



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED
FIBRES (Indian Council of Agricultural Research)

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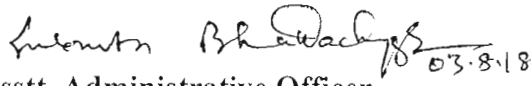
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CIRCULAR

Enclosed please find herewith a Proceedings dated 17.07.2018 of the meeting of Institute Annual Award Committee, ICAR-CRIJAF, which is self-explanatory. The contents of the Proceedings may kindly be widely brought to the notice of all officers and staff members for their kind perusal and necessary action please. The eligibility criteria and all fundamental points have been elaborated in details therein.

Encls.: As above.


Asstt. Administrative Officer
Admn.I

Distribution to :-

1. All the Head of Divisions/Sections, ICAR-CRIJAF. They are requested to inform all the officers and staff members working under him for necessary action.
2. All the Incharges, CRIJAF Regional Stations. They are requested to inform all the officers and staff members working under him for necessary action.
3. The I/C Programme Coordinator, KVK, Bud Bud, Burdwan, W.B. He is requested to inform all the officers and staff members working under him for necessary action.
4. Notice Board, Main Building, ICAR-CRIJAF.
5. The Secretary(Staff Side), IJSC, ICAR-CRIJAF.
6. The Head, AKMU, ICAR-CRIJAF, with a request to upload the Circular in the CRIJAF Website.
7. PS to Director, ICAR-CRIJAF.
8. PA to CAO, ICAR-CRIJAF.
9. Spare Copy.

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PROCEEDINGS OF THE MEETING OF INSTITUTE ANNUAL AWARD COMMITTEE HELD ON 17.07.2018.

The Institute Annual Award committee meeting held on 17.07.2018 in the Director's chamber in presence of the following members:

- | | | |
|--|---|--------------|
| 1. Dr. S. Satpathy, HOD, Crop Protection Divn. | - | Chairman |
| 2. Dr. D.K. Kundu, HOD, Crop Production Divn. | - | Member |
| 3. Dr. C.S. Kar, Pr. Scientist | - | Member |
| 4. Mr. P.K. Jain, CAO | - | Member |
| 5. Mr. Gauranga Ghosh, FAO | - | Member |
| 6. Mr. S. Bhattacharyya, AAO | - | Member-Secy. |

The procedure/criteria for considering the annual awards to each group of employees, viz.. Scientific, Technical, Administrative & Supporting has been discussed in the meeting and the same is reflected hereunder:

FOR SCIENTIFIC STAFF:

- 1) Two types of Award for Scientific personnel is proposed. Each of the award will be given biennially on alternate years.
 - A) Best young Scientist Award (upto 40 years).
 - B) Best Scientist Award (above 40 years).
- 2) Eligibility criteria:
 - A) Research work of previous 3 years ending on 31st December of calendar year will be assessed. The achievements are to be based on the mandated research work of the Institute only.
 - B) Last date for submission of the documents for award is 10th January.
 - C) Evaluation process by independent committee (retired/existing scientists of ICAR-CRIJAF or other ICAR Institutes/BCKV) is to be completed by 25th January.
 - D) Awards will be given in the form of Certificate by Director and Citation.

Best Young Scientist Awards

Marks on different heads (for Scientists other than Extension Discipline)

- (1) **Research Paper - 30**
Maximum 5 research papers published in NAAS rating of (6) or above will be considered.
- (2) **Externally funded Projects - 10** { 2 Projects x 5}
Competitive grants projects will be considered funded by DBT/DST/State DST/ICAR/DFID etc.
- (3) **Technology/Product/Variety/Germplasm/Methodology/Process developed - 20**
(4 marks for each. 4x5 = 20)
- (4) **Transfer of Technology - 10**
(Trainings organised, lectures delivered, TV/Radio talk, Farmers interaction/field visits/popular articles)
- (5) **Institute support - 5**
Members/Chairman of Institute committees/Preparation of specific reports etc./Editing of reports/Resource generation.
- (6) **Peer Recognition - 10**
Awards/recognitions/Res. Paper presentation in International Symposium/Lead for invited papers National. International Symposium/Editorship/Journal Review/Fellowship.
- (7) **Director/Committee remarks- 15**
APAR/General view of the committee/Director

**** Marks For extension scientists : TOT=30, Res. Paper=20, Technology/Product=10, Ext. Projects=10, Institute Support = 5, Peer Recognition=10, Director/Committee remarks=15.**


CAO

Best Scientist Award:

Marks on different heads for scientists other than extension discipline

- (1) Research Paper - 25
Maximum 5 research papers published in NAAS rating of (6) or above will be considered.
- (2) Externally funded projects – 10
Competitive grants projects will be considered funded by DBT/DST/State DST/ICAR/DFID etc.
- (3) Technology/Products/Variety/Germplasm/methodology Process developed – 20
(4 marks for each. $4 \times 5 = 20$)
- (4) Transfer of Technology – 10
(Trainings organised, lectures delivered, TV/Radio talk, Farmers interaction/field visits/popular articles)
- (5) Institute Support- 10
Members/Chairman of Institute committees/Preparation of specific reports etc./Editing of reports/Resource generation.
- (6) Peer Recognition- 10
Awards/recognitions/Res. Paper presentation in International Symposium/Lead for invited papers National. International Symposium/Editorship/Journal Review/Fellowship.
- (7) Director/Committee – 15
APAR/General view of the committee/Director

** Marks for Scientist of extension discipline : TOT-30, Research Paper-20, Technology Products – 10, Extension Projects – 5, Institute Support – 10, Peer Recognition – 10.

Note :-

- Minimum 50 marks is to be scored (excluding the marks of Director/Committee to qualify for the Award).
- Marks for Co-authors of varieties/products/process/technology will be multiplied with a factor of 0.6 supported with relevant document.
- Co-authorship for research papers will be multiplied with 0.7
- The Co-P.I. of multidisciplinary externally funded projects will be given the weightage of 0.75.
- The technology, Products of Process etc. must be the outcome of the in-house/externally funded projects supported with relevant document/publication.



FOR TECHNICAL STAFF:

- (1) Best Technical Personnel Awards will be given annually on the basis of performance of previous 3 years ending in 31st December.

Marks:

- (1) Achievements - 15
Project execution: Number of projects associated.
- (2) Analytical ability - 05
- (3) Special skill - 05
- (4) Training obtained - 05
- (5) Other Divisional/Institutional activities - 10
- (6) Specific Association achievement in Technology - 20
Development/commercialisation/variety development/germplasm
maintenance/data management
- (7) APAR/Committee/Director/HODs weightage - 40

** Marks distribution for Technical personnel involved in Driving :

- (1) Achievements - 30
Distance / hours driven while in duty
- (2) Up-keeping / maintenance of vehicles - 10
- (3) Other institutional activities - 10
- (4) APAR/Committee / Director's weightage - 50


CAO


FOR ADMINISTRATIVE STAFF:

The following may be the procedure to be followed for consideration of Annual Best Administrative Staff category:

1. The APAR will be evaluated for the last three financial years, i.e., for the award to be given on the foundation day of 2019, the APARs for the years 2015-16, 2016-17 & 2017-18 will be considered.
2. A write-up in about 500 words will be required to be submitted by the applicant with the remarks of the immediate reporting officer, covering the following points:
 - A. Why do you consider yourself suitable to be considered for the award ? **20 marks.**
 - B. State your significant contributions during the last three years in your area of work which you would like to highlight in support of your candidature. – **10 marks.**
 - C. State some of the suggestions that would help in further making administrative working more responsive, user friendly and accountable - **10 marks.**

This will be duly forwarded with comments by the Immediate reporting officer, especially with reference to the enumerations made by the applicant therein.

This will be evaluated by a committee comprising of three Administrative/Finance cadre officers of appropriate seniority. The Asstt. Administrative Officer (Admn.I), ICAR-CRIJAF will act as the Member-Secretary (in case, he's an applicant, any other Asstt. Administrative Officer of the Institute will act as the Member-Secretary).



FOR SUPPORTING STAFF:

The following may be the procedure to be followed for the consideration of Annual Best Skilled Support Staff category Award.

1. Dedication
2. Discipline
3. Punctuality
4. Special skills acquired in his/her domain.
5. Intelligence and keenness to learn.
6. Responsivness.
7. Sense of responsibility.
8. Potential possessed.

A. These traits would preferably be substantiated with instances that the nominating officer has come across during the last three calender years, i.e., for the award to be given on the foundation day of 2019, the performance for the calendar years 2016, 2017 and 2018 will be considered - **40 marks**.

B The APAR will be evaluated for the last threee financial years, i.e., for the award to be given on the foundation day of 2019, the APARs for the years 2015-16, 2016-17 and 2017-18 will be considered. - **60 marks**.

This will be evaluated by a Committee comprising of three Scientific/Administrative/Finance cadre officers of appropriate seniority. The Asstt. Administrative Officer (Admn.I), ICAR-CRIJAF will act as the Member-Secretary.

The meeting ended with thanks to the Chair.


(S. SATPATHY)
CHAIRMAN


(D.K. KUNDU)
MEMBER


(C.S. KAR)
MEMBER


(P.K. JAIN)
MEMBER


(GAURANGA GHOSH)
MEMBER


(S. BHATTACHARYYA)
MEMBER-SECRETARY