



छात्र अधिष्ठाता कार्यालय  
वाराणसी-221005

OFFICE OF THE DEAN OF STUDENTS  
VARANASI – 221005

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Prof. M.K. Singh  
Dean of Students

DS/2020-21/181

December 23, 2020


**NOTICE**

On the occasion of Republic Day, the University considers to honour the Non-teaching employees of the following categories for their exemplary, excellent work:

1. Class III - One Technical, One Ministerial and One Secretarial
2. Class IV - One Technical and One Ministerial

This year, due to Covid-19 pandemic, award ceremony will not be organized on Republic Day, so selected employees shall be informed for the same accordingly.


It is, therefore, requested that the name(s) of such employees working under your control and recognized to be an excellent worker, may kindly be sent to the office of the undersigned latest by **09.01.2021** positively on the prescribed format printed overleaf.

  
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Copy along with format of application form for the said award forwarded to the following for information and necessary action:

1. The Rector,
2. The Director of the Institutes,
3. The Dean of the Faculties,
4. The Principal, Mahila Maha Vidyalaya./College/Schools,
5. The Professor Incharge, RGSC/Trauma Centre/SWC/BHU Press/Horticulture Unit,
6. The Medical Supdt. SSH,
7. The Hony. Director, Malaviya Bhawan/Hony. Manager, Shri Vishwanath Temple,
8. The Supdt. Engg./Executive Engg. EWSS/Executive Engg. UWD,
9. The Head of the Departments/Offices/Units,
10. The Coordinator/Admin. Warden/Warden of the Hostels,
11. The Finance Officer / Controller of Examinations / Chief Proctor
12. The Coordinator, Computer Centre,
13. The Librarian, Central Library,
14. The Public Relations Officer with the request to kindly inform the local media,
15. The Joint Registrars/Deputy Registrars/Asstt. Registrars,
16. The Asstt. Registrar, Office of the Registrar,
17. The Asstt. Registrar and Secretary to V.C,

**BANARAS HINDU UNIVERSITY.**

  
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Only those employees who have served for not less than twenty five (25) years will be considered.

Photograph

1. Name (full): ..... Employee No.....

2. Designation: ..... Mobile no.....

Category: Class III : Technical/Ministrial /Secretarial (Please tick at appropriate category)

Class IV Technical/Ministrial

3. Department: .....

4. Date of Birth: .....

5. Date of Appointment: .....

6. Date of Retirement: .....

7. Personal assessment of the employee assessed by the officer concerned

.....

.....

8. Specific Comment as under:

(i) Puctuality/Regularity .....

(ii) Moral conduct .....

(iii) Integrity .....

9. Specific recommendation 'with justification

.....

10. Extracurricular activities:

Certificate on merit/ outside/inside/social service/national service and other achievements, if any

11. Is there any disciplinary Proceeding pending? .....

P.S.: 1) Item No.1 and 8 must be accompanied by proof of the achievements/contributions as per evidence certificate/Prizes/Medals etc. (Xerox copies be enclosed).

2) Recommending Authority shall give his/her rating overall performance such as:

i) Outstanding

ii) Excellent

iii) Very Good

iv) Good

Date:.....

SIGNATURE  
Head of the Office  
With Seal