

4. Categories and Procedures constituting Revenue Awards are given below:

### Categories of Award for Officials

#	Category	Award
1	Village Officer	Top 3 in each District
2	Tahsildar	Top 3 in the State
3	Tahsildar (LR)	Top 3 in the State
4	Special Tahsildar (RR, LA)	Top 3 in the State
5	Sub Collector/ Revenue Divisional Officer	Top 3 in the State
6	Deputy Collector	Top 3 in the State
7	District Collector	Top 3 in the State

### Procedure for the Award

The general guideline for considering an employee for the award is that the employee should have worked in the district from where his nomination arises for a period of 6 months within the last one year, in the specific post pertaining to the award, for which he is being considered, even if the employee has been promoted or transferred to any other post within or outside the District. The period for the consideration of the award would be January 1 to December 31, every year. In all the cases the evaluation shall be strictly based on the achievements during the period under consideration. The grades permissible are A, B and C. The ratings permissible are 5\*, 4\* and 3\* (on a scale of 1 to 5). No other grades or ratings are permissible. The officers who are undergoing the procedure of disciplinary action or within the currency period of disciplinary action shall not be eligible for awards in any categories, either during the period of consideration for the award or at the time of consideration for the award.

### Timelines for the Award

#	Activity	Timeline
1	Last date for the nominations to be received at the CLR	10 <sup>th</sup> of Jan, 5:00PM. (If 10 <sup>th</sup> of Jan is a holiday for the Commissionerate, it will be 5PM of the next working day)