



SRI VENKATESWARA VETERINARY UNIVERSITY
ADMINISTRATIVE OFFICE : DR.Y.S.R.BHAVAN : TIRUPATI

Memo.No.7491/Ser-III/NTE/2012

Dated: 23/12/2024

Computer No: 457336

Sub: SVVU, Tirupati - Award of Incentives to the meritorious Non-Teaching Employees of the University for good work and outstanding performance for the year 2024 - Orders - Issued.

Ref: Univ.Proc.No.7491/Ser-III/NTE/2012 dated: 22.01.2024 of Registrar

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In continuation of the orders issued vide reference cited, it is decided to issue Incentive Awards to the Meritorious Non-Teaching Employees of the University working in different categories under SVVU on 26.01.2025 for their outstanding performance. The details of award/cash prize is furnished below.

Sl. No	Name of the Category	Number of awards	Cash prize
1.	A.O/A.C/A.R/PS to VC	1	5,000/- only
2.	Superintendents	2	4,000/- each
3.	Senior Assistants/UD Stenographers/ UD Caretaker	2	3,000/- each
4.	JACT/ LD Stenographer	2	2,500/- each
5.	Drivers	1	2,500/- each
6.	*Para - Technical and other equivalent categories viz., Record Assts, Cooks, Cashiers etc.	2	2,500/- each
7.	Class-IV	6	2,000/- each
Total		16	
*AEO, Lab-Technicians, Radiographer, JVO and others			

The employees who intend to apply for the above prize, shall submit their application on or before **02-01-2025** to the concerned Head of the office, further the Heads of Offices should forward those applications before **07-01-2025** to the zonal level/Administrative Office committees. The zonal level and Administrative Office committee should scrutinize their respective proposals and furnish its recommendations to the University level committee by 18.01.2025. Further, the University level committee shall place its recommendations before the Hon'ble Vice-chancellor by **22nd January 2025**. The names of the awardees will be informed before **24th January 2025** and cash prizes to awardees will be distributed at the University Head Quarters i.e., Administrative Office, Tirupati on **26th January, 2025**.

Therefore, the Heads of the Institutions working under the control of SVVU are requested to follow the guidelines enclosed at Annexure-I & Annexure-II to select the employees in the above cadres for the award scrupulously.

The guidelines and application for Incentive/Meritorious Award along with this memo are also available at SVVU Web site **www.svvu.edu.in**. All the Heads can download the same and circulate among the staff working under their control to apply for the award.

All the Heads of the institutions under SVVU are requested to bring the above information to the notice of all the employees working under their control and inform them to furnish their proposal for the award as per the time schedule/guidelines enclosed in Annexure-I.

The Assistant Registrar (OP), Admn. Office, SVVU is also requested to arrange to prepare 16 Certificates of Appreciation for the awardees and draw the cash prize amount depending upon the number of awardees as required for distribution at the University Head Quarters i.e., Administrative Office, Tirupati on **26.01.2025**.

**P Ravi Kumar
REGISTRAR**

To

All the Associate Dean of Colleges under SVVU.

All the Heads of Research Stations/Schemes/Project/KVK/SLDL/AICRP on Pig.

All Principals of Polytechnics under SVVU

All the Assistant Comptroller, RAO (RSZ), Tirupati/(CAZ), Gannavaram

Copy to all University Officers in Admn.Office, SVVU, Tirupati

Copy to P.A to Vice Chancellor, Admn. Office, SVVU, Tirupati

Copy to the Assistant Registrar (OP), Admn. Office, SVVU, Tirupati for information and necessary action.

Copy to SF/SC

ANNEXURE - I**THE GUIDELINES FOR SELECTION OF MERIT
CASH AWARD TO THE NON-TEACHING EMPLOYEES IN SVVU, TIRUPATI****1. Scope of the Scheme**

The scheme shall be applicable to all University Non - Teaching and Para-Technical Regular/Permanent Employees from Class-IV to Assistant Registrar/Assistant Comptroller/PS to Vice Chancellor/Administrative Officers with minimum of 5 years of continuous total service in University and not less than 3 years service in the category for which application is made. The awards will be given yearly once on 26th January.

2. Services Qualifying for Awards

The following among other factors may be taken into account to treat any work as outstandingly good.

- I. Display of Energy, Zeal, Initiative and originality which are noticeable and unquestionably well above the average.
- II. Adoption of Procedures of Methods which display thought and a sense for the practical and which result in improved efficiency in the department and are speed in the disposal of work.
- III. Specific Successful action to prevent significant financial loss to the University.

3. Form of Awards

Award may be in cash form only.

Letters of commendation/Merit Certificates be awarded to employees who have made considerable progress during their service.

The grant of every award shall be mentioned with brief particulars in the character roll of the employees for the year concerned.

4. Number of Awards

The number of cash prize awards for various categories shall be 16 (Sixteen) as follows .

Sl. No	Name of the Category	Number of awards	Cash prize
1.	A.O/A.C/A.R/PS to VC	1	5,000/- only
2.	Superintendents	2	4,000/- each
3.	Senior Assistants /UD Stenographers/	2	3,000/-

	UD Caretaker		each
4.	JACT/ LD Stenographer	2	2,500/- each
5.	Drivers	1	2,500/- each
6.	*Para - Technical and other equivalent categories viz., Record Assts, Cooks etc.	2	2,500/- each
7.	Class-IV	6	2,000/- each
Total		16	
*AEOs, Lab-Technicians, Radiographer, JVO, LA, VAs and others			

5. Screening Committee

The following committees are formed to scrutinize the applications received from the employees and to make necessary recommendations for finalization of cash awards.

I. Zonal Level Committee

- a. Associate Dean of the Concerned Zone - Chairman
- b. One Senior Principal Scientist/Scientist from the Research Stations- Member
situated in the zone
- c. One senior Professor from each college situated in the zone other than- Member
the Chairman's College
- d. Assistant Comptroller concerned of the zone - Member
- e. Administrative Officer of the Chairman's Office - Convener

II. University Administrative Office Committee

- a. Registrar - Chairman
- b. Joint Registrar - Member
- c. Deputy Comptroller - Member
- d. Deputy Registrar (Services) - Convener

6. Final Committee

A committee with the following officers is constituted to verify the proposals received from the zonal level and Administrative Office committee Recommendations and to suggest the name of the employees against whom cash prize to be awarded for the final approval of the Hon'ble Vice - Chancellor.

- a. Registrar - Chairman
- b. All other University Officers - Member
- c. Joint Registrar - Member
- d. Deputy Registrar (Services) - Convener

7. Procedure to be followed

An Employee who intends to apply for cash prize shall submit his/her application (Appendix-I) to the Head of the Office along with supporting documents for his/ her claim. The Head of the office shall forward the application to the zonal level committee duly offering his/her remarks on the application. The Head of the Office should not reject the application at his end itself.

The Asst. Registrars, Asst. Comptrollers, P.S to Vice-Chancellor and other staff of Administrative Office shall submit their applications directly to the Registrar and the Administrative Officers of various colleges shall submit their application to the Registrar through the concerned Associate Deans. The employees from Class-IV to Superintendents cadre including Para-Technical shall submit their applications in Appendix-I format to the concerned Heads of offices. The employees of Assistant Comptrollers Office shall submit their applications to the respective zonal committees' Chairman.

Soon after the applications are received from various offices, the zonal level committee shall scrutinize the applications, to suggest two names in each category of awards to the University Level Committee. While suggesting the names, the Zonal Level Committee shall mention the order of preference in each cadre. The same procedure should be followed in case of Administrative Office Committee also.

The applications of Assistant Registrars/Assistant Comptroller/PS to Vice-Chancellor/Administrative Officers shall be placed before the University level committee directly for further approval of the Hon'ble Vice Chancellor.

After receiving the zonal level committee and Administrative Office committee recommendations, the University level committee shall suggest two names in each category of awards duly mentioning the order of preference for the final approval of the Hon'ble Vice-Chancellor. The Hon'ble Vice-Chancellor decides the final winners/awardees among the list of the candidates suggested by the University level committee.

It is upto the University Level Committee to reject/accept any application at any point of time without mentioning the reasons thereon what so ever.

While suggesting names in the order of preference total service, service in present cadre, integrity, honesty and service in category-I places of transfer policy shall be taken into consideration as follows.

1	Total service-2 marks per year Maximum	25 marks
2	Service in the present cadre-5 marks per year Maximum	25 marks
3	Integrity, Sincerity and Honesty	20 marks
4	Experience in category-1 places of transfer policy during entire service period-2 marks per year maximum	10 marks
5	Sports, Games, Cultural & Literary Events:	

Winners-2 marks, runners-1 mark maximum	10 marks
6 Significant contribution to the University other than regular work (to be justified by the Head of the Office)	10 marks
Total:	100 marks

8. How to constitute zonal level committees

I. The following officers shall act as Chairmen for the zonal level committees.

Rayalaseema Zone Associate Dean, CVSc, Tirupati

Costal Andhra Zone Associate Dean, NTR CVSc, Gannavaram

Here zones means the Drawing and Disbursing Officers who comes under the purview of Assistant Comptroller of the concerned zone.

II. One Senior Principal Scientist/Senior Scientist who ever available in the concerned zone shall be appointed as a member.

III. If more than one college is available in a particular zone, one senior professor from each college other than the colleges discussed at para 8 (1) above shall be appointed as a member

IV. The Assistant Comptroller of the concerned zone shall be a member of the zonal level committee

V. Administrative Officer from the chairman's office (Associate Dean's Office) shall act as a convener cum member for the above committee.

9. Schedule for finalization of Awards

The employees who intend to apply for the above prize, shall submit their application from on or before 02-01-2025 to the head of the office, further the Heads of Offices should forward those applications before 07-01-2025 to the zonal level / Administrative Office committee's. The zonal level and Administrative Office committee should scrutinize their respective proposals and furnish its recommendations to the University level committee by 18-01-2025 Further the University level committee shall place its recommendations before the Hon'ble Vice-chancellor by 22nd January, 2025. The names of the awardees will be informed before 24th January, 2025 cash prizes to awardees will be distributed at the University Head Quarters i.e., Administrative Office, Tirupati on 26th January, 2025 i.e., Republic Day.

10. Effects of Cash Prizes

The details of Cash Prize shall be entered in the Service Register of the employee, but in no case the above shall be taken into consideration for sanction of advance increments, Special Pays, Pension, Merit Promotion or for grant of any other Special Privileges etc. Cash prize shall not be given more than twice in a life time to any employee in different cadres. There shall be a gap of minimum of 5 years between two awards.

P Ravi Kumar
REGISTRAR

ANNEXURE - II**PROFORMA FOR GRANT OF CASH AWARD FOR OUTSTANDING GOOD WORK DONE IN SVVU**

1. Name of the employee :
2. Present Designation :
3. Date of Birth :
4. Date of joining into University service :
5. Designation at the time of joining :
6. Date of Superannuation :
7. Total length of Service :
8. Length of service in the present cadre :

9. Station he/she worked and period of stay in each station from the date of joining:

Name of the station	Period He/ She Worked		Designation
	From	To	

- 10 Concise description of the present nature of work and: subjects/duties, responsibilities for the official.
- 11 Nature of outstanding work done other than the regular: work by the individual for the betterment of the University (Enclose proof)
- 12.Details of medals/appreciation work awarded if any :
- 13 Details of punishment awarded if any (Have you ever: been censured, received charge memo for any reason) Details may be furnished
- 14 Justification of his/her claim for the cash award. What: are the achievements he/she has made in his/her career (Brief note on targets and achievements) and explain how his/her contribution is useful to the Organization?
- 15 No. of days proceeds on leave i.e., EOL and other leaves: on loss of pay

16.Details of training programs attended if any :

17.Details of previous meritorious award of SVVU received, if:
any

**SIGNATURE OF
THE EMPLOYEE**

18.Concise reasons for recommendations for:
awards/rewards (Brief note by the recommending
authority i.e., Head of the Office)
Certified that the details furnished at col.12 and 13 have
been verified with regard to awards/punishments and
found to be correct

**SIGNATURE OF
THE HEAD OF THE
OFFICE**

For the use of Head Office:

19. Observation of the Zonal Committee :

20. Observation of the University level Committee :

21. Orders of the Hon'ble Vice-:
Chancellor

**P Ravi Kumar
REGISTRAR**