



कोलकाता पत्तन न्यास
KOLKATA PORT TRUST

श्रम एवं औ. सं. विभाग
LABOUR & IR DIVISION
15, स्ट्रैंड रोड (7वां तल)
15, STRAND ROAD (7th FLOOR)
कोलकाता- 700 001
KOLKATA - 700 001

No. Lab/M.A./Part-IV/

Dated:

Secretary / DMD/ CE/ CMO/ TM/ FA&CAO / CME/
Materials Manager/ Jt. Director(P&R)/ Estate Manager / CHE (I/C) / Chief Law Officer (I/C)

Subject: Merit Award for the wards of KoPT employees for achieving excellence in
Secondary / High Secondary/ Graduation & Post Graduation Examination in the
year 2018.

Merit Award is granted to such of the wards of KoPT employees who have secured 80% marks or above in the Secondary/ Higher Secondary or equivalent Examination or have obtained a First Class in Graduation or Post Graduation Examinations. Under the Merit Award Scheme, silver medals are awarded to the eligible wards as a token of appreciation and Book coupon worth Rs.3000/- are awarded for securing highest marks in the Secondary/ Higher Secondary or equivalent Examinations amongst the students who qualify for the Merit Awards to the boys and girls separately, both from KDS & HDC.

2. Applications are hereby invited from KoPT employees for grant of Merit Awards to their wards, who have secured 80% or more marks in Secondary/ Higher Secondary or equivalent Examinations or have obtained a First Class in Graduation or Post Graduation Examinations in the year 2018. Application in prescribed format (specimen copy enclosed) accompanied by certified true copies of Admit Cards and Marks Sheets should reach the office of the Labour & IR Division at 15, Strand Road, (7th floor), Kolkata-700 001, through the Head of the Department/ Division by **26.11.2018** positively. Applications received late will not be entertained.

3. You are accordingly requested to give this circular wide publicity amongst the employees as also display this circular in numerous notice boards at different conspicuous places of your department/division and forward the applications of the employees, along with the enclosures, within the stipulated date.

Encl: As stated.

(पी.के. चट्टोपाध्याय)
(P. K. Chattopadhyay)
श्रम सलाहकार एवं औ.स.अ.
/ वरिष्ठ कार्मिक अधिकारी
Labour Adviser &
Industrial Relations Officer
/ Sr. Personnel Officer

Copy alongwith enclosure to PA to Chief Vigilance Officer for kind information of Chief Vigilance Officer. It is requested to give wide circulation among the employees of Vigilance Department.

Copy alongwith enclosure is forwarded to General Manager (Marine)/ General Manager (M&S) / General Manager (Traffic) / General Manager (Finance) (I/C) / General Manager (Engineering) (I/C) / Sr. Dy. Manager (Admn.) / Sr. Dy. Manager (MM) / Manager (MO) (I/C) / Medical Superintendent / Sr. Dy. Manager (I&CF) / Sr. Dy. Manager (Sh & Ch.) / Sr. Dy. Manager (Finance)/ Sr. Dy. Manager (P&IR) / Sr. Dy. Manager (Rly) / Dy. Chief Vigilance Officer, HDC for information and necessary action please.

Encl. As stated

Copy to PO for information and necessary action please

Encl: As stated

योग्यता पुरस्कार, 20 हेतु आवेदन /APPLICATION FOR MERIT AWARD, 20

प्रपत्र /PROFORMA

(संबंधित कर्मचारियों द्वारा भरा जाएगा)/(TO BE FILLED BY THE EMPLOYEE

01. कर्मचारी का नाम/ Name of the employee :
02. पदनाम/अनुभाग/विभाग :
Designation/Section/Department :
03. आश्रित का नाम / Name of the ward :
04. आश्रित की जन्म-तिथि :
Date Of birth of the ward :
05. उत्तीर्ण परीक्षा / Examination pass :
06. (क) बोर्ड विश्वविद्यालय का नाम :
Name of the Board/University
(ख) स्कूल/कॉलेज/शैक्षिक संस्थान का नाम:
व पता /Name and address of School/
College/Education Institution
कृपया पिन कोड दें / Please give the Pin Code :
07. परीक्षा पास करने का वर्ष :
Year of passing of the examination
08. प्राप्त अंक का प्रतिशत तथा वर्ग/श्रेणी :
Percentage of marks and class/division
obtained
09. परीक्षा का पूर्णांक एवं आश्रित द्वारा प्राप्त अंक :
पास करने का वर्ष / Total marks in examination
and marks obtained by the ward
- वि0 द्र0** पत्तन न्यास के प्रथम श्रेणी के अधिकारी द्वारा शासकीय मुहर सहित अंक-पत्र/प्रमाण-पत्र की सत्यापित प्रति इस प्रपत्र के साथ संलग्न किया जाना चाहिए।
- N. B.** Copies of the mark sheets/certificates duly attested by a Class-I officer of KoPT under Official seal should be enclosed along with this proforma.

हस्ताक्षर (पूरा)/Signature (in full)

कार्यालय पता/Office address

दूरभाष संख्या (कार्यालय)/Tell. No. (office)

दूरभाष संख्या (आवास)/Tell. No. (Residence)