To,
The Director / In-charge Officer
CSR&TI, Mysore / Berhampore / Pampore, CTR&TI, Ranchi / CMER&TI, Lahdoigarh,
CSTRI, Bangalore / NSSO, Bangalore, SBRL, Kodathi / SSTL, Kodathi
CSGRC Hosur / BTSSO Bilaspur, MSSO / ESSO, Guwahati
Incharges of Technical Section-CO, ROs Delhi, Kolkata and Guwahati
The Joint Director (A&A) / The CEO, SMOI/ For display in CSB website

Sir,

Sub: Celebration of CSB Foundation Day 2020 – Nomination of Scientists, Field,
Technical, Administrative Personnel etc., for awards by CSB-reg.

In continuation to this office letter of even number dt. 6th May 2020 on the above cited
subject, I am directed to inform that the nominations (maximum of two nominations from each of
CSB Institutes/ Seed Organizations) in the category of Best Young Scientist Award (one number),
as per the enclosed nomination form and criteria in addition to earlier categories may be forwarded to
the Director [Tech].

Further, in partial modification to earlier communication dated 6th May 2020, wrt
Administration Category, nominations may be forwarded directly to the Joint Director [Admn] in
four (4) categories of Best Performing Officials irrespective of the Branch or Section in which they
serve viz., (1) Group A – One, (2) Group B – One, (3) Group C (Ministerial Staff) – One and (4)
Group C (Support Staff)- One in the prescribed nomination form shared earlier, along with a set of
enclosed 28 Criteria with justification containing examples of work done. Further, eight (8)
nominations are being sought from Central Office under the Administration category.

Further, the last date for submission of nominations in all categories has been extended up to
15th August 2020. All other terms and conditions stipulated in the letter dt. 6th May 2020 stands.
Also, the entire concerned are requested to ensure adequate representation from women employees
and employees belonging to weaker section (SC/ST/OBC), while forwarding nominations. The
nominations received beyond the cut-off date shall not be entertained.

Yours faithfully,

Encl: as above.

[Dr. K. Sathyanarayana]
Scientist-D, RCS

Copy along with enclosures to the Director [Finance], CSB, Bangalore for kind information.
CSB Foundation Day Celebrations, 2020
Central Silk Board Annual Awards 2019-2020

Categories and Criteria:
1. Best Young Scientist of the year (R&D)  Total Award -1

Nominations to be received from:
Directors, CSRTI, Mysore, CSRTI Berhampore, CSRTI Pampore, CTRTI Ranchi, CMERTI Lahdoigarh, CSGRC, Hosur, SSTL, Kodathi and SBRL, Kodathi and CSTRI Bengaluru.

Common Criteria for selection in all the categories and sectors
i. Eligibility: Scientist-B & Scientist-C (with total service of five years and maximum age limit of 40 years)
ii. APAR: Average Rating shall be 8 or more for last three years
iii. Should be free from Vigilance enquiry during the last five years
iv. Working in remote area away from home state/outside the state especially in North Eastern, North Western region and LWE affected areas in CSB Units away from the main cities.
v. Overall Length of service.

Note:
1. Only one nominations for young scientist to be received from Director by 15.8.2020.
2. Out of the nominations received a Committee shall select the winner and submit the proposals to the Member Secretary for final approval.

Specific Criteria for Nomination of Scientists (R & D Scientists)

- Significant notable R&D contributions wrt Significant Innovations / cutting edge Technology that changed silk scenario or impact of technology in overall growth of sericulture sector/ increase in production/productivity.
- Publications:
  i. Research Papers (No.) - National & International (List 5 nos. best research papers with citation index/ratings)
  ii. Presented in Workshop/ Seminar/ Conference/ Symposium (Full Paper/ Abstracts)
  iii. Books and Book Chapters
  iv. Technology Manuals
  v. Technology Bulletins/Brochures
- Project formulation & implementation as Investigator
  i. Principal Investigator
  ii. Co-investigator
- Externally funded project implementation and fund generation to CSB
- Collaborations with non CSB R&D organizations
- Higher education (Ph.D/ Post Doc/ PG Diploma)
- Details of Training undergone.
- Details of Workshop/ Seminar/ Conference/ Symposium attended
- Technologies developed
- Technology Patented filed/granted, commercialized & popularized
- Research experience apart from CSB service (in months)
- Awards/ Appreciation/ Recognition received
• Membership of International and National Societies
• Contribution to Organizational Improvement.
• Contribution to Human Resource Development.
• Training imparted to students/ farmers/ stakeholder.
• Contributions in Group Activities, Community Development, Common Facility Centre and its impact
• Contributions in convergence initiatives
• Contributions in drawing the Action Plans, Concept Notes, Policy Documents etc.
• Contributions in Research Projects monitored/ guidelines provided for improvement
• Contributions in roping in private sector/ civil societies/ other Govt. Departments/ Ministries

Note: any additional criteria relevant to other categories may also be indicated
**Nomination form**  
CSB Annual Awards 2019-2020

**Award Category:**  **Best Young Scientist (R&D)**  

**Nominee’s Name:**

**Designation:**

**Year of joining Board’s service:**

**Place of posting/address:**

**Contact Phone/ Mobile:**

**Email ID:**

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<thead>
<tr>
<th>#</th>
<th>Parameter</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Details of publications. Furnish list of best 5 papers indicating citation index/NAAS rating/ impact factor</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Technologies patented</td>
<td></td>
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<tr>
<td>3</td>
<td>Technology developed, commercialized &amp; popularized</td>
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<tr>
<td>4</td>
<td>Significant innovations/cutting edge technology that changed silk scenario or impact of technology</td>
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<tr>
<td>5</td>
<td>Contribution to Organizational improvement</td>
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<tr>
<td>6</td>
<td>Details of training attended</td>
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<tr>
<td>7</td>
<td>Details of awards/appreciation/ recognition received</td>
<td></td>
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<tr>
<td>8</td>
<td>Membership in Scientific Societies/Organization, if any</td>
<td></td>
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<tr>
<td>9</td>
<td>Details of place of posting, indicate working in remote areas/outside the home state</td>
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<tr>
<td>10</td>
<td>Overall length of service</td>
<td></td>
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<tr>
<td>11</td>
<td><strong>APAR rating</strong> [Eligibility rating ought to be 8 out of 10 or average of 8 for the last 4 years]</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td><strong>Vigilance clearance</strong> [Whether involved in any disciplinary case during the last five years &amp; its present status/verdict etc.]</td>
<td></td>
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</tbody>
</table>
| 13 | **Pen picture by the nominating authority** [indicating Personal details, his/her skill sets special attributes, behavior, significant specific contributions for which the officer/official is being nominated for the award]  
   **100 words max.** |         |
| 14 | **Other achievements** /contributions or special initiatives so far for increasing CSB visibility & achieving organizational goals /targets as mentioned category-wise | - |
| 15 | **Overall rating** [in scale 1 to 10] | - |

*Note: Details on the set criteria for the category enclosed as annexures*

Place:  
Nominating officer Signature  
With office Seal  

Date:
CSB Foundation Day Celebrations, 2020
Central Silk Board Annual Awards 2019-2020

Category: Best Administrative Personnel of the year  Total Awards - 4

- One each from Group A, Group B, Group C (Ministerial Staff) and (4) Group C (Support Staff), irrespective of the Branch or Section in which they serve.

Nominations to be received from:

i. JD (A&A), CO Bangalore covering CO – 8 nominations,

ii. Officer In-charge Ros, (New Delhi, Kolkata, Chennai, & Guwahati) covering all the ROs, RMBs, CC etc.

iii. Directors, CSRTI, Mysore, CSRTI Berhampore, CSRTI Pampore, CTRTI Ranchi, CMERTI Lahdoigarh, CSGRC, Hosur, SSTM, Kodathi, SBRL, Kodathi, CSTRI, Bangalore, NSSO, Bangalore, BTSSO, Bilaspur, MSSO & ESSO Guwahati and

iv. CEO, SMOI

Common Criteria for selection in all the categories and sectors & all sectors

i. APAR: Average Rating shall be average of 8 or more for last five years

ii. Should be free from Vigilance enquiry during the last five years

iii. Working in remote area away from home state/outside the state especially in North Eastern, North Western region & LWE areas in CSB units away from the main recognized cities.

iv. Pen picture (100 words max. For each nomination in the enclosed nomination form)

v. Significant achievement/ contribution or special initiatives/drive for achieving organizational goal/image building in recent past.

vi. List of significant achievement towards the Official language

vii. Overall Length of service.

viii. Overall rating (scale 1-10)

Note:

i. Two nominations (8 nominations JD(A)) for each category to be received from all the above by 15.08.2020.

ii. Out of the nominations received a Committee shall select the winner in each category and submit the proposals to the Member Secretary for final approval.
Nomination form  
CSB Annual Awards 2019-2020

Award Category: **Best Administrative Personnel**

Nominee’s Name:

Designation:

Year of joining Board’s service:

Place of posting/address:

Contact Phone/ Mobile:

Email ID:

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<thead>
<tr>
<th>#</th>
<th>Parameter</th>
<th>Remarks</th>
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<tbody>
<tr>
<td>1</td>
<td><strong>APAR rating</strong> [Eligibility rating ought to be at least 8 out of 10]</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Vigilance clearance &amp; general behavioral conduct</strong> [Whether involved in any disciplinary case during his/her service career &amp; its present status/verdict etc]</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Pen picture by the nominating authority</strong> [indicating Personal details, his/her skill sets special attributes, behavior, significant specific contributions for which the official is being nominated for the award] 100 words max.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td><strong>Experience of working in remote places/outside native State (in years)</strong></td>
<td></td>
</tr>
</tbody>
</table>
| 5  | **Significant achievement/ contribution or special initiatives/drive for achieving organizational goal/image building in recent past**  
  i)  
  ii)  
  iii) |         |
| 6  | **Significant achievement towards the Official language**                 |         |
| 7  | **Awards & Appreciations, if any**                                        |         |
| 8  | **Overall Length of service**                                             |         |
| 9  | **Overall Rating** (in scale 1 to 10)                                     |         |

Place:  
Nominating officer Signature  
With office Seal  

Date:
## Details of Criteria for Awards in ‘Administration Category’ to be submitted along with Nomination Form with required enclosures

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Criteria</th>
<th>Justification with examples of notable work</th>
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<tbody>
<tr>
<td>1</td>
<td>Performing extra duties beyond those normally assigned</td>
<td></td>
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<td>2</td>
<td>Performing others roles when the department is short-staffed</td>
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<td>3</td>
<td>Volunteering for and working on special projects</td>
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<td>4</td>
<td>Volunteering to serve on a department or Agency committee and contributing to its success</td>
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<td>5</td>
<td>Developing new work methods that reduce waste or stretch resources</td>
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<td>6</td>
<td>Making creative suggestions that save the department time/money</td>
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<td>7</td>
<td>Providing services to others that are beyond assigned responsibilities</td>
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<td>8</td>
<td>Employees who perform normally assigned responsibilities at an exceptional level (must be identified by Supervisor)</td>
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<td>9</td>
<td>Focuses and works diligently to help complete critical work projects</td>
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<tr>
<td>10</td>
<td>Demonstrates extensive knowledge and competence in a wide array of work related topics</td>
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<tr>
<td>11</td>
<td>Uses knowledge and expertise to quickly troubleshoot/solve problems</td>
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<td>12</td>
<td>Communicates effectively and timely</td>
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<tr>
<td>13</td>
<td>Prioritizes a large workload in an effective and timely fashion</td>
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<tr>
<td>14</td>
<td>Completes tasks with little description, direction, or supervision</td>
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<td>15</td>
<td>Exhibits a high degree of professionalism</td>
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<td>16</td>
<td>Performs duties above and beyond what is normally expected</td>
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<tr>
<td>17</td>
<td>Completes tasks thoroughly and thoughtfully</td>
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<tr>
<td>18</td>
<td>Creates a sense of quality service (accuracy, content, appearance)</td>
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<tr>
<td>19</td>
<td>Demonstrates initiative</td>
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<tr>
<td>20</td>
<td>Suggests and/or develops new work methods that increase productivity, save time, and money</td>
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<tr>
<td>21</td>
<td>Reorganizes work to increase effectiveness</td>
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<tr>
<td>22</td>
<td>Eliminates unnecessary steps or actions for delivering services</td>
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<tr>
<td>23</td>
<td>Identifies and addresses work problems and helps to resolve them</td>
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<td>24</td>
<td>Serves on CSB related committees that promote the unit/division/department/organisation and its Officers/Staff/Farm workers</td>
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<tr>
<td>25</td>
<td>Works with groups outside the unit/division/department/Organisation to promote the welfare of Officers/Staff/Farm workers</td>
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<tr>
<td>26</td>
<td>Performs work that brings attention and distinction to the unit/division/department/Organisation</td>
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<tr>
<td>27</td>
<td>Develops processes or programs that are successfully imitated by other unit/division/department/organisation</td>
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<tr>
<td>28</td>
<td>Conducts self in a manner which represents the CSB in a favourable light</td>
<td></td>
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</tbody>
</table>