

Chandigarh, dated the 15-11-18

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

Subject:- Awarding of commendation certificate on the eve of Republic Day,
2019 (26.01.2019).

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, 2019 (26.01.2019).

Chandigarh Administration, on the recommendations of committee meant for grant of commendations certificate on the occasion of Republic/Independence Day has decided that all the recommendations for the award of Commendation Certificate will be entertained online at <http://chandigarh.gov.in>.

You are accordingly, requested to forward the names of such persons (officials and non-officials) online at <http://chandigarh.gov.in>. for the award of Commendation Certificate. While recommending the names for award of commendation certificate, the contents of the abovementioned notification and in particular the following points may be kept in view :-

- i) Recommendation/nomination in respect of the Govt. officials may be sent only by **the Head of Departments duly approved by 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) **The recommendations/citations are to be supported with Integrity Certificate duly signed by Head of Department.**
- v) **The recommendations/citations are to be supported with vigilance clearance certificate duly issued by Vigilance Department, Chandigarh Administration.**
- vi) In case of non-officials, the recommendations may be supported by attested copies of documents.

The departments are requested to obtain user id and password from the office of NIC, UT Chandigarh. In case of any problem, the departments may contact Sh. Noor Singh Saini, Scientist 'B', NIC, UT Chandigarh at contact numbers **9465097040, 0172-2740705 & 0172-2740706.**