

GOVERNMENT OF ANDHRA PRADESH

OFFICE OF THE
COMMISSIONER TECHNICAL EDUCATION
ANDHRA PRADESH:: HYDERABAD

Circular Memo No.FI- 3/2956/2015

Dated: 25.06.2015

Sub: TECHNICAL EDUCATION – ESTABLISHMENT – Inviting the Proposals from the concerned Authorities working under control of this department- For sanction of Incentive awards for the financial year 2014-15- Reg.

Ref: 1.Memo.No.4580/MC/A1/2015-1, Dated.05.06.2015 of Higher Education (MC) Department
2. U.O. Note No. 32/AR& T.I/2014-2, dated: 23.05.2015
3. G.O.Ms. No. 235, GAD (AR& T.I) Department, dated: 04.06.2001
4. G.O.Ms. No. 721, GAD (AR& T.I) Department, dated: 28.11.2006

While enclosing a copy of the reference 1st cited, the Regional Joint Director of Technical Education, Kakainada & Tirupati as well as all the Principals of the Government Polytechnics, working under control of this department are hereby requested to submit the proposals in the enclosed Proforma on behalf of their staff members for sanction of Incentive Awards 2014-15, to this office **on or before 02.07.2015**, so as to enable to submit the same to the Government.

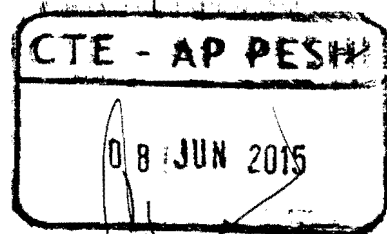
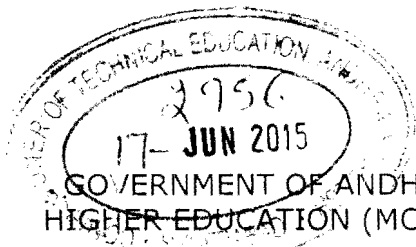
Encl: Reference's (1-4)

Sd/- B. UDAYALAXMI
COMMISSIONER

To
The RJDTE, Kakainada & Tirupati
All the Principals of the Govt. Polytechnics in the state

//F.B.O//

P. Kotesaraju
SUPERINTENDENT
S



Memo. No.4580/ MC/Al/2015-1

Dated: 5 - 06-2015

Sub: - Higher Education Department - Incentive Awards to the Govt. Employees for their good work and outstanding performance during the financial year 2014-15- Reg.

Ref: - From the G.A. (GPM&AR) Dept., U.O.NoteNo.32/Ar&T/2014-2 , Dated:23-05- 2015.

* * *

A copy of the reference cited and its enclosures is sent herewith to the Head of the Departments noted in the address entry under the control of Higher Education Department and they are requested to furnish the proposals under their administrative control, for sanction of Incentive Awards to Government by 30th June, 2015.

G.KANNAM DAS
DEPUTY SECRETARY TO GOVERNMENT

To
The Commissioner of Collegiate Education, A.P., Hyderabad (w.e.)
The Commissioner of Technical Education, A.P., Hyderabad. (w.e.)
The Director, A.P. Govt. Oriental Manuscripts Library and
Research Institute, Hyderabad. (w.e.)
The Director, A.P. State Archives and Research Institute, Hyderabad (w.e.)
The A.P. State Council of Higher Education, Hyderabad.(w.e.)
Sf/sc

//FORWARDED::BY ORDER//

M.R.D.
SECTION OFFICER
W

ADCC
10/6/15

Subdt
10/6/15
11/6

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (AR&T.I) DEPARTMENT

U.O.Note No.32/AR&T.I/2014-2

dt.23-05-2015

Sub: Incentive Awards to the Govt. employees for their good work and outstanding performance during the financial year 2014-15.

Ref:-1. G.O.Ms.No.235, G.A.(AR&T.I) Department,dt.04.06.2001.
2. G.O.Ms.No.721, G.A.(AR&T.I) Department,dt.28.11.2006.
3. G.O.Ms.No.371, G.A.(AR&T.I) Department,dt.25.05.2013.

It is proposed to call for proposals for sanction of Incentive Award to Govt. employees who turned out good work and whose performance is outstanding in terms of the orders issued in the G.Os. 1st and 2nd cited, during the financial year 2014-15.

2. All the Departments of Secretariat are, therefore, requested to submit proposals for sanction of Incentive Awards, if any, which merit consideration including the proposals from HoDs & District Offices under their administrative control, in the proforma as prescribed in the G.O. 2nd cited together with Integrity Certificate in 8 sets duly attested by the concerned Head of the Department of Secretariat along with a copy of personal file for the last 5 years of the individuals and forward the same to this Department, by 30th June, 2015.

Lingaraj Panigrahi

Spl. Chief Secretary to Government (GPM&AR)

To

All the Departments of Secretariat (OP) Depts. (w.e.)
The G.A. (SC.B) / (V&E) Depts.(w.e.)
The Andhra Pradesh Vigilance Commission (OP) Dept.(w.e.)
The P.S. to Pri. Secy. to C.M.(w.e.)
The P.S. to Chief Secy. to Govt.(w.e.)
All the P.Ss. to Secretaries/Pri.Secys/Spl.Chief Secys. to Govt.
Copy to:
P.S. to Spl. C.S. to Govt.(GPM&AR), Genl. Admn. Dept.
P.A. to Dy. Secy to Govt. (AR&T), Genl. Admn. Dept.

//Forwarded :: By order//

23/5/15
SECTION OFFICER

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Administrative Reforms – Special Incentives for outstanding good work and Awards for suggestions of extremely useful nature by Government Servants – Modification – orders – Issued.

GENERAL ADMINISTRATION (AR&T-I) DEPARTMENT

G.O.Ms.No.235,

Dated:04-06-2001.
Read the followings:-

1. Govt.Memo.No.825/62-4, General Administration (O&M) Department, dated 13-10-1962.
2. G.O.Ms.No.14, General Administration (Suggestions) Department, dated 6-1-1965.
3. G.O.Ms.No.603, General Administration (AR&T-I) Department, dated 3-9-1977.
4. G.O.Ms.No.733, General Administration (AR&T-I) Department, dated 18-12-1984.
5. G.O.Ms.No.493, General Administration (AR&T-Desk) Department, dated 31-10-1985.
6. G.O.Ms.No.425, General Administration (AR&T-I) Department, dated 20-7-1984.
7. G.O.Ms.No.22, General Administration (AR&T-Desk) Department, dated 10-1-1986.
8. Memo.No.232/AR&T-I/87-1, General Administration (AR&T-I) Department, dated 8-6-1987.
9. U.O.Note No.530/AR&T-Desk/88-1, General Administration (AR&T-Desk) Department, dated 26-7-1988.
10. G.O.Ms.No.260, General Administration (AR&T-Desk) Department, dated 12-5-1993.
11. Memo.No.337/AR&T-Desk/93-1, General Administration (AR&T-Desk) Department, dated 20-7-1993.
12. U.O.Note No.191/AR&T-I/96-1, General Administration (AR&T-I) Department, dated 17-7-1996.
13. G.O.Ms.No.582, General Administration (AR&T-I) Department, dated 30-12-1998.

ORDER:-

The Incentive Awards Committee at its meetings held on 21-5-1999, 28-10-1999 and 27-9-2000, while considering the proposals received from the various Departments of Secretariat and after detailed deliberation has made the following recommendations:

- (1) The Committee felt that the maximum cash award of Rs.1,000/- now being awarded is a meager amount, which was fixed long back in the year 1962 and recommended to enhance the same up to Rs.10,000/-
- (2) While considering the proposals, the Committee observed that cases are coming up for Incentive Awards for the good work done by the employees during last 10 to 12 years, which is improper and felt that incentives should be awarded immediately after outstanding work performed by the employees. The Committee recommended to issue guidelines

giving time limit for sending / inclusion and consideration of proposals for incentive awards and that there should be quantifiable criteria for measuring eligibility of employees to be awarded incentives. The Committee recommended to fix up the time limit of three years from the date of incident/good work, which is the basis of the proposal / recommendation for incentive awards.

2. The Government reviewed the matter, and decided to modify the Incentive Awards Scheme. The following amendments are issued to the Memo. 1st read above:

AMENDMENT

Sub No.(i) and (ii) of item III in APPENDIX (suggestions and Incentive Awards Scheme) shall be substituted with the following:

(2)(i) Cash Award: Wherever improvements resulting from the suggestion or outstandingly good work are capable of being assessed in fairly precise monetary terms, the amount of award in any particular case shall not normally exceed Rs.10,000/- and not be less than Rs.1,000/-.

(2)(ii) Even in cases where the results of the suggestions made cannot be evaluated in precise monetary terms, but the suggestions in themselves are useful for adoption, suitable monetary awards may be given the quantum of such awards being decided *ad hoc* in each case depending on the importance of the suggestion but subject to the overall ceiling of Rs.10,000/- (Rupees ten thousand only). The same principle may be followed in the case "outstandingly good work" also.

Similarly the Sub No.(ii) of Item IV shall be substituted with the following :

"The Incentive Awards Committee will be empowered to make cash awards to the minimum of Rs.1,000/- up to maximum of Rs.10,000/- in each case. Necessary funds for the purpose will be provided in the Budget under detailed head "390 - Reward" under relevant Major / Minor Sub-heads of accounts of the concerned Departments. If provision is not available in the Budget Estimates the expenditure shall be met by re-appropriation of saving available within the grant of the concerned Department."

The following shall be added after I(a) of Appendix :

"1(b) Time Limit

The incentive awards should be finalised within a year from the date of incident/outstandingly good work done by the Government employee.

Cases / Proposals for the incident or outstandingly good work done by the Government employee more than one year before the date of the proposal shall not be entertained under the Scheme."

(Contd..3)

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3. This order comes into force from the date of issue of order.
4. All the proposals for the incentive awards may be forwarded in the modified proforma (enclosed).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**T.JESUDANAM,
SECRETARY TO GOVERNMENT (SER)**

To
All Departments of Secretariat
All Heads of Departments
All District Collectors
All District Judges

Copy to:
The Genl.Admn.(Spl.A/Spl.B/IFS/ SC.C /Cabinet) Deptt.
All Sections in GAD
The P.S. to Chief Minister/Chief Secretary
The P.S. to Secretary (Ser.),GAD
The Secretary, APPSC, Hyd.
The Accountant General, A.P., Hyderabad.
The Pay and Accounts Officer, AP., Hyderabad.
SF/SC

//FORWARDED BY ORDER//


SECTION OFFICER

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REVISED PROFORMA

PROPOSAL FOR GRANT OF INCENTIVE AWARDS FOR OUTSTANDING GOOD WORK AND FOR SUGGESTIONS OF EXTREMELY USEFUL NATURE UNDER THE SCHEME INTRODUCED IN G.O.MS.NO.14, G.A.(SUGGESTIONS) DEPARTMENT, DT.6-1-65 AS MODIFIED IN G.O.MS.NO.260, G.A.(AR&T.DESK) DEPARTMENT, DT.12-5-95 AND G.O.Ms.No.235, G.A.(AR&T.I) DEPTT., DT.04-06-2001.

1.	Name of the Department	:	
2.	Name of the Office	:	
3.	Name of Govt. Official with Father's Name	:	
4.	(a) Date of Birth	:	
	(b) Date of Superannuation	:	
5.	Designation of the person recommended	:	
6.	Pay scale applicable and actual stage in pay scale	:	
7.	Date of Incident of work / outstanding good work done by the individual	:	
8.	Concise Description of the nature of work and subjects/duties, responsibilities of the official recommended for award.	:	
9.	Concise reasons for recommending Awards or Rewards : (vide item-II in Appendix-II to the G.O.Ms.No.14, G.A.(Sug.) Deptt., dt.6-1-65. (a) Display of energy, zeal initiative and originality which are noticeable and unquestionable well above the average (please give particulars) (b) Adoption of procedures or methods which display thought and a sense for the practical and which result in improved efficiency in the department or speed in the disposal of work (please give particulars)	:	

	<p>(c) Specific successful action to prevent significant financial loss to Govt. eschew wasteful practices and the like (separate narrative account may be enclosed if necessary)</p>	
10.	<p>(a) List of the suggestions which are considered as capable of improving organization or job methods and procedure (as distinct from changes in policy) or maintenance of integrity in administration, or improving the tone of Administration etc., (vide items 1(a), II & V(2) of Appendix to the said G.O.</p> <p>(b) Comments on exactly how the suggestions will serve the purpose mentioned at (a) above and whether they are so original in nature as to deserve this award.</p>	
11.	<p>Recommendation of the Department regarding award/reward:</p> <p>(a) Quantum of cash awards not exceeding 5% of annual savings of Rs.1,000/- (Specify the amount)</p> <p>(b) Letters of commendation or merit certificate (enclose a draft)</p> <p>(c) Entry of appreciation in the character roll (or C.R.) (Specify the wording)</p> <p>(d) ADVANCE INCREMENTS:</p> <p>(i) With cumulative effect</p> <p>(ii) With out cumulative effect (specify the number of increments)</p>	

	<p style="text-align: center;">Or</p> <p>National Savings certificates/ Prized bonds/Defence bonds, etc., or gifts of useful article such as fountain pens, watches etc. for other details, please see Item-III in Appendix to the said G.O. (Specify the amount and the gift)</p>	:	
12.	Do you, on careful consideration, feel that the work for which the award is being recommended was beyond the call of normal duty applying the proper standards of duty (not any fallen below average standards)	:	
13.	Whether the nominee recommended had at any time before been granted any award or re-organised in any of the manner for the work now proposed to be awarded.	:	
14.	Whether the individual received any award/ pathakam / commendation earlier if any, the details there of	:	
15.	<p>(a) Whether the personal file or if it is not available, the duplicate personal file has been enclosed.</p> <p>(b) Reasons why the P.F. is not available and if it is impossible to make it how long it will take.</p> <p>(c) Assessment of the P.F. for the entire career.</p>	:	
16.	Any disciplinary cases / charges pending against the individual	:	
17.	Date of proposal initiated by the HoD / Collector	:	

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18.	Recommendation of the Head of Department/Collector	:	
19.	Date of Recommendation of HoD / Collector	:	
20.	Recommendation of the Department of the Secretariat	:	

T.JESUDANAM
SECRETARY TO GOVERNMENT (SER.)

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GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Administrative Reforms - Incentive Cash Awards for outstanding good work
done by Government Servants - Modification - Orders - Issued.

GENERAL ADMINISTRATION (AR&T.I) DEPARTMENT

G.O.Ms.No.721.

Dated:28-11-2006.

Read the following:-

1. Govt. Memo. No. 825/62-4, Genl. Admn. (O&M) Department, dt.13.10.62.
2. G.O.Ms.No.14, G.A. (Suggestions) Dept. dt.6.1.1965.
3. G.O.Ms.No.603, Genl.Admn.(AR&T.I)Dept., Dt.3.9.1977.
4. G.O.Ms.No.260, Genl.Admn. (AR&T. Desk) Dept., Dt:12.5.1993.
5. U.O.Note No.191/AR&T.I/96-1, Dated.17.7.1996.
6. G.O.Ms.No.582, G.A. (AR&T.I) Dept., dt.30.12.1998.
7. G.O.Ms.No.235 G.A. (AR&T.I)Dept., dt. 4.6.2001.
8. G.O.Ms.No.1 G.A. (AR&T.I) Dept., dated.1.1.2005.
9. From the Chief Commr. of L.A. & Spl. C.S. to Govt.Lr.No.CCLA's Ref.No.E3/989/05, dt. 3.7.2006.

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ORDER:

In the Govt. Memo. 1st and G.Os. 2nd & 3rd read above, orders were issued introducing the Incentive Awards Scheme for outstanding good work performed by the State Government employees other than Judicial Officers. A Committee was also constituted to scrutinize the proposals received from the various departments.

2. In G.Os. 4th & 7th read above, orders were issued communicating instructions and guidelines for consideration of proposals. In the reference 5th read above orders were issued indicating the formalities to be fulfilled before forwarding the proposals to General Administration (AR&T.I) Department.

3. In the G.O.8th read above, modified orders were issued discontinuing the award of Advance Increments. Cash Awards were suggested with an upper ceiling of a total of Rs.20,000/- per individual during a financial year.

4. In the ref. 9th read above the Chief Commissioner, Land Administration & Chairman Incentive Awards Committee has observed that recommendations for incentive awards are rightly to be done by the functionary under whom "good service" is rendered. The head of the Department without personal knowledge cannot state anything regarding an individual's performance or good service. In case of good service on deputation etc., there should be a different proforma in two parts.

Part(I) Regarding performance under consideration, it is to be filled up by the functionary under whom such service was rendered.

Part(II) Regarding general service particulars, service records etc., which can be filled by parent Head of the department.

P.T.O.

5. The Government, after due consideration and careful examination of the recommendations made by the Chairman, Incentive Awards Committee hereby accept the recommendations and revised the proforma in two parts.
6. The guidelines already issued from time to time for submission of proposals by the Departments and sanction of awards will continue to be in force.
7. All the proposals for the incentive awards shall be forwarded in the modified proforma in part-I & part-II (Annexed to this order)
8. This order issues with the concurrence of Finance Department vide their U.O.No.7181/595/A1/Exp.G.A.D.I/2006, Dated:17-11-2006.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

J. HARI NARAYAN
CHIEF SECRETARY TO GOVERNMENT

To
All Departments of Secretariat.
All Heads of Departments.
All District Collectors.
All District Judges.

Copy to:

The General Administration (Spl.A/Spl.B/IFS/SC.C./Cabinet) Department.
All Sections in General Administration Department.
The P.S. to Chief Minister/ Chief Secretary.
The P.S. to Secretary (Ser.) General Administration Department.
The P.S. to Principal Secretary (GPM&AR & Coordn.)
General Administration Department.
The P.S. to Special Chief Secretary & Chief Commissioner, Land Administration,
Nampally Station Road, Hyderabad.
The Secretary, Andhra Pradesh Public Service Commission, Hyderabad.
The Accountant General, A.P., Hyderabad.
The Pay and Accounts Officer, A.P., Hyderabad.
The Finance (Expr. G.A.D.BG) Department.
SF/SCs.

// FORWARDED BY ORDER //

SECTION OFFICER

REVISED PROFORMA

PROPOSAL FOR GRANT OF INCENTIVE AWARDS FOR OUTSTANDING GOOD WORK AND FOR SUGGESTIONS OF EXTREMELY USEFUL NATURE UNDER THE SCHEME INTRODUCED IN G.O.MS.NO.14 G.A.(SUGGESTIONS) DEPARTMENT DT. 6-1-65 AS MODIFIED IN G.O.MS.NO.260, G.A.(AR&T.DESK) DEPARTMENT DT.12-5-95, G.O.MS.NO.235 G.A.(AR&T.I) DEPARTMENT DT.4-6-2001, G.O.Ms.No 1 G.A. (AR&T.I) Department, Dated 1-1-2005 AND G.O.Ms.No.721, G.A. (AR&T.I) Department, Dated 28-11-2006.

PART-I

1.	Name of the Department	:	
2.	Name of the Office	:	
3.	Name of the Government Official with Father's Name	:	
4.	Designation of the person recommended the candidate	:	
5.	Date of incident of work/ outstanding good work done by the individual.	:	
6.	Concise Description of the nature of work and subjects/ duties, responsibilities of the official recommended for award.	:	
7.	Concise reasons for recommending Awards or Rewards (vide item-II in Appendix-II to the G.O.Ms.No.14, G.A.(Sug.) Dept. dt. 6-1-65. a) Display of energy, Zeal initiative and originality which are noticeable and unquestionable well above the average (please give particulars). b) Adoption of procedures or methods which display thought and a sense for the practical and which result in improved efficiency in the department or speed in the disposal of work (please give particulars). Specific successful action to prevent significant financial loss to Government eschew wasteful practices and the like (separate narrative account may be enclosed if necessary)	:	

8.	a) List of suggestions which are considered as capable of improving organization or job methods and procedure (as distinct from changes in policy) or maintenance of integrity in administration or improving the tone of Administration etc., (vide items 1(a), II & V(2) of Appendix to the said G.O. b) Comments on exactly how the suggestions will serve the purpose mentioned at (a) above & whether they are so original in nature as to deserve this award.	:	
9.	Recommendation of the Department regarding award/reward : (G.O.Ms.No.1, GA(AR&T.I) Dept.,dt.1.1.2005). a) Quantum of cash award with an upper ceiling of a total of Rs.20,000/- during a financial year. b) Letters of commendation or merit certificate if any, c) Entry of appreciation in the character roll (or C.R) (Specify the wording)	:	
10.	Do you, on careful consideration, feel that the work for which the award is being recommended was beyond the call of normal duty applying the proper standards of duty (not any fallen below average standards).	:	
11.	Date of proposal initiated by the HOD/ Collector	:	
12.	Recommendation of the Head of Dept./ Collector.	:	
13.	Date of Recommendation of HOD/Collector.	:	
14.	Recommendation of the Department of the Secretariat.	:	

J. HARI NARAYAN
CHIEF SECRETARY TO GOVERNMENT

PART - II

General service particulars, service records etc., which can be filled by parent Head of the Department.

1.	Name of the Govt. Employee & Designation	:	
2.	(a) Date of Birth (b) Date of Initial Appointment (c) Date of Superannuation	: : :	
3.	Pay Scale applicable and actual stage in pay scale	:	
4.	Whether the nominee recommended had at any time before been granted any award or re-organised in any of the manner for the work now proposed to be awarded.	:	
5.	Whether the individual received any award/ pathakam/ commendation earlier if any, the details there of	:	
6.	a) Whether the personal file or if it is not available, the duplicate personal file has been enclosed. b) Reasons why the P.F. is not available and if it is impossible to make it how long it will take c) Assessment of the P.F. for the entire career.	: : :	
7.	Any disciplinary cases / charges pending against the individual	:	

J. HARI NARAYAN
CHIEF SECRETARY TO GOVERNMENT

CERTIFICATE OF INTEGRITY

This is to certify that Sri.....(name).....,
.....(Designation)....., Dept., A.P.
Secretariat is all the while outstanding and that no
disciplinary proceedings especially involving moral
turpitude are initiated / pending against him and his
conduct / character are found good.