

BY ENTRY

भारतीय डाक विभाग Department of Posts : India
मुख्य पोस्टमास्टर जनरल कार्यालय, तेलंगाणा सर्किल, हैदराबाद - 500 001.
O/o the Chief Postmaster General, Telangana Circle, Hyderabad - 500 001.

To
The Postmaster General,
Headquarters/ Hyderabad Region,
Hyderabad-500 001

No. ST/Meghdoot Awards/ Dlgs/2021 dated at Hyderabad the 30.07.2021

Sub :- Nominations for Meghdoot awards for the year 2021- Reg.

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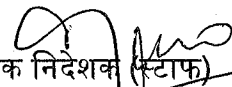
A copy of DDG (P)'s D.O. letter no. X-11/1/2021-SPN-II dated 23.07.2021 on the subject mentioned above is enclosed herewith for kind information and necessary action.

In this connection, the undersigned is directed to request you to submit the nominations along with vigilance clearance, CR dossiers/ Service book (in r/o MTS), citations (Hindi & English) as per Dte. guidelines at Annexure-B, filled bio data details in Annexure-C of Dte. letter before 05.08.2021 (**All in soft copy only**).

Kindly note that the CR dossiers/Service books (in r/o MTS), Annexures, citations (English and Hindi) and Vigilance clearance certificates of the nominees **should be scanned and sent only through email to adpandsr@gmail.com**, for further submission to the Directorate.

Matter may be treated as most urgent.

DA: As above


सहायक निदेशक (स्टाफ)
Assistant Director (Staff)
मु.पो.मा.ज.कार्यालय, तेलंगाणा सर्किल, हैदराबाद-500 001
O/o CPMG, Telangana Circle, Hyderabad - 500 001

Copy to: All Group Officers of O/o CPMG, Telangana Circle, Hyd-1

Col. Arvind Varma
Dy. Director General (Personnel)
Tel: 011 – 2309 6098



भारत सरकार
संचार मंत्रालय
डाक विभाग

डाक भवन, नई दिल्ली-110001
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, New Delhi-110001

D.O. No. X-11/1/2021-SPN-II-DOP

Dated: 23rd July, 2021

Respected Sir,

सर्व

DPS (P&A)

26/7

This is regarding nomination of Postal employees / GDS for Meghdoot Award based on their performance till 31st March, 2021.

2. As per the procedure followed during previous year, it has been decided to select Postal employees / GDS under eight different categories as mentioned in Annexure 'A' to be felicitated during forthcoming National Postal Week / appropriate occasion.
3. In this regard I would request you to shortlist / select employee / GDS and nominate them for Meghdoot Awards 2021. The whole process of shortlisting / selection for nomination may be done with due diligence keeping in view following points:-
 - a) That the nominee has an unblemished record of service all along and that his integrity and probity are beyond doubt.
 - b) That no disciplinary or vigilance case is pending / contemplated and in case a disciplinary or vigilance case is initiated against the official nominated in the intervening period, i.e. between the date of recommendation and final selection for award by this Department / felicitating the awardee, intimation to the effect is sent to the undersigned immediately.
 - c) That the performance and productivity of the nominee during the year 2020-21 for the Meghdoot Awards, 2021 is reflected in a dispassionate and objective manner in the citation. Brief citation, both in English and Hindi should be drafted in clear language devoid of any factual error in the manner indicated in Annexure 'B'.
4. The complete CR dossier is required to be sent with the proposal. In case of MTS employees, the Service Book may please be sent after completing the entries therein, In respect of each nominee, Bio-data/details as in the enclosed Annexure 'C' should also be furnished. **The citations in English as well as in Hindi & Annexure 'C' must be signed by the CPMG / Head of the Circle alongwith name and designation stamp.**
5. All documents should be sent only through eMail at ddgp@indiapost.gov.in, adgspn@indiapost.gov.in and sospb2dakbhawan@gmail.com. **If the Circle decides not to make any nomination, a 'NIL' report may invariably be sent.**

26.07.2021
335



RIGHT
INFORMATION

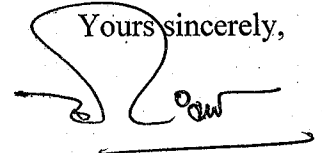


Please visit our website at www.indiapost.gov.in

6. I shall be grateful if you could kindly give your personal attention and give a serious and careful consideration to the matter and send your considered recommendations complete in all respect with full details at the earliest, **but not later than 30th August, 2021. Acceptance of nominations received after 30th August, 2021 shall be on discretion of the competent authority.**

With regards,

Yours sincerely,



(Col. Arvind Varma)

Shri S. Rajendra Kumar,
Chief Postmaster General,
Telangana Circle,
Hyderabad.

ANNEXURE – A

Category no.	Eligible cadres
I	All Gramin Dak Sewak.
II	All Multi Tasking Staff in the Postal/RMS and MMS wings and Postman including Mail Overseers/Cash Overseers/Head Postman and Sorting Postman and Mail Guard/Mailman etc. including similar levels in RMS, MMS and Administrative offices.
III	Postal Assistants/Sorting Assistants doing operative working including SPMs in charge of single-handed Post Offices and similar levels in RMS, MMS and Administrative offices MMS and Stenographers Grade III, II & I.
IV	General Line Supervisor cadre in all wings up to and including HSG-I.
V	Inspectors of Posts and Assistant Superintendent of Posts in all Wings; <u>Junior Engineers working in Civil and Electrical Wings; Assistant Account Officers working in Accounts Wing.</u>
VI	All Group 'B' and Group 'A' officers up to Senior Time Scale in the Department of Posts including Foreign Posts, Postal Stores Dept, Central Stamp Depot and Private Secretaries; <u>Accounts Officers, Senior Account Officers working in Accounts Wing; Assistant Engineers working in Civil and Electrical Wings.</u>
VII	Technology Excellence (All cadres upto Senior Time Scale)
VIII	Best Woman Employee (All women officials upto Group 'B' officers)

Proforma for submission of citation

ANNEXURE – B

- (1) Name: _____
- (2) Category under which nominated: _____
- (3) Write up on personal attributes such as discipline, decorum, turn out, promptness, punctuality, etc (100 words)
- (4) Specific achievement in his/her field of working during 2021-21 (500 words including facts and data)
- (5) Achievement in the area other than his/her own area of functioning (150 words including facts and data)
- (6) Final citation covering aspects as mentioned above in not less than 750 words (both in Hindi and English)

ANNEXURE – C

MEGHDOOT AWARD

Bio-Data/Details of the nominee for the Award

1.	Name of the Circle	
2.	Full name of the official in English	
3.	Full name of the official in Hindi	
4.	Designation	
5.	Category under which recommended for the award	
6.	Office Address	
7.	Residential Address	
8.	Office Telephone No. (with code)	
9.	Residence Telephone No. (with code) / Mobile No.	
10.	Whether complete APAR dossier enclosed	
11.	Whether the APAR dossier has been checked to ensure that there are adverse entries	
12.	Integrity	
13.	Whether vigilance clearance is available	
14.	Whether Citation in Hindi enclosed with the signature of CPMG / Head of the Circle	
15.	Whether Citation in English enclosed with the signature of CPMG / Head of the Circle	
16.	In case of MTS – whether Service Book with up-to-date entries has been enclosed	
17.	Date of Birth	
18.	Date of entry in service	
19.	Date of promotion to different grades	
20.	Educational qualification	
21.	Examination passed	
22.	Outstanding contribution in the sphere of official work during his/her service career	

Signature of the Head of Circle
(Name cum designation stamp)