

2248 / 20 / 12 / 16

No.9/9/13-IH(I)-2016/ 32793
Chandigarh Administration
Home Department

Chandigarh, dated the 14/12/2016.

To

All the Head of Departments/
Offices/Boards/Corporations,
Chandigarh Administration.

Subject:- Awarding of commendation certificate on the eve of Republic Day, 2017 (26.1.2017).

Sir/Madam,

I am directed to refer to this Administration's notification No. 9/9/13-IH(I)-2010/5519, dated 29.3.2010 and to state that the Chandigarh Administration proposes to Award Commendation Certificates to the officials and non-officials for outstanding achievements in any field, on the occasion of Republic Day, 2017 (26.1.2017).

You are accordingly, requested to forward the names of such persons (officials and non-officials) for the award of Commendation Certificate. While recommending the names, the contents of the abovementioned notification may be kept in view, in particular the following:-

- i) Recommendation/nomination in respect of the Govt. officials may be sent only by **the Head of Departments through their Administrative Secretaries**, after personal scrutiny of the cases **during last two years in prescribed proforma :-**

Name & Designation	Father's Name	Date of Joining	Address
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- ii) In case of Govt. officers/officials, those who have been awarded any punishment in departmental proceedings or convicted in any criminal case, or to whom a charge-sheet has been served in departmental proceedings or against whom a criminal case has been registered, will not be eligible for award of the Commendation Certificate.
- iii) A maximum of two persons may be recommended by the Head of Department in respect of the officials of his department.
- iv) In case of non-officials, the recommendations may be supported by attested copies of documents.

Recommendation/nominations, with brief citations (not more than one page) in respect of persons, may be sent to Home Department (In Home-I Branch), Chandigarh Administration Secretariat through the concerned Administrative Secretary on or before **31.12.2016**.

It may be added that before sending recommendations/ nominations of the officials, the entire record should be scrutinized and integrity certificate based on ACRs and other record must invariably accompany each recommendation. It may please be noted that no recommendation will be entertained after the stipulated date.

Your faithfully,

[Signature]