



National Institute of Open Schooling  
(An autonomous organization under the Deptt. of Educn. MHRD, Govt. of India)  
A-24-25, Institutional Area, Sector 62, NOIDA-201309, UP

F.No.NIOS/Admn.JD/2013

Dated 24.09.2013

Circular — 780/13

As per decision taken in the Heads' of the Department meeting held on 22<sup>nd</sup> August, 2013 in the chamber of the Chairman it was decided to give award to best employee of NIOS. The announcement of best employee shall be made on the Silver Jubilee Foundation Day of NIOS i.e. 23.11.2013. A proforma has been derived which is enclosed and all permanent employees of NIOS are requested to fill the proforma and submit the same through their respective head of the Department/Regional Director to the Joint Director (Admn.) by 7<sup>th</sup> October, 2013.

(U.N. Khaware)  
Secretary

Copy to:

1. All Heads of the Departments'
2. All Regional Directors'
3. AD CMO for kind perusal of the Chairman please
4. All permanent employees of NIOS
5. SA/P for uploading on NIOS website.

एस.ए.पी. (संगणक विभाग) / SAP (COMPUTER)  
कायरी सं. / Diary No. .... 1759 .....  
आवक दिनांक / Inward Date ... 25/09/2013 ...  
जावक दिनांक / Outward Date .....

**National Institute of Open Schooling**

**Proforma for identifying Best Employee of NIOS**

**PART -I**

(1) Name of the Employee :

(2) Date of Birth :

(3) Designation :

(4) Qualification :

(5) Date of Joining in NIOS :

(6) Date of Superannuation :

(7) Total experience (as on 31.10.2013):

S. No.	From	To	Number of Years completed

**PART -II**

1. My contributions to the Institution since my joining NIOS.  
(Not more than 100 words in chronological order)

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2. Details of self/career development :- -----

- (i) Qualification acquired after  
joining NIOS.

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- (ii) Training/ workshops attended after  
Joining NIOS.

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1. Targets achieved adhering to time schedule of the tasks assigned from time to time

:- \_\_\_\_\_

2. Special achievements ,if any

:- \_\_\_\_\_

3. Any other additional information in support of your claim for consideration as the Best Employee. (Not more than 100 words)

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1. Recommendations of the Head of the Department/Regional Director along with justification thereof:-

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Signature

Date:- \_\_\_\_\_

**PART- III**

**(To be filled in by the personnel section)**

(i) APAR :- \_\_\_\_\_  
(Grading of Last five years to be filled up by the Personnel Section)

(ii) Whether there is any Vigilance/disciplinary case is pending/ contemplated. If so, details may be provided:

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