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NOTIFICATION

No.A.21012/1/2007-DTE(AGR), the 13th May, 2010. This rule shall be called "Rules for Recognition and Incentive of Well Performing Service" under Agriculture (Crop Husbandry) Department.

They shall come into effect from the date of issue.

This rule will apply to all offices and employees under the Department of Agriculture (Crop Husbandry), Mizoram, Aizawl.

Incentive awards would be given to deserving offices and employees once in a Financial Year and selection will be supervised by a Selection Committee constituted as below :-

DIRECTORATE

- | | | | |
|----|-------------------------------|---|----------|
| 1. | Director, Agriculture (CH) | - | Chairman |
| 2. | Joint Director of Agriculture | - | Member |
| 3. | Joint Director (MMA) | - | Member |
| 4. | Deputy Director (Admn.) | - | Member |

DISTRICT & SUB-DIVISION AGRIL OFFICES

- | | | | |
|----|--|---|------------------|
| 1. | District Agriculture Officer | - | Chairman |
| 2. | Sub-Division Agril. Officer | - | Member |
| 3. | AEO (Hqrs.) | - | Member |
| 4. | Head Assistant/Sr. Most Clerical Staff | - | Member Secretary |

The District and Sub-Division Offices level Selection Committee shall select and recommend the best Group 'A', 'B', 'C' & 'D' employees furnishing detailed justifications every year on the 2nd week of April for final selection to the Directorate level selection Committee and the Directorate Selection Committee

will hold a meeting on any working day on the 3rd week of April every year for selection of deserving office and employees for the award.

Fund for this award should be provided from appropriate Budget head of account under Direction

There will be six categories of award under this rule namely :-

1. Group 'A' Officer of the year
2. Group 'B' Officer of the year
3. Group 'C' Employees of the year
4. Group 'D' Employees of the year
5. Overall best Employees of the year
6. Best District Agri. Office of the year

Cash incentive award will carry a cash award along with a citation as below :-

1. Group 'A' Officer of the year Rs. 1,000/- with a citation
2. Group 'B' Officer of the year Rs. 1,000/- with a citation
3. Group 'C' Employees of the year Rs. 1,000/- with a citation
4. Group 'D' Employees of the year Rs. 1,000/- with a citation
5. Overall best Employees of the year Rs. 3,000/- with a citation
6. Best District Agri. Office of the year Rs. 10,000/- with a citation

2. **Criteria and method of selection** : Rules for assessment/performance will be based on the following qualities for Group 'A' 'B' and 'C' officers and employees.

- | | | |
|---|---|-----------|
| 1. Attendance, punctuality and availability in their seats | - | 30 points |
| 2. Promptness in disposal of works | - | 30 points |
| 3. Quality of noting and drafting | - | 30 points |
| 4. Maintaining healthy working environments and teams spirit with colleagues. | - | 30 points |
| 5. Capacity to take initiative and innovativeness | - | 30 points |

From Group 'D' employees the following yard-stick will taken into account for determining the selection.

- | | | |
|--|---|-----------|
| 1. Attendance, punctuality and availability in their specified duty post. | - | 30 points |
| 2. Promptness in disposal of their duties | - | 30 points |
| 3. Maintenance of clean office tables of their respective duty room | - | 30 points |
| 4. Maintaining healthy working environment and team spirits with fellow workers. | - | 30 points |
| 5. Obedience to their superior. | - | 30 points |

For selection of overall best employee of the year, the Selection Committee may declare the officer/employee scoring the overall highest points.

For selection of the "Best District Agri. Office" the Directorate Selection Committee may make its own criteria for selection.

The Selection Committee will base their assesment as per facts, records and general observation of the officer/employee and where it is necessary to consult any officer in a particular case it may do so.

C. Lalzarliana,
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for Director of Agriculture,
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