Office.
CC to SF/SC.

// F.B.O. //

Sd/- XXX
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.,

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:**

An 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 ANGRAU News Letter.

8. **PROCEDURE TO BE FOLLOWED:**

The proposal should be sent to the Assistant Registrar (Special Cell Section) 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 particulars 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.

ACHARYA N.G. RANGA AGRICULTURAL UNIVERSITY
ADMN.OFFICE::RAJENDRANAGAR::HYDERABAD – 30

Memo.No.14820/Ser.III(A1)/2015

Dated:03-07-2015

Sub: ANGRAU – Estt. – Award of Incentives to the Meritorious Non-Teaching Employees of the University for their good work and outstanding performance from the year 2012 onwards – Application and certain guidelines – Issued.

- Ref: 1. Proc.No.933/SC/93, dt.27.04.1998.
2. Proc.No.858/Ser.V/A3/2011, dt.09.08.2011.
3. Resolution of the University Officers Meeting, ANGRAU, dt.08.12.2011.
4. U.O.Note No.14820/Ser.V/A3/2012, dt.12.01.2012.
5. Memo.No.14820/Ser.V/A3/2011 dt:03.05.2012.
6. Memo.No. 14820/Ser.V/A3/2011 dt:03.07.2012.

* * *

In partial modification of the orders issued in the reference 5th & 6th cited, all the Heads of Offices are hereby informed that it is decided to give Incentive Awards to the Meritorious Non-Teaching Employees of ANGRAU working in different categories for their outstanding performance as per the ratio fixed, on 15th August of every year from the year 2015 onwards, as detailed below:

S. No.	Non-Teaching Category	Number of Awards
1.	Assistant Comptroller/Assistant Registrar/ Administrative Officer/PS to Vice-Chancellor	1
2	Superintendent	2
3	Agricultural Officer	1
4	Senior Assistant	4
5	Junior Assistant-Cum-Typist (JACT)	2
6	Agricultural Extension Officer (AEO)	3
7	Artist-cum-Photographer/Projector Operator/ Sr. Library Assistant/Jr. Library Assistant	2
8	Driver/Tractor Driver	4
9	Record Assistant /Field Supervisors	2
10	Class-IV	5
11	Employee working under Technical service like Medical/Subordinate Tech./Press Service/ Shelf Assistant (Library)/Xerox Operators/ Binders(Library)	1
	Total:	27 Awards

Contd..2

Therefore, they are requested to follow the guidelines issued to select the employees in the above cadres for the award scrupulously. All the Heads of Offices in the Zone concerned, **except** Associate Deans of Colleges, should furnish the proposals of the employees applied for the award from Class-IV to Agricultural Officer cadre (i.e from sl.no.3 to 11 above) working under their control directly to the Associate Director of Research of their respective Zone. The awards upto Agricultural Officer cadre (i.e from sl.no.3 to 11 above) can be judged locally by the following four (4) members Committee, as per the guidelines issued vide reference 1st cited:

- | | |
|---|------------|
| 1. Associate Director of Research (ADR) of the concerned Zone | : Chairman |
| 2. One Senior Principal Scientist in that ADR's Office concerned
(shall be nominated by ADR) | : Member |
| 3. Assistant Comptroller concerned of the Zone | : Member |
| 4. Administrative Officer in that ADR's Office concerned | : Member |

The proposals of the employees applied for awards upto Agricultural Officer cadre (i.e from sl.no.3 to 11 above) in the Colleges of ANGRAU can be judged locally in that College only, by the following three Member Committee, as per the guidelines issued vide reference 1st cited:

- | | |
|---|------------|
| 1. Associate Dean of concerned College | : Chairman |
| 2. One Senior Professor in that College
(shall be nominated by Associate Dean) | : Member |
| 3. Administrative Officer concerned of that College | : Member |
| 4. Nominee of University Librarian | : Member |

All the Assistant Comptrollers in the University should furnish the list of employees applied for the award in their Offices concerned to the Associate Director of Research of their respective Zone.

All the Associate Directors of Research and Associate Deans after selection of employees in all the cadres (from Class-IV to Agricultural Officer cadre, i.e from sl.no.3 to 11 above) in their respective Zone/College, by the above Committees, should furnish the list of selected employees only along with their applications, necessary documents and committee recommendations etc., to the University.

All the Heads of Offices including Associate Directors of Research and Associate Deans in the University are also informed that they should furnish the list of proposals, if any, only in respect of **Administrative Officer & Superintendent cadre working under their control directly** to the University.

All the Associate Directors of Research and Associate Deans should furnish the list of employees applied for the award working in their Zone/College concerned in the cadre of Assistant Comptroller/Administrative Officer directly to the University.

Contd..3

Employees upto Superintendent cadre in the Administrative Office shall apply for the award i.e., from Class-IV to Superintendent cadre (from sl.no.2 to 11 above) through their Controlling Officers to the Assistant Registrar (OP), Administrative Office.

Employees working in the cadre of Assistant Registrar/Assistant Comptroller/P.S to Vice-Chancellor at Administrative Office should furnish their proposals for the award directly to the Registrar, Administrative Office as per the guidelines issued.

The proposals of employees applied for awards upto Superintendent cadre of Administrative Office can be judged by the Preliminary Committee which consists the following five members at Administrative Office as per the guidelines issued vide reference 1st cited as follows:

- | | |
|-------------------------------|------------|
| 1. ADR, (Head Quarters) | : Chairman |
| 2. University Librarian | : Member |
| 3. Joint Registrar | : Member |
| 4. Deputy Registrar (E) (NTE) | : Member |
| 5. Deputy Comptroller | : Member |

The above Committee shall scrutinize the applications received from the employees working up to the cadre of Superintendent in the Administrative Office as per the guidelines and select the eligible candidates for the award and furnish the list to the Registrar and the same will be judged finally by the Awards Committee.

The list of selected employees from Class-IV to Superintendent cadre of Administrative Office by the above Committee and the proposals received directly from Associate Directors of Research and Associate Deans in the cadre of Assistant Registrar/P.S. to Vice-Chancellor/Assistant Comptroller/Administrative Officer at Administrative Office and outside stations and Superintendent cadre of outside stations shall be judged finally by the following Awards Committee at University level:

1. Registrar
2. Comptroller
3. Deans and Directors
4. University Librarian
5. Deputy Registrar (NTE)

Finally, the awards will be announced as per the ratio fixed as mentioned in the above table by the Awards Committee.

Accordingly, on receipt of final approval from the University, the Heads of Offices concerned can distribute the awards, as specified in the above table for each cadre, along with a certification of appreciation, as per the University orders on 15th August of every year to the employees selected for awards working under their control.

Contd..4

//4//

The guidelines issued vide reference 1st cited and application for Incentive/Meritorious Award along with this memo are also available at ANGRAU website "www.angrau.net". All the Heads of Offices can download the same and circulate among the staff working under their control to apply for the award.

All the Heads of Offices are hereby requested to bring the above information to the notice of all the employees working under their control and inform them to furnish their proposals for the award in the month of July and send the selected/eligible employees proposals to the University as mentioned above before July 25th without fail, to facilitate the University to announce the awards in time smoothly every year.

T.V.SATYANARAYANA
REGISTRAR

To

All the Associate Deans of Agricultural Colleges,
All the Associate Directors of Research of RARS
All the Heads of Research Stations / Schemes.
All the Heads of DAATTC Centre / KVK Centres.
All the Principals of Agricultural Polytechnic Colleges.
All the Assistant Comptrollers of RAOs

All the Executive Engineers / Deputy Executive Engineers.

The Assistant Registrar (OP) with a request to arrange to put the above information in the notice board at Administrative Office and also 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: All the University Officers, Administrative Office.

CC: to all the Officers in the Administrative Office.

CC: the Estate Officer / University Librarian.

CC: to the Associate Director of Research (Head Quarters), Administrative Office.

CC: to the Joint Registrar, Administrative Office.

CC: to the Deputy Comptroller, Administrative Office.

CC: to the Deputy Registrar, Administrative Office.

Copy to SF/SC.

CC: Assistant Registrar (SC), Administrative Office.

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

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

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

CC: to the Assistant Registrar (V&L), Administrative Office.

CC: P.S. to Vice-Chancellor.

CC: P.A to Registrar/Comptroller.

C.C: to the Claims Section, Administrative Office.

CC: SF/SC.

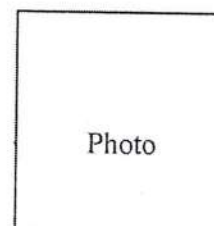
//F.B.O//

S. J. Senthil Kumar
SUPERINTENDENT 31/7/2015

(10)
3/7

Application for Incentive / Meritorious Award
for Non-Teaching Employees in ANGRAU

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 / different cadres
and place / places worked
7. Scale of pay in the present :
post
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. Extra curricular activities :
14. Significant contributions :



Signature of the Applicant

Certification & Recommendation :
of the Head of the Office concerned

Marks sheets prepared by University Officers at Administrative Office, ANGRAU

OFFICER'S CADRE :

1. Deputy Registrar/Deputy Comptroller :

S. No.	Name of the Employee & Designation	Name of the Station	Length of service (60 Marks)			Awards/ Appreciation Letter Received (10 Marks)			Significant Contributions (10 Marks)	Extra Curricular Activities (10 Marks)	Addl. Duties performed (10 Marks)	Total Marks (100 Marks)		
			Post held	Period	4 marks per year maximum 20 Marks in each cadre	Marks given	DR/DC (2 marks)	AO/ AR/ AC/ PS to VC (3 Marks)					Superintendence (5 Marks)	
1			DR/DC		20		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(a) to (g)
			AO/ AR/ AC/ PS to VC		20									
			Superintendent		20									

1. Assistant Executive Engineer

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (10 Marks) (2 Marks each year)	Significant Contributions (10 Marks)	Active participation in construction & maintenance of University Buildings (10 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
			(a)	(b)	(c)	(d)	(e)	(a) to (e)
1								

Marks sheets prepared by Associate Director of Research of the Zone / Associate Dean of College

OFFICER's CADRE :

2. Admn. Officer/Asst. Registrar/Asst. Comptroller/ PS to VC:

S. No.	Name of the Employee & Designation	Name of the Station	Length of service (60 Marks)			Awards/ Appreciation Letter Received (10 Marks)			Significant Contributions (10 Marks)	Extra Curricular Activities (10 Marks)	Addl. Duties performed (10 Marks)	Total Marks (100 Marks)
			Post held	Period	4 marks per year maximum 20 Marks in each cadre	Marks given	AO/ AR/ AC/ PS to VC (2 marks)	Superintendent (3 Marks)	Senior Assistant (5 Marks)			
1			AO/ AR/ AC/ PS to VC		20	(a)	(b)	(c)	(d)	(e)	(g)	(a) to (g)
			Superintendent		20							
			Senior Assistant		20							

MINISTERIAL SERVICES :

1. Superintendent:

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks)			Awards/ Appreciation Letter Received (10 Marks)			Significant Contributions (10 Marks)	Extra Curricular Activities (10 Marks)	Addl. Duties performed (10 Marks)	Total Marks (100 Marks)
			Post held	Period	4 marks per year maximum 20 Marks in each cadre	Marks given	Superintendent (2 marks)	Senior Assistant (3 Marks)	JOA (5 Marks)			
1			Superintendent		20	(a)	(b)	(c)	(d)	(e)	(g)	(a) to (g)
			Senior Assistant		20							
			JOA		20							

2. Senior Office Assistant(SOA):

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks)			Awards/ Appreciation Letter Received (10 Marks)		Significant Contributions (10 Marks)	Extra Curricular Activities (10 Marks)	Addl. Duties performed (10 Marks)	Total Marks (100 Marks)
			Post held	Period	4 marks per year maximum 20 Marks in each cadre	Marks given	Senior Assistant (5 Marks)	JOA (5 Marks)			
1			Senior Assistant		30						
			JOA		30						

3. Junior Office Assistant (JOA):

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks)			Awards/ Appreciation Letter Received (10 Marks)		Significant Contributions (10 Marks)	Extra Curricular Activities (10 Marks)	Addl. Duties performed (10 Marks)	Total Marks (100 Marks)
			Post held	Period	4 marks per year maximum 20 Marks in each cadre	Marks given	JOA (5 Marks)	Cashier/ Rec.Asst. (5 Marks)			
1			JOA		30	(a)	(b)	(c)	(d)	(e)	(a) to (f)
			Cashier/ Record Assistant		30					(f)	

4. Cashier:

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (10 Marks) (2 Marks each year)	Significant Contributions (10 Marks)	Extra Curricular Activities (10 Marks)	Addl. Duties performed (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(d)	(e)	(a) to (e)

FARM SERVICES :

1. Agricultural Officer / Farm Manager:

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (10 Marks) (2 Marks each year)	Significant Contributions (10 Marks)	Seed Production/ Research Activities (10 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(d)	(e)	(a) to (e)

2. Agricultural Extension Officer:

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (10 Marks) (2 Marks each year)	Significant Contributions (10 Marks)	Seed Production/ Research Activities (10 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(d)	(e)	(a) to (e)

TECHNICAL SERVICES (Press/ Extension Subordinate/ Library/ Medical/ Subordinate Technical) :

1. Artist-cum-Photographer / Projector Operator / Sr. Library Assistant / Jr. Library Assistant:

S. No.	Name of the Employee & Designation	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (10 Marks) (2 Marks each year)	Significant Contributions - Prepare Explanative list of contribution (20 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(d)	(a) to (d)

2. Shelf Assistant (Library)/ Xerox Operators/ Binders (Library):

S. No.	Name of the Employee & Designation	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (30 Marks) (2 Marks each year)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(a) to (c)

DRIVER SERVICES :

Driver/ Tractor Driver:

S. No.	Name of the Employee & Designation	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Accident free service(30 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(a) to (c)

SUBORDINATE SERVICES :

Recrod Assistant:

S. No.	Name of the Employee	Name of the Station	Length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (20 Marks) (4 Marks each year)	Seed Production/ Research Activities / Record keeping ability (10 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(d)	(a) to (d)

LAST GRADE SERVICES :

Class-IV posts:

S. No.	Name of the Employee	Name of the Station	Total length of service (60 Marks) (4 Marks each year)	Awards/ Appreciation Letter Received (20 Marks)	Any Addl. Ability (10 Marks)	Extra Curricular Activities (10 Marks)	Total Marks (100 Marks)
1			(a)	(b)	(c)	(d)	(a) to (d)

++