

ANNEXURE – I

Category no.	Eligible cadres
I	All Gramin Dak Sewak.
II	All Multi Tasking Staff in the Postal/RMS and MMS wings and Postman including Mail Overseers/Cash Overseers/Head Postman and Sorting Postman and Mail Guard/Mailman etc. including similar levels in RMS, MMS and Administrative offices.
III	Postal Assistants/Sorting Assistants doing operative working including SPMs in charge of single-handed Post Offices and similar levels in RMS, MMS and Administrative offices MMS and Stenographers Grade III, II & I.
IV	General Line Supervisor cadre in all wings up to and including HSG-I.
V	Inspectors of Posts and Assistant Superintendent of Posts in all Wings; <u>Junior Engineers working in Civil and Electrical Wings; Assistant Account Officers working in Accounts Wing.</u>
VI	All Group 'B' and Group 'A' officers up to Senior Time Scale in the Department of Posts including Foreign Posts, Postal Stores Depot, Central Stamp Depot and Private Secretaries; <u>Accounts Officers, Senior Account Officers working in Accounts Wing; Assistant Engineers working in Civil and Electrical Wings.</u>
VII	Technology Excellence (All cadres upto Senior Time Scale)
VIII	Best Woman Employee (All women officials upto Group 'B' officers)

MEGHDOOT AWARD

Bio-Data/Details of the nominee for the Award

1.	Name of the Circle	
2.	Full name of the official in English	
3.	Full name of the official in Hindi	
4.	Designation	
5.	Category under which recommended for the award	
6.	Office Address	
7.	Residential Address	
8.	Office Telephone No. (with code)	
9.	Residence Telephone No. (with code) / Mobile No.	
10.	Whether complete APAR dossier enclosed	
11.	Whether the APAR dossier has been checked to ensure that there are adverse entries	
12.	Integrity	
13.	Whether vigilance clearance is available	
14.	Whether Citation in Hindi enclosed with the signature of CPMG / Head of the Circle	
15.	Whether Citation in English enclosed with the signature of CPMG / Head of the Circle	
16.	In case of MTS – whether Service Book with up-to-date entries has been enclosed	
17.	Date of Birth	
18.	Date of entry in service	
19.	Date of promotion to different grades	
20.	Educational qualification	
21.	Examination passed	
22.	Outstanding contribution in the sphere of official work during his/her service career	

Signature of the Head of Circle
(Name cum designation stamp)