

GOVERNMENT OF JAMMU AND KASHMIR
OFFICE OF THE DIRECTOR GENERAL OF POLICE
PRISONS DEPARTMENT, J&K JAMMU

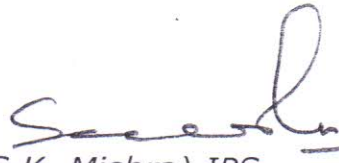
ORDER NO: 910 OF 2015

DATED : 18-11-2015

In supersession of all previous orders, it is impressed upon all the Superintendent Jails to declare the "**Employee of the Month**" on the basis of his/her performance, achievement of targets or for any special contribution to the Department and forward duly filled proforma annexed with this order alongwith a photograph in the last week of every month. The photograph of the employee of the month shall be displayed on the notice board of the Prisons Directorate and office of concerned Superintendent.

It is further ordered that Commendation Certificate Class-II alongwith cash reward of ₹ 100/- shall be awarded to each Employee of the Month from the current month.

Encl:- 3 leaves


(S.K. Mishra) IPS,
Director General of Police,
Prisons Department,
J&K Jammu

No. Esstt/ 1424/9248-61
Dated:- 18-11-2015

Copy to the:-

- | | |
|--------|---|
| 1-2/ | Superintendent Central Jail Srinagar / KB : |
| 3-12/ | Superintendent District Jail Jammu/Udhampur/
Kathua / Rajouri / Poonch / Kishtwar /
Anantnag / Baramulla/ Kupwara/ Leh: |
| 13-14/ | Superintendent Sub Jail Hiranagar / Reasi: |
| 15/ | Office order file. |

MEMORIAL FOR EMPLOYEE OF THE MONTH

1. Name of the Employee: _____
2. Designation: _____
3. Date of Appointment: _____
3. Place of Posting: _____
4. a) Nature of duties performed during the month:

Photograph
of
"Employee
of the
month"

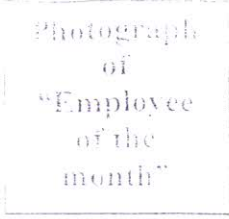
b) Tick mark () the relevant option:

Parameter	Points (out of 10)
Attendance	
Discipline	
Appearance, Turnout & Physical fitness	
Initiative	
Diligence & Dedicatipn	
Judgement	
Dependability	
Team Spirit	
Knowledge of Rules & Proceedings	
Control Over Subordinates	

Dated 2nd / ...

FACTORS FOR EMPLOYEES OF THE MONTH

- Name of the Employee: _____
2. Designation: _____
3. Date of Appointment: _____
3. Place of Posting: _____
4. a) Nature of duties performed during the month:
- _____
- _____
- _____



b) Tick mark () the relevant option:

Parameter	Points (out of 10)
Attendance	
Discipline	
Appearance, Turnout & Physical fitness	
Initiative	
Diligence & Dedication	
Judgement	
Dependability	
Team Spirit	
Knowledge of Rules & Proceedings	
Control Over Subordinates	

Contd 2nd / ...

5

Special contribution to the Department (if any):

6. Reasons for declaring him/her as "Employee of the Month" :

Seal & Signature of
Superintendent Jail