



कॉन/सतर्कता-विविध/65/2015/AV/ १३३

दिनांक: २१.०१.२०१५

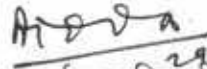
**विषय: Award for 'Most Vigilant Employee of the Year'**

In order to motivate the employees to be alert at their workplaces, it is important that the vigilant employees are rewarded suitably so that they set an example for others to emulate. As such, the Competent Authority (CMD in this case) has decided to constitute an award for **'The Most Vigilant Employee of the Year'**. The following course of action is to be followed:

- 1) The above award shall cover employees of CONCOR of E-4 (Senior Manager) and below level posted at Corporate Office, Regional Offices and Terminals.
- 2) The Controlling Officer shall forward names of employees who have made significant contribution in the areas related to Vigilance Administration such as systems improvements aimed at preventing revenue-leakage, thefts, and any other matter related to Vigilance, **in a given financial year** in the format as enclosed. In 'Details of Contributions', specific events/ instances should be mentioned alongwith supporting evidences.
- 3) The nominations must be sent in a sealed cover to CVO by name. All nominations received before 15<sup>th</sup> May, 2015 shall be considered.
- 4) Nominations may be forwarded by Controlling Officers as under:
  - For employees posted at C.O : By respective Head of Division
  - For Terminal Manager & employees posted at Regional Office: By Regional Head
  - For employees posted at Terminals (other than Terminal Manager) : By Terminal Manager

- 5) The nominations so received shall be evaluated by a Committee consisting of CVO and two Directors of the Board.
- 6) Only one award shall be given every year.
- 7) The award, in the form of a Shield/Trophy bearing the winner's name alongwith citation, shall be presented to the winner during Vigilance Awareness Week, at Corporate Office. Appropriate publicity shall be given in the form of uploading this accomplishment on CONCOR's website besides publishing in other journals brought out by SCOPE, etc.
- 8) Nominations for the year 2014-15 may please be sent so as to reach CVO before 15.05.2015.

A copy of this circular is also being uploaded on CONCOR's website under Vigilance Corner.

  
मुख्य सतर्कता अधिकारी 29.11.15

Encl. as above

Copy to:-

1. अध्यक्ष एवं प्रबंध निदेशक तथा सभी निदेशकगण
2. निगमित कार्यालय के सभी विभागाध्यक्ष
3. सभी क्षेत्रीय प्रमुख

**CONTAINER CORPORATION OF INDIA LIMITED**

**NOMINATION FOR THE AWARD OF 'MOST VIGILANT EMPLOYEE OF THE YEAR'  
FINANCIAL YEAR: 2014-15**

**TO BE FILLED BY THE CONTROLLING OFFICER:**

- I. Details of the nominated employee
1. Name
  2. Designation & Employee No.
  3. Place of Posting
  4. Brief Description of Duties and Responsibilities
- II. Details of Contribution made by the nominated employee in preventing revenue leakage, thefts and any other matter related to Vigilance at the place of work:-  
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(Please add separate sheet, if required)
- III. Details of documents attached, if any,  
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(SIGNATURE OF CONTROLLING OFFICER)

NAME & DESIGNATION:- \_\_\_\_\_

DATE:- \_\_\_\_\_