



दिल्ली सरकार

कार्यालय प्रमुख अभियंता, लो0नि0वि0,
12वां तल, बहु-मंजिला भवन, इंद्रप्रस्थ संपदा, नई दिल्ली: 110002
☎ 23490260, 23724560, 23311293, फ़ैक्स 23319021
Toll Free Complaint No. 1800 11 0093
वैबसाइट: <http://pwd.delhigovt.nic.in>
ई-मेल: pwdhqdelhi@gmail.com/dppwdhqdelhi@gmail.com



सं0:41(11)/लो0नि0वि0/प्रमुख अभि./2019/3610

दिनांक:23.07.2019

OFFICE MEMORANDUM

It has been decided that as a part of Celebration of 58th PWD Day, outstanding achievement and meritorious services rendered by the officers and staff of PWD shall be recognized by award of E-in-C Medal and Certificates of Merit.

It has been further decided that E-in-C Medals and Certificates of Merit upto the rank of AE and equivalent shall be given by the E-in-C. The nominations shall be submitted by the respective Chief Engineer and a Committee constituted as under, shall scrutinize the nominations and place their recommendations to the E-in-C, PWD for selection of the best performers.

Composition of Scrutiny Committee		
1	Pr. Chief Engineer (Maintenance), PWD	Member
2	Pr. Chief Engineer (Projects), PWD	Member
3	Director (Personnel), PWD	Member Secretary

The number of Medals and Certificates to be given to these officials have been indicated in the Annexure-I enclosed. The E-in-C Medals and Certificates shall be got signed from the E-in-C, PWD.

Broad criterion for evaluation for selection of the best performer has been given at Annexure-II enclosed. Concerned CEs/PM(CCTV) shall submit the nominations of these officers, along with brief write ups on contributions made by them during the period 01.04.2018 to 31.03.2019 positively by 29.07.2019 to O/o E-in-C, PWD. The Committee shall finalize the list of awardee by 31.07.2019.

This issues with the approval of Engineer-in-Chief, PWD.

Encl: Annexure I & II


Director (Personnel)

To (through PWD website)

All Pr. Chief Engineers, PWD

All Chief Engineers, PWD

All PMs/SEs/Dir.(Hort)/Sr.Architect, PWD

All EEs/DDs/Architects, PWD

Annexure-I

SN	Post	No.of E-in-C Medal	No.of Certificate of Merit
1	Assistant Engineer Civil	1	1
2	Assistant Engineer (Elect)	1	1
3	Assistant Architect	1	1
4	Assistant Director (Hort.)	1	1
5	Junior Engineer (Civil)	1	1
6	Junior Engineer (Elect.)	1	1
7	Sectional Officer (Hort.)	1	1
8	Assistant AD (Architect)	1	1
9	Senior Draftsman/ Draftsman	1	1
10	Assistant Administrative Officer	1	1
11	Office Superintendent	1	1
12	Stenographer 1& 2	1	1
13	UDC	1	1
14	LDC	1	1
15	MTS	1	1

EVALUATION CRITERIA FOR INDIVIDUALS

- a) A brief citation on the individual's outstanding and sustained contribution to the Department.
- b) The evidence of higher performance may include, but not limited to
 - (i) Contributing to the effective handling of an event, showing exceptional commitment to adaptability beyond that generally required of staff at the grade.
 - (ii) Tackling successfully an unplanned or unexpected task, crisis / emergency or incident involving complexity.
 - (iii) Suggestion or design or an innovative approach, solution or idea for the improvement to a working practice or process within the team/unit/section/department/Ministry.
 - (iv) Achieving a particularly challenging goal or objective, e.g. overcoming a significant obstacle to ensure that deadline is met.