



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 22nd 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 7th 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)
जायरी 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)

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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