



भा.कृ.अ.प - केंद्रीय आलू अनुसंधान संस्थान  
शिमला-171001, हि.प्र. (भारत)

**ICAR-Central Potato Research Institute**  
(Indian Council of Agricultural Research)  
**SHIMLA 171 001, HP**



ISO 9001:2015

प्राथमिकता, प्रबोधन एवं मूल्यांकन सेल  
**Prioritization, Monitoring and Evaluation (PME) Cell**

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**Dr. Brajesh Singh**  
In-Charge, PME Cell

**No.F.PME/4-22/Vol-II/2009/**

**Dated: 10.05.2022**

To

1. Joint Director, CPRS Regional Station, Modipuram.
2. Project Coordinator, AICRP, CPRI, Shimla.
3. All the Heads of Station CPRS, Jalandhar/Gwalior/Patna/ Shillong/ Muthorai/Kufri.
4. All the Heads of Divisions: Crop Improvement/Social Science/CPB & PHT/Plant Protection/Crop Production /Seed Technology.
5. All the Section In-charges: AAO Estt.-I/AAO Estt.-II/AO Store/Hindi/B & C/F&AO)/Vigilance/PME/ Library/ AKMU/Engineering/Canteen/In-Charge Vehicle/In-Charge Farm Management & In-charge Lower Lab. CPRI, Shimla.
6. Chief Admin. Officer, CPRI, Shimla.
7. Finance & Accounts Officer, CPRI, Shimla.
8. PS to Director, CPRI, Shimla.

**Sub: Announcement of "Best Worker Award" – 2022 - reg.**

Sir,

This is for the information to all the officials of ICAR-CPRI, HQ and its regional stations that **"Best Worker Awards 2022"** have been announced and the terms and conditions of the awards are as under:

1. The Award shall be presented on the Foundation day of CPRI or at any other suitable occasion/function, at the Headquarters or at any of the regional stations.
2. This award will be given to all categories i.e. Scientific, Technical, Administrative and supporting staff (Two each).
3. The award will carry a cash prize of Rs.10,000/-only a citation and a certificate of Merit for Scientific category and for Technical, Administrative & Supporting Categories it will carry a cash amount of Rs.7,500/- only along with citation and certificate of Merit.
4. All the staff members amongst each category are requested to kindly go through the "Rules & Guidelines of the Best Worker Award: (Copy enclosed) before submitting the award document.
5. All Head of the Divisions, Head of the Stations and Section In-Charges are requested to circulate this notification to all the staff members and give it a wide publicity.
6. All the interested staff members are requested to send their nominations in the duly prescribed form (**may be downloaded from ICAR Website**) latest by **25<sup>th</sup> June, 2022**.

**It may please be noted that no application received after the last date shall be entertained.**

This is issued with the approval of CA.

Yours faithfully,

(Brajesh Singh)

**Encl: Nomination Form & Guidelines**

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Central Potato Research Institute

SHIMLA-171 001

**Best worker Award-2022-Rules & Regulations**

**1. Name of the Award**

Best Worker Award (Category -Scientific/Technical/Administrative/Supporting)

**2. Sponsor of the Award**

Central Potato Research Institute, Shimla.

**3. Award Funding**

The Institute has received Best Institution Award of ICAR twice for the years 1995 and 2011 in 1996 & 2012, respectively which carried cash prize of Rs.50,000/- (Rupees Fifty thousand) and 10,00,000/- (Rupees Ten lakhs), respectively. Besides these two awards, CPRI has also received one Krishi Sansthan Samman Award from Mahindra & Mahindra in 2013, which carried the cash award of Rs.1 Lakh. The ICAR has authorized its institutions to utilize the interest earned out of award money for giving awards to their staff for rewarding their performance of duties.

It has been decided to institute eight **Best worker awards** i.e. to two staff members each amongst Scientific, Technical, Administration and Supporting categories. The details of the awards and their criteria's are given in Annexure-1& 2.

**4. Objectives of the Award**

- (1) To recognize the outstanding contributions for potato research, leadership and sense of responsibility among the staff members for promotion of potato.
- (2) To provide incentives for excellence in work and encourage work culture in the Institute.
- (3) To promote a healthy competition amongst the staff members of every category.

**5. Nature of Award**

The award is for every category of staff from Scientific, Technical, Administrative and supporting categories (two each). For scientific category the award will carry a cash prize of Rs.10,000/- (Rupees Ten thousand only), a Citation and a Certificate of Merit. For Technical, Administrative and Supporting Category the award will carry a cash amount of Rs.7,500/- (Rupees Seven thousand five hundred only), a Citation and a Certificate of Merit.

**6. Frequency**

Every year in each category: Two awards would be given in each category every year.

**7. Eligibility**

All staff members of CPRI (including research stations) who have rendered 10 years continuous service in CPRI in the respective categories viz. Scientific, Technical, Administration and Supporting categories are eligible for these awards. The applicant should be free from vigilance at the time of application. The retired employees shall also be eligible for the award within one year of their retirement. A staff member who has received the Award once shall not be eligible for the Award again at least for 10 consecutive years.

**8. Administration of the Award**

There shall be a selection committee consisting of 5 members constituted by the Director, CPRI every year to evaluate the applications. The committee shall submit the recommendations to the Director, CPRI.

  
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9. **Evaluation Criteria for Scientific/Technical/Administrative/Supporting staff**

Please see Annexure 1 & 2.

10. **Procedure**

Applications for the Award will be invited during April/May every year. Applications should be made according to the score card format obtainable from the PME Cell. Nominations will be accepted up to 25<sup>th</sup> of June. The selection committee will screen the nominations keeping in view the given criteria and recommend the suitable candidates for this award. In case no outstanding entry (<75 marks out of 100) is identified during a year in any category, no award will be given that year. The award would lapse and it would not be carried forward in the subsequent year. The decision of selection committee shall be final in this respect.

11. **Number of Award**

Two awards in each category shall be presented to staff members in a year.

12. **Presentation of the award**

The Award shall be presented on the Foundation day of CPRI or at any other suitable occasion/function, at the Headquarters or at any of the regional stations.

13. **Travel grant to award winners**

TA/DA to the award winner from out stations will be paid by the CPRI as per entitlement class but restricted to AC-3 tier in case of higher entitlement.

14. No enquiries, representations about the award will be entertained. The decision of the competent authority shall be final.

15. Applications for award received after the due date as fixed for every year shall not be entertained at all.

16. The achievements should be filled for all the attributes according to the format for 10 years preceding the last date of accepting the application. Two copies of application form, duly forwarded by the forwarding authority should be submitted by the staff members in typed form according to the format for individual categories. Every claim in the format needs to be supported by attaching document.

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**CPRI - BEST WORKER AWARD FOR THE YEAR 2022**

**NOMINATION FORM**

1.	Year of Award	
2.	Name & Designation	
3.	Date of Birth	
4.	Marital Status	
5.	Date of Joining at CPRI	
6.	Post held at Present	
7.	Complete Postal Address	
8.	Phone/Fax/E-mail	
9.	Educational Qualification	
10.	Employment Record	

11.

Organization	Post	From	To	Nature of Work


12. Any other trainings/additional qualifications etc.


13. Brief description of the work done during last 10 years: (separate sheets should be enclosed)

I, \_\_\_\_\_, hereby declare that the information furnished above is correct to the best of my knowledge and belief.

Place: Shimla

Dated: ( )

  
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**(Must be Seconded by employee of same category)**

1. Seconder: I second the name of Sh. \_\_\_\_\_ for the Best Worker Award (Category).

2. Seconder: I second the name of Sh. \_\_\_\_\_ for the Best Worker Award (Category).

14. Remarks of the controlling officer on:

(i) The information furnished by the applicant:

(ii) The work done by the applicant:

(iii) The special quality of the applicant, if any:

(iv) Recommendations:

Place:

Shimla.

15. Remarks of the Head of Division/Station/Section on

(i) The information furnished by the applicant

(ii) The comments of the remarks of the controlling officer

(iii) Recommendations:

Place:

Dated:

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## Annexure- I

### Best worker Award (Scientific Category)

The award shall be given based on the following criteria's

1. Conceptual clarity and originality of the work conducted over at least 10 years preceding the year of award.
2. Scientific, technological and socio-economic relevance and priority of programme/project.
3. Quality of methodology adopted of the work. Any innovative approaches used.
4. Major results, their scientific, technological and socio-economic significance.
5. Potential of the results for increasing potato production, productivity, profitability, sustainability in the relevant agricultural system and/or its utilization.
6. Quality of publications arising from the research work.
7. Awards/Honors/Recognition.
8. Institute building activities
9. Additional responsibilities given by the Institute.
10. Comments/Recommendation by the Recommending authority (Punctuality, sincerity, Leadership qualities, Aptitude and potential for research and administration etc. amenability to discipline willingness to take extra work load/responsibilities.



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**Best worker Award (Technical, Administrative & Supporting Staff  
Category)**

The award shall be given based on the following criteria's

1. Institute Building Activities.
2. Technical/Administrative contribution.
3. Quality of output or overall work out put.
4. Awards/Honors/Recognition.
5. Any contribution towards the Institute that led to qualitative improvement in the Institute.
6. Additional responsibilities given by the Institute.
7. Comments/Recommendation by the Recommending authority (Punctuality, sincerity, attitude to work, leadership qualities, initiatives etc. amenability to discipline willingness to take extra work load/responsibilities.



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