

No. X-11/2/2019-SPN-II
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi- 110001
Dated: 27th August, 2025

To,

All Heads of Postal Circles.

Subject: Revival of Meghdoot Awards – Calling for Nominations for the Year 2025 – reg.

Madam/Sir,

This is regarding the revival and transformation of the Meghdoot Award Scheme and inviting nominations for Postal employees/ GDS for Meghdoot Awards for the year 2025 based on the performance for the F.Y. 2024-2025.

2. In compliance with the consolidated inputs and MHA's suggestion to enhance objectivity, it has been decided that the Meghdoot Awards shall be conferred from Award Year 2025 onwards, based on the performance during financial year 2024-2025. Since, integration with the Rashtriya Puruskar Portal is currently not feasible because of migration to IT 2.0, it has been decided to conduct the nomination process offline as a one-time measure.

3. In this regard, all Circles are requested to initiate the process of inviting nominations as per the revised assessment framework for Meghdoot Awards 2025. The whole process of shortlisting/selection for nomination may be done with due diligence keeping in view the following points:

- a) The officer/official should have rendered 10 years of service in Department and at least 03 years of service in the present cadre.
- b) The officer/official have an unblemished record of service all along and that his/her integrity and probity are beyond doubt.
- c) There should be no Disciplinary/Vigilance/Criminal case pending or under contemplation against the official.
- d) Nominations shall be made either through self-nomination by eligible officers/officials or by recommendation of the Head of Division/HOC. A Circle-level Screening Committee, chaired by the CPMG, will scrutinize the nominations and forward them to the Directorate for final review and selection at Directorate-level.
- e) The no. of categories in which the Meghdoot Awards will be conferred are merged into one and any of the eligible category of officials can be given awards. The detailed parameters for assessment for various categories is illustrated in the **Annexure 'A'**.
- f) That the performance and productivity of the nominee during the year 2024-25 for the Meghdoot Awards, 2025 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 APAR 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 for the award, 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 along with name and designation stamp.**

5. All documents should be sent only through e-mail at ddgp@indiapost.gov.in and adspn.dte@indiapost.gov.in. **If the Circle decides not to make any nomination, a NIL report may invariably be sent.**

6. In this connection, the following timeline may strictly be adhered to:

- a) last date for receipt of nominations at Circle level – 20.09.2025
- b) Circle-level screening and finalization by Circle Screening Committee – 25.09.2025
- c) Forwarding of recommended nominations to Directorate – 30.09.2025

7. It is requested that all the recommendations complete in all respects with full details shall be sent to Directorate at the earliest, but not later than 30th September 2025. Acceptance of nominations received after 30.09.2025 shall be on discretion of the competent authority.

Yours faithfully,

Encl: Annexures A, B & C.

Vinod Kumar
27.08.2025

(Vinod Kumar)
Assistant Director General (SPN)
Tel. No. 011-23096038

Copy to the following for necessary action:

1. CGM, Parcel/ PLI/ BD Directorate.
2. Sr. DDG (Vig.) & CVO
3. GM, CEPT, Bengaluru.
4. All DDGs/GMs of Postal/PLI/BD Directorate
5. Chief Engineer, Civil/Electrical Wing, Dak Bhawan.
6. India Post Website
7. E-office Notice Board.

MEGHDOOT AWARDS

General condition for conferring Meghdoot Award:-

- (a) Official should have rendered 10 years of service in Department and at least 3 years in present cadre, performance of which will be assessed;
- (b) Official should have unblemished record of service all along and that his integrity and probity are beyond doubt;
- (c) No Disciplinary / Vigilance / Criminal case should be pending / contemplated;
- (d) Meghdoot award is a lifetime award and official having being awarded with Meghdoot award in past service will not be eligible for consideration;
- (e) Entry regarding conferring of 'Meghdoot Award' specifying year of conferment should invariably be recorded in service book of the official

Gramin Dak Sevak – Branch Postmaster

Parameter for assessment:-

Part – I

(a) Pen picture of the GDS covering following aspects (Weightage – 40):-

- (i) Pen picture on personal attributes sub as Discipline, Decorum, Promptness, Punctuality, etc
- (ii) Initiative(s) taken / special achievements in the sphere of work along and its impact on services rendered by Department (500 words including facts and data)
- (iii) Initiative(s) taken / special achievements outside professional ambit, viz. Art / culture / sports / social service / etc. and its impact on services rendered by Department (500 words including facts and data)
- (iv) Details of Complaints / suggestions in last 3 years alongwith its disposal.
- (v) Efforts to ensure accessibility of Postal services for disadvantageous and marginalized communities.
- (vi) Proper maintenance and upkeep of office and records

Part-II – Objective attributes (Weightage – 60):-

Sl	Parameter	Measurement	Credits
(i)	(ii) Post Office Savings Bank (20)	No. of net POSB accounts addition	4
(ii)		Total live POSB accounts standing at Branch Post Office	8
(iii)	Bank (20)	YoY increase in net POSB accounts opened in last 3 financial years	8
(iv)	(v) PLI / RPLI (15)	No. of PLI / RPLI policies procured	3
(v)		First year premium earned	6
(vi)		YoY increase in first year premium in last 3 financial year	6
(vii)	ECR (15)	Expenditure coverage ratio of Branch Post Office	15
(viii)	(ix) Operations (10)	No. of working days vis-à-vis No. of days login in RICT device	5
(ix)		No. of working days vis-à-vis Nil Transaction	5

ASSESSMENT CRITERIA [GDS BPM]:-

(i) Post Office Savings Bank

- (a) No. of net POSB accounts addition: Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, 101-110% - 2, 111-120% - 3, More than 120% - 4
(fraction to be ignored)
- (b) Total live POSB accounts standing at Branch Post Office –
Upto 800 - 0, 801-1000 - 2, 1001-1250 - 4, 1251-1500 - 6, More than 1500 - 8
- (c) YoY increase in net POSB accounts opened in last 3 financial years (Average) –
Upto 10% - 1, 11-20% - 2, 21-30% - 4, 31-40% - 6, More than 40% - 8 (fraction to be ignored)

(ii) PLI / RPLI :-

- (a) No. of PLI / RPLI policies procured : Target vis-à-vis achievement –
Upto 80% - 1, 91-100% - 2, More than 100% - 3 (fraction to be ignored)
- (b) First year premium earned: – Target vis-à-vis achievement –
Upto 90% - 2, 91-100% - 4, More than 100% - 6 (fraction to be ignored)
- (c) YoY increase in first year premium in last 3 financial years (Average) –
0 - 10% - 1, 11-20% - 2, 21-30% - 3, 31-40% - 4, More than 40% - 6 (fraction to be ignored)

(iv) Expenditure Coverage Ratio:-

Upto 50% - 0, 51-60% - 3, 61-70% - 6, 71-80% - 8, 81-90% - 10, 91-100% - 12, More than 100% - 15 (fraction to be ignored)

(iv) Operations :-

- (a) No. of working days vis-à-vis No. of days login in RICT device: Average no. of working days –

96 - 100% - 5, 91-95% - 3, 85-90% - 1, Below 85% - 0 (fraction to be ignored)
- (b) No. of working days vis-à-vis Nil Transaction – percentage of working days having NIL transactions
Upto 0-5% - 5, 5-10% - 4, 11-15% - 3, above 15% - 0 (fraction to be ignored)

Gramin Dak Sevak – Branch Postmaster with Delivery duty

Parameter for assessment:-

Part – I

(a) Pen picture of the GDS covering following aspects (Weightage – 40):-

- (i) Pen picture on personal attributes sub as Discipline, Decorum, Promptness, Punctuality, etc
- (ii) Initiative(s) taken / special achievements in the sphere of work along and its impact on services rendered by Department (500 words including facts and data)
- (iii) Initiative(s) taken / special achievements outside professional ambit, viz. Art / culture / sports / social service / etc. and its impact on services rendered by Department (500 words including facts and data)
- (iv) Details of Complaints / suggestions in last 3 years alongwith its disposal.
- (v) Efforts to ensure accessibility of Postal services for disadvantaged and marginalized communities.
- (vi) Proper maintenance and upkeep of office and records

Part – II - Objective attributes (Weightage – 60):-

Sl	Parameter	Measurement	Credits
(i)	Post Office Savings Bank (15)	No. of net POSB accounts addition	3
(ii)		Total live POSB accounts standing at Branch Post Office	6
(iii)		YoY increase in net POSB accounts opened in last 3 financial years	6
(iv)	PLI / RPLI (10)	No. of PLI / RPLI policies procured	2
(v)		First year premium earned	4
(vi)		YoY increase in first year premium in last 3 financial year	4
(vii)	ECR (15)	Expenditure coverage ratio of Branch Post Office	15
(viii)	Mail Delivery	No. of accountable articles received vis-à-vis delivered in D+0 norms	10
(ix)	(20)	%age of articles delivered through PMA	10

ASSESSMENT CRITERIA [GDS BPM Dely]:-

(i) Post Office Savings Bank

- (a) No. of net POSB accounts addition:- Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, 101-110% - 2, More than 110% - 3 (fraction to be ignored)
- (b) Total live POSB accounts standing at Branch Post Office –
Upto 800 - 0, 801-900 - 2, 901-1000 - 4, 1001-1100 - 5, More than 1100 - 6
- (c) YoY increase in net POSB accounts opened in last 3 financial years (Average) –
Upto 10% - 1, 11-20% - 2, 21-30% - 4, 31-40% - 5, More than 40% - 6 (fraction to be ignored)

(ii) PLI / RPLI :-

- (a) No. of PLI / RPLI policies procured :- Target vis-à-vis achievement –
Upto 80% - 0, 91-100% - 1, More than 100% - 2 (fraction to be ignored)
- (b) First year premium earned:- Target vis-à-vis achievement –
Upto 90% - 1, 91-100% - 3, More than 100% - 4 (fraction to be ignored)
- (c) YoY increase in first year premium in last 3 financial years (Average) –
0 - 10% - 1, 11-20% - 2, 21-30% - 3, More than 30% - 4 (fraction to be ignored)

(iv) Expenditure Coverage Ratio:-

Upto 50% - 0, 51-60% - 3, 61-70% - 6, 71-80% - 8, 81-90% - 10, 91-100% - 12, More than 100% - 15 (fraction to be ignored)

(iv) Mail Delivery:-

- (a) No. of accountable articles received vis-à-vis delivered in D+0 norms:-
Below 90% - 0, 91-95% - 2, 96-98% - 6 and 99-100% - 10 (fraction to be ignored)
- (b) %age of articles delivered through PMA
Below 90% - 0, 91-95% - 2, 96-98% - 6 and 99-100% - 10 (fraction to be ignored)

Delivery Staff (ABPM / MTS / Postman)

Parameter for assessment:-

Part – I (Subjective assessment)

(a) Pen picture of the Official / GDS covering following aspects (Weightage – 40):-

- (i) Pen picture on personal attributes sub as Discipline, Decorum, Promptness, Punctuality, etc
- (ii) Initiative(s) taken / special achievements in the sphere of work along and its impact on services rendered by Department (500 words including facts and data)
- (iii) Initiative(s) taken / special achievements outside professional ambit, viz. Art / culture / sports / social service / etc. and its impact on services rendered by Department (500 words including facts and data)
- (iv) Details of Complaints / suggestions in last 3 years alongwith its disposal.
- (v) Efforts to ensure accessibility of Postal services for disadvantageous and marginalized communities.
- (vi) Proper maintenance and upkeep of office and records

Part – II – Objective Attributes (Weightage – 60):-

Sl	Parameter	Measurement	Credits
(i)	PLI / RPLI	No. of PLI / RPLI policies procured	3
(ii)	[As per agent code] (15)	First year premium earned	6
(iii)		YoY increase in first year premium in last 3 financial year	6
(iv)	Mail Delivery (45)	No. of accountable articles received vis-à-vis delivered in D+0 norms	20
(v)		%age of articles delivered through PMA	20
(vi)		Accountable articles picked up (under pick up facility)	5

ASSESSMENT CRITERIA [Dely Staff]:-

(i) **PLI / RPLI :-**

- (a) No. of PLI / RPLI policies procured :- Target vis-à-vis achievement –
Upto 80% - 1, 91-100% - 2, More than 100% - 3 (fraction to be ignored)
- (b) First year premium earned: – Target vis-à-vis achievement –
Upto 80% - 2, 91-100% - 4, More than 100% - 6 (fraction to be ignored)
- (c) YoY increase in first year premium in last 3 financial years (Average) –
0 - 10% - 1, 11-20% - 2, 21-30% - 3, 31-40% - 4, More than 40% - 6 (fraction to be ignored)

(ii) **Mail Delivery:- Average no. of working days –**

- (i) No. of accountable articles received vis-à-vis delivered in D+0 norms:-
Below 90% - 0, 91-95% - 5, 96-98% - 15 and 99-100% - 20 (fraction to be ignored)
- (ii) %age of articles delivered through PMA
Below 90% - 0, 91-95% - 5, 96-98% - 15 and 99-100% - 20 (fraction to be ignored)

(iii) **Article picked up (under pick-up facility):-**

- (i) For Urban Areas:- 0 to 250 - 0, 250 to 500 - 1, 500 to 750 - 3 and 750 to 1000 - 5
- (ii) For Rural Areas :- 0 to 125 - 0, 125 to 250 - 1, 250 to 375 - 3, 375 to 500 - 5

Sub Postmaster (LSG/HSG-II) of Delivery SO

Parameter for assessment:-

Part – I

(a) Pen picture of the Official covering following aspects (Weightage – 40):-

- (i) Pen picture on personal attributes sub as Discipline, Decorum, Promptness, Punctuality, etc
- (ii) Initiative(s) taken / special achievements in the sphere of work along and its impact on services rendered by Department (500 words including facts and data)
- (iii) Initiative(s) taken / special achievements outside professional ambit, viz. Art / culture / sports / social service / etc. and its impact on services rendered by Department (500 words including facts and data)
- (iv) Details of Complaints / suggestions in last 3 years alongwith its disposal.
- (v) Efforts to ensure accessibility of Postal services for disadvantageous and marginalized communities.
- (vi) Proper maintenance and upkeep of office and records

Part – II – Objective attributes (Weightage – 60):-

Sl	Parameter	Measurement	Credits
(i)	Post Office Savings Bank (15)	No. of net POSB accounts addition	3
(ii)		Total live POSB accounts standing at Branch Post Office	6
(iii)		YoY increase in net POSB accounts opened in last 3 financial years	6
(iv)	PLI / RPLI (10)	No. of PLI / RPLI policies procured	2
(v)		First year premium earned	4
(vi)		YoY increase in first year premium in last 3 financial year	4
(vii)	ECR (15)	Expenditure coverage ratio of the Post Office	15
(viii)	Operations (5)	No. of working days vis-à-vis no. of days having NIL Transaction	5
(i)	Mail delivery (15)	No. of accountable articles received vis-à-vis delivered in D+0 norms	10
(ii)		%age of article handled in PMA	5

ASSESSMENT CRITERIA [SPM LSG/HSG Dely]:-

(i) Post Office Savings Bank

- (a) No. of net POSB accounts addition:- Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, 101-110% - 2, More than 110% - 3 (fraction to be ignored)
- (b) Total live POSB accounts standing at Branch Post Office –
Upto 2500 - 0, 2501 - 3000 - 1, 3001-4000 - 2, 4001-5000 - 4, More than 5000 - 6
- (c) YoY increase in net POSB accounts opened in last 3 financial years (Average) –
Upto 10% - 1, 11-20% - 2, 21-30% - 3, 31-40% - 4, More than 40% - 6 (fraction to be ignored)

(ii) PLI / RPLI :-

- (a) No. of PLI / RPLI policies procured :- Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, More than 100% - 2 (fraction to be ignored)
- (b) First year premium earned: – Target vis-à-vis achievement –
Upto 80% - 1, 91-100% - 3, More than 100% - 4 (fraction to be ignored)
- (c) YoY increase in first year premium in last 3 financial years (Average) –
0 - 10% - 1, 11-20% - 2, 21-30% - 3, More than 30% - 4 (fraction to be ignored)

(iv) Expenditure Coverage Ratio:-

Upto 50% - 0, 51-60% - 3, 61-70% - 6, 71-80% - 8, 81-90% - 10, 91-100% - 12, More than 100% - 15 (fraction to be ignored)

(iv) Operations :-

- (a) No. of working days vis-à-vis Nil Transaction – percentage of working days
Upto 0-5% - 5, 5-10% - 4, 11-15% - 3, above 15% - 0 (fraction to be ignored)

(v) Mail Delivery:- Average no. of working days –

- (a) No. of accountable articles received vis-à-vis delivered in D+0 norms:-
Below 90% - 0, 91-95% - 2, 96-98% - 7 and 99-100% - 10 (fraction to be ignored)
- (b) %age of articles delivered through PMA
Below 90% - 0, 91-95% - 1, 96-98% - 3 and 99-100% - 5 (fraction to be ignored)

Sub Postmaster (LSG/HSG-II) of Non-Delivery SO

Parameter for assessment:-

Part – I

(a) Pen picture of the Official covering following aspects (Weightage – 40):-

- (i) Pen picture on personal attributes sub as Discipline, Decorum, Promptness, Punctuality, etc
- (ii) Initiative(s) taken / special achievements in the sphere of work along and its impact on services rendered by Department (500 words including facts and data)
- (iii) Initiative(s) taken / special achievements outside professional ambit, viz. Art / culture / sports / social service / etc. and its impact on services rendered by Department (500 words including facts and data)
- (iv) Details of Complaints / suggestions in last 3 years alongwith its disposal.
- (v) Efforts to ensure accessibility of Postal services for disadvantageous and marginalized communities.
- (vi) Proper maintenance and upkeep of office and records

Part – II – Objective attributes (Weightage – 60):-

Sl	Parameter	Measurement	Credits
(i)	Post Office Savings Bank (20)	No. of net POSB accounts addition	4
(ii)		Total live POSB accounts standing at Branch Post Office	8
(iii)		YoY increase in net POSB accounts opened in last 3 financial years	8
(iv)	PLI / RPLI (15)	No. of PLI / RPLI policies procured	3
(v)		First year premium earned	6
(vi)		YoY increase in first year premium in last 3 financial year	6
(vii)	ECR(15)	Expenditure coverage ratio of the Post Office	15
(viii)	Operations (10)	No. of working days vis-à-vis no. of days having NIL Transaction	10

ASSESSMENT CRITERIA [SPM LSG/HSG Non-Dely]:-

(i) Post Office Savings Bank

- (a) No. of net POSB accounts addition:- Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, 101-110% - 2, 111-120% - 3, More than 120% - 4
(fraction to be ignored)
- (d) Total live POSB accounts standing at Branch Post Office –
Upto 3500 - 0, 3501 - 4000 - 2, 4001-5000 - 4, 5001-6000 - 6, More than 6000 - 8
- (b) YoY increase in net POSB accounts opened in last 3 financial years (Average) –
Upto 10% - 1, 11-20% - 2, 21-30% - 4, 31-40% - 6, More than 40% - 8 (fraction to be ignored)

(ii) PLI / RPLI :-

- (a) No. of PLI / RPLI policies procured :- Target vis-à-vis achievement –
Upto 90% - 1, 91-100% - 2, More than 100% - 3 (fraction to be ignored)
- (b) First year premium earned:- Target vis-à-vis achievement –
Upto 80% - 0, 81-90% - 2, 91-100% - 4, More than 100% - 6 (fraction to be ignored)
- (c) YoY increase in first year premium in last 3 financial years (Average) –
0 - 10% - 1, 11-20% - 2, 21-30% - 3, 31-40% - 4, More than 40% - 6 (fraction to be ignored)

(iii) Expenditure Coverage Ratio:-

Upto 50% - 0, 51-60% - 3, 61-70% - 6, 71-80% - 8, 81-90% - 10, 91-100% - 12, More than 100% - 15 (fraction to be ignored)

(iv) Operations :-

No. of working days vis-à-vis Nil Transaction – percentage of working days
Upto 0-5% - 10, 5-10% - 7, 11-15% - 3, above 15% - 0 (fraction to be ignored)

Postmaster HSG-I of HO
Parameter for assessment:-

Part – I

(a) Pen picture of the Official covering following aspects (Weightage – 40):-

- (i) Pen picture on personal attributes sub as Discipline, Decorum, Promptness, Punctuality, etc
- (ii) Initiative(s) taken / special achievements in the sphere of work along and its impact on services rendered by Department (500 words including facts and data)
- (iii) Initiative(s) taken / special achievements outside professional ambit, viz. Art / culture / sports / social service / etc. and its impact on services rendered by Department (500 words including facts and data)
- (iv) Details of Complaints / suggestions in last 3 years alongwith its disposal.
- (v) Efforts to ensure accessibility of Postal services for disadvantageous and marginalized communities.
- (vi) Proper maintenance and upkeep of office and records

Part – II – Objective attributes (Weightage – 60):-

Sl	Parameter	Measurement	Credits
(i)	Post Office Savings Bank(15)	No. of net POSB accounts addition	3
(ii)		Total live POSB accounts standing at Branch Post Office	6
(iii)		YoY increase in net POSB accounts opened in last 3 financial years	6
	PLI / RPLI(10)	No. of PLI / RPLI policies procured	2
(iv)		First year premium earned	4
(v)		YoY increase in first year premium in last 3 financial year	4
(vi)	BD / Non-	BD Targets Achieved	5
(vii)	BD (10)	Average Accountable articles booked	5
(viii)	ECR (15)	Expenditure coverage ratio of the Post Office	15
(ix)	Mail delivery(10)	No. of accountable articles received vis-à-vis delivered in D+0 norms	5
(x)		%age of article handled in PMA	5

ASSESSMENT CRITERIA [PM HSG-I]:-

(i) Post Office Savings Bank

- (a) No. of net POSB accounts addition:- Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, 101-110% - 2, More than 110% - 3 (fraction to be ignored)
- (e) Total live POSB accounts standing at Branch Post Office –
Upto 6000 - 0, 6001 - 7000 - 1, 7001-8000 - 3, 8001-10000 - 5, More than 10000 - 6
- (b) YoY increase in net POSB accounts opened in last 3 financial years (Average) –
Upto 10% - 1, 11-20% - 2, 21-30% - 3, 31-40% - 5, More than 40% - 6 (fraction to be ignored)

(ii) PLI / RPLI :-

- (a) No. of PLI / RPLI policies procured :- Target vis-à-vis achievement –
Upto 90% - 0, 91-100% - 1, More than 100% - 2 (fraction to be ignored)
- (b) First year premium earned:- Target vis-à-vis achievement –
Upto 90% - 0, 81-90% - 1, 91-100% - 3, More than 100% - 4 (fraction to be ignored)
- (c) YoY increase in first year premium in last 3 financial years (Average) –
0 - 20% - 1, 21-30% - 2, 31-40% - 3, More than 40% - 4 (fraction to be ignored)

(iii) BD / Non-BD :-

- (a) BD Target achieved:- Target vis-à-vis achievement –
Upto 80% - 0, 81-90% - 1, 91-100% - 3, More than 100% - 5 (fraction to be ignored)
- (b) Average Accountable articles booked (Average of each working day) –
Upto 200 - 0, 201-300 - 1, 301-350 - 2, 351-400 - 3, 401-500 - 4, More than 500 - 5
(fraction to be ignored)

(iv) Expenditure Coverage Ratio:-

Upto 50% - 0, 51-60% - 3, 61-70% - 6, 71-80% - 8, 81-90% - 10, 91-100% - 12, More than 100% - 15 (fraction to be ignored)

(v) Mail Delivery:- Average no. of working days –

- (a) No. of accountable articles received vis-à-vis delivered in D+0 norms:-
Below 90% - 0, 91-95% - 1, 96-98% - 3 and 99 -100% - 5 (fraction to be ignored)
- (b) %age of articles delivered through PMA
Below 90% - 0, 91-95% - 1, 96-98% - 3 and 99-100% - 5 (fraction to be ignored)

ANNEXURE – B

Proforma for submission of citation

- (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 2024-25 (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.	Cadre in which initially appointed (including GDS)	
5.	Present Cadre/Designation	
6.	Category under which recommended for the award	
7.	Office Address	
8.	Residential Address	
9.	Office Telephone No. (with code)	
10.	Residence Telephone No. (with code) / Mobile No.	
11.	Whether complete APAR dossier enclosed	
12.	Whether the APAR dossier has been checked to ensure that there are adverse entries	
13.	Integrity	
14.	Whether vigilance clearance is available	
15.	Whether Citation in Hindi enclosed with the signature of Head of the functional Division / Directorate	
16.	Whether Citation in English enclosed with the signature of Head of the functional Division / Directorate	
17.	In case of MTS – whether Service Book with up-to-date entries has been enclosed	
18.	Date of Birth	
19.	Date of entry in service	
20.	Date of promotion to different grades	
21.	Educational qualification	
22.	Examination passed	
23.	Outstanding contribution in the sphere of official work during his/her service career	

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