CENTRAL UNIVERSITY OF HARYANA
Nomination Form for the Best Performing Non-Teaching Employee 2020
(Group A & B employees up to the level of Assistant Librarian/ Assistant Registrar/System Analyst)

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. Major contribution in designing, developing and implementation of key policies of the University, UGC/MoE:

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12. Major innovative practices adopted for efficient administration in the Branch/Section:

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13. List four major contributions to the corporate life of the University:

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14. What is your vision about the University?

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15. Write a brief note highlighting your suitability for nomination as the Best Non-Teaching Employee Group A & B up to the level of Assistant Librarian/Assistant Registrar/System Analyst of the Year. (In 100 words only)

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14. 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**

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(For office use only)
Recommendation of the Head of the Branch/Section:

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

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

    work:

Date: **Sign. of Head...**

                                               Name: ....