



# INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

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File No.Adm/A/AM/420/25/

Date:20.01.2026

## OFFICE ORDER

Nominations are invited from Non-Faculty Group B & C staff of the Institute in different categories as given below:-

SI No.	Name of the Post	Total No. of Prizes
1	Senior Nursing Officers	4
2	Nursing Officers	8
3	Technical Officers/ Technical Assistant/Technicians/ Manifold Technician/Perfusionist	6
4	Dark Room Assistant / OT Assistant/ Assistant Engineer/Junior Engineer/Bio Medical Engineers/ Engineering Personnel	5
5	Asst. Admin. Officer/ Jr. Admin. Officer/ Personal Assistant/Asst. Store Officer/Jr. Store Officer/ Storekeeper/ Asst. Accounts Officer	4
6	Senior Administrative Assistants/ Stenographers/ Junior Administrative Assistant/Store Keeper	6
7	Office Attendant/Lab Attendant/Hospital Attendant/ Dissection Hall Attendant/ Animal House Attendant	6
8	Any Other Category of Group B & C Employees	6
	<b>Total</b>	<b>45</b>

The above mentioned staff categories should be in the regular service. The above best performance awards are for the works done during the course of January, 2025 to December, 2025. Nominations neatly typed in the format attached should be filled in by the employees and to be submitted to the HoDs/Acting HoDs/ Unit Chief/ Controlling Officer. Further, the nominations duly recommended by the HoDs/Acting HoDs/ Unit Chief/ Controlling Officer should reach the office of undersigned i.e DD(A) latest by 23.01.2026, 04:00 PM. The awards will be presented in person in the Republic Day Function of 2026.

This issues with the approval of the Competent Authority.

*Sd/-*

Dy. Director (Adm.),  
I.G.I.M.S., Patna-14

Date: *20.01.2026*

Memo No.- *283/Adm*

Copy to: Director cell/ Dean (Acad.)/ Dean (Exam)/Dean (Research)/ DDA Cell/ Principal, Medical College/ M.S. cell/ Principal Nursing College/ All HoDs/ OSD to Director/ Engineering cell/ Financial Advisor/CAO/Adm. Officer/ Nursing Superintendent/ Store & Procurement cell/ IT cell/ OPD In-charge/ IGIMS, Patna for information & useful action.

2. All Notice Boards for wide circulation
3. S.E. (BME) with request to upload it on Institute website.

*1652  
20.1.26*

Dy. Director (Adm.),  
I.G.I.M.S., Patna-14

**NOMINATION FORM FOR VARIOUS CATEGORIES FOR BEST PERFORMANCE AWARD FOR THE PERIOD  
JANUARY, 2025 TO DECEMBER, 2025 ON THE OCASSION OF REBUBLIC DAY**

**PART-1**

(TO BE FILLED & NEATLY TYPED & SUBMITTED TO THE HOD/ CONTROLLING OFFICE BY THE EMPLOYEE )

DEPARTMENT			
NAME OF THE EMPLOYEE			
DATE OF BIRTH		Age as on 20.01.2026	
PRESENT DESIGNATION			
DATE OF INITIAL JOINING AT IGIMS			
DATE OF JOINING ON THE PRESENT POST			

DEFINE YOUR MOST IMPORTANT ACCOMPLISHMENTS RELEVANT TO YOUR POSITION DURING THE RELEVANT PERIOD/ संबंधित अवधि के दौरान अपनी पद से संबंधित अपनी सबसे महत्वपूर्ण उपलब्धियों के बारे में बताएं। (IN NOT MORE THAN 100 WORDS / 100 शब्दों से ज्यादा नहीं)

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DEFINE YOUR BIGGEST CHALLENGES AND HOW DID YOU SOLVE THEM DURING THIS PERIOD/ अपनी सबसे बड़ी चुनौतियों और इस अवधि के दौरान आपने उन्हें कैसे हल किया, इसके बारे में बताएं। (IN NOT MORE THAN 100 WORDS / 100 शब्दों से ज्यादा नहीं)

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DEFINE THE AREAS RELATED TO YOUR POST YOU CONSIDER THAT YOU SHOULD IMPROVE AND YOUR IMPROVEMENT PLAN/ अपने पद से जुड़े उन क्षेत्रों के बारे में बताएं जिनमें आपको लगता है कि आपको सुधार करना चाहिए और अपनी सुधार योजना भी बताएं। (IN NOT MORE THAN 100 WORDS / 100 शब्दों से ज्यादा नहीं)

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SPECIFY YOUR GOALS YOU WANT TO ACHIEVE IN THE COMING YEAR/ आने वाले साल में आप जो लक्ष्य हासिल करना चाहते हैं, उन्हें बताएं। (IN NOT MORE THAN 100 WORDS / 100 शब्दों से ज्यादा नहीं)

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**NOMINATION FORM FOR VARIOUS CATEGORIES FOR BEST PERFORMANCE AWARD FOR THE PERIOD  
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**PART-2**

RECOMMENDATION TO BE FILLED BY HOD/ACTIONG HOD/CONTROLLING OFFICER (100 WORDS)

**NUMERICAL GRADING:-**

KNOWLEDGE OF RULES & REGULATIONS RELATED TO POST (OUT OF 10):

WORK OUTPUT/ PERFORMANCE TO PRODUCE RESULTS- (OUT OF 10):

ATTITUDE TOWARDS WORK- (OUT OF 10):

ANY OTHER REMARKS/ \*SPECIAL ACHIEVEMENTS FROM JAN 2025 TO DECEMBER 2025 – (OUT OF 10)

Total (OUT OF 40)

**\*DETAILS ABOUT SPECIAL ACHIEVEMENTS-**

**NOTE- IF TWO OR MORE NOMINEES UNDER ONE CATEGORY HAVE SAME MARKS, THE AWARD SHALL BE GIVEN TO THE ONE WHO HAS BORN EARLIER.**

SIGNATURE

NAME OF THE HOD/ CONTROLLING OFFICER-