

दिल्ली ट्रांसको लिमिटेड

(राज्य) क्षेत्र दिल्ली सरकार का उपक्रम)  
मानव संसाधन-नीति अनुभाग  
6वां तल, शक्ति सदन, कोटला रोड, नई दिल्ली-10002

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DELHI TRANSCO LIMITED  
(A Govt. of NCT of Delhi Undertaking)

HR-Policy Section

6<sup>th</sup> floor, Shakti Sadan, Kolla Road, New Delhi-110 002

No.F.DTL/108/18/06-HR(Policy)/ 23

Dated: 13-04-2009

**All GMs.**  
**All DGMS.**

**Subject: Nomination of employees for "Award for Meritorious Service" for the year 2009.**

Please refer to office order of even no. dt.18.3.2009 on the subject cited above (copy enclosed) vide which it was requested to forward nominations by 5.4.09. However, it is seen that nomination for only one employee from a particular division has been received, so far.

Since the meeting of evaluation committee is likely to be held soon, it is requested that suitable nominations in respect of your departments/divisions may please be forwarded by 17<sup>th</sup> April, 2009, positively. No further extension shall be made and nominations received after 30<sup>th</sup> April, 2009 shall be summarily rejected.

Encl: As stated.

  
(SANDEEP VATS)  
DY.GENERAL MANAGER(ADMN.)

Copy to:

1. EO to CMD.
2. Dir(HR)/Dir(Opr.)/Dir(Fin.).
3. Mgr.(IT) - with request to upload on DTL website.

copy

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No.F.DTL/108/18/06-HR(Policy)/333

Dated: 18/03/2009

**OFFICE ORDER**

**Subject: Nomination of employees for "Award for Meritorious Service" for the year 2009.**

It may be recalled that a scheme to award meritorious employees was introduced in DTL in the year 2005 and awards are given away on the occasion of annual day celebration of DTL, every year.

2. The nomenclature of Outstanding Award has been changed to "Award for Meritorious Service" from the year 2008 onwards and the number of awards has been increased from 07 to 13 (06 from Technical discipline, 03 from Administration and 03 from Finance and a common award for both IPGCL and DTL in r/o Vigilance Department).

The areas of excellence will be the following: -

- Maintenance of confidentiality, integrity and fidelity.**
- Discipline and punctuality in attendance.**
- Dedication and devotion to duty.**
- Overall result oriented performance.**

3. All divisional heads are requested to assess the realistic performance of employees working under them and nominate those who excel in the areas detailed in para 2 above. Nominations should be forwarded in the prescribed proforma overleaf. While nominating an employee, a detailed note on the nature of jobs handled, performance during the preceding years and the distinguished work done during the year under consideration will be furnished alongwith recommendations of the concerned officers. These recommendations will be considered by the Evaluation Committee for further scrutiny.

4. The following time schedule is proposed in this respect:

Sl.	Description of activity	Recommended dates
1.	Nominations from the concerned officers (DGM and above) to be forwarded to the concerned GMs.	05.04.2009
2.	Forwarding of detailed recommendations to the Evaluation Committee.	20.04.2009
3.	Final recommendations of the Evaluation Committee.	20.05.2009
4.	Final selection of awardees with the approval of CMD.	10.06.2009

  
**(SANDEEP VATS)**  
**DY.GENERAL MANAGER(ADMN.)**

Copy to:

- EO to CMD.
- Dir(HR)/Dir(Opr.)/Dir(Fin.).
- All GMs/DGMs.
- Office Order Folder of HR Policy Section.
- Copy to IT Dept.

