

AERB Award Scheme (Revised)

1.0 Introduction

The award scheme is known as "AERB Award Scheme". The Scheme would consist of a medal, citation and cash amount. These awards will be given annually. The salient features of the awards and details of eligibility, procedure for nomination, etc. are explained in the subsequent paragraphs.

AERB Award Scheme

Sl. No	Name of the Award	Age Limit (Years)	No. of Awards per year (Max.)	Amount of Award
1.	Young Scientific / Technical Officer Award	< 35	4	Rs. 50,000/- each
2.	Outstanding performance/ Special contribution award	No Limit	3	Rs. 1,00,000/- each
3.	Leadership Award	No Limit	1	Rs. 4,00,000/-
4.	Meritorious Service Award	No Limit	2	Rs. 20,000/- each
5.	Group Achievement Award	No Limit	No limit	Rs. 5,00,000/- * (Maximum total grant)

** Unutilized amount from awards listed at Sr. No.1 to 4 may be used for the Group Achievement Award. The total amount allocated towards Group Achievement Award should be equally distributed among all the winners of the Group Achievement Award (excluding winners of individual awards).*

2.0 Nomination Procedure (Details are provided in respective Appendices)

2.1 General

- a) Notable achievement/contribution in respect of the nominee should adequately reflect in the citation.*
- b) For Group Achievement Award, each individual's contribution in the group should be suitably mentioned in the citation.*

- c) *Vigilance clearance is required for considering the nomination for Award else the nomination will be rejected. If any new vigilance case arises after the vigilance clearance is obtained but before award distribution, the case should be put up to Executive Committee for urgent discussion.*
- d) *Generic write up should be avoided and specific contributions with illustrations, if any, and reports/ publications should be brought out.*
- e) *The citation should clearly indicate special achievements/contributions rather than routine work.*
- f) *The nominee's contribution should reflect excellence commensurate with needs of AERB.*
- g) *Routine work will not be considered for award purpose. Devising or implementing innovative way resulting in completion of regular work in effective and efficient manner may be considered for award.*
- h) *'Associated activities' mentioned under 'Description' of the 'Young Scientific/Technical officer award and Outstanding performance/Special contribution award includes R&D and analytical activities also.*
- i) *This Nominations for Official Language Group Achievement Award will also be processed as per AERB Award Scheme. However, budget for this award will be allocated from the separate fund for this award..*
- j) *The leadership category should indicate clearly, the activities done by the nominee which has motivated the group under him/her to achieve the fundamental safety objectives by means of shared goals, values and behaviour and the leader's specific achievement/contribution to establish, advocate & adhere to the organizational approach to safety as an overriding priority.*

2.2 Eligibility

- a) *Any AERB employee can be nominated for the award. Employees of other departments (DAE or non DAE) on deputation to AERB, can also be nominated under AERB Award Scheme subject to the condition that their names will not be forwarded for any award instituted by their parent organization and consent from parent organization will be taken before nomination. Such employees will be treated as "AERB employee" for the purpose of AERB award scheme.*
- b) *A person is not eligible to receive more than one individual award in a year. However, a person may receive multiple group achievement award (s) or group*

achievement award(s) and an individual award in the same year. In case of an individual winning multiple group achievement awards, award money will be given only for one group achievement award and citation for all the awards. In the case of an individual winning both an individual award and group achievement award(s), citation will be given for the individual award as well as multiple group awards but award money will be given for the individual award only.

- c) The total amount allocated towards Group Achievement Award will be equally distributed among all the Group Achievement Award winners. For calculating the total number of group achievement award winners for this purpose, the following will be followed;
 - i) In case of an individual, if he/she is selected for multiple group achievement awards then his/her name will be counted only once for calculating the total number of group achievement award winners.
 - ii) The name of a winner of both individual award and group achievement award (s) will not be accounted while calculating the total number of group achievement award winners.
- d) A person can receive any number of awards during his service career. But a person receiving an individual award cannot be nominated for the same award for the next two years.
- e) Persons superannuating in the year of award can also be nominated. However, persons on probation/suspension/show-cause notice/resigned/transferred in personal interest are not eligible for the nomination. For eligibility w.r.t voluntary retirement cases, view of Award Committee should be taken on case to case basis.
- f) The nominee's competence should have been adequately reflected in his/her Annual Performance Assessment Report (APAR)/ Confidential Report.
- g) Criteria for nomination/selection of officials for various AERB Awards
 - (i) YOUNG SCIENTIFIC / TECHNICAL OFFICER AWARD
 - Should have made *significant and outstanding contributions in the field during the previous three years towards the regulatory work.
 - OR
 - Should have made significant and outstanding contributions in the field during the previous three years towards associated activities..

**Significant contribution:*

- *Contributions towards advancement of safety regulation/safety analysis/safety research resulting in important regulatory decision making during the regulatory process.*
 - *Peer recognition in the form of national/international invitations for contributing in the safety regulatory activities viz. development of legislation for safety regulation in a country, safety research, inspection program, IAEA services like IRRS etc.*
- *Commitment to knowledge enhancement and competence building.*
- *Keeps himself/herself up-to-date in safety regulation/analysis/R&D and applies the knowledge appropriately.*
 - *Has participated in national/international training courses and has performed notably in the training programme.*
 - *Application of knowledge*
 - ✓ *Should have utilized the knowledge gained (during training/literature survey) in carrying out regulatory activities and outcomes/improvements are visible.*
 - *Dissemination of knowledge and experience*
 - ✓ *Should have very good communication skill*
 - ✓ *Should have contributed in increasing the awareness on nuclear/radiation safety among the licensees resulting in an effective and efficient safety regulation.*
 - ✓ *Should have resulted in improvement in regulatory process*

(ii) OUTSTANDING PERFORMANCE I SPECIAL CONTRIBUTIONS AWARD:

- *Should be proactive in carrying out regulatory practices and process improvements for enhancement towards effective and efficient regulation.*

OR

Research and development initiatives towards enhancement of safety in the areas of nuclear and radiation facility.

OR

Should have made significant contribution towards the mandate of organization.

Significant contribution:

- Various ideas/ plans mooted by him/her has resulted in revising the procedure/methodology and this has resulted in an effective and efficient regulation.*
- His/her lateral thinking has resulted in implementing an effective management system in AERB.*
- Was pivotal in development of new regulatory document which was not existing, based on wide and deep national/international literature survey, various safety research inputs/inputs from experience gained so far in regulation etc.*
- Development and installation of experimental set ups/circuits/ mock ups etc to aid the safety research within the shortest possible time.*
- He/ She was instrumental in conducting the safety research and results from this research has made AERB prominent among national/international regulators (Nuclear and radiation safety regulators)*

- o Should have made significant contribution towards solving challenges faced in the regulatory processes and/or associated activities.*
- o Sustained high level performance in the area of regulatory process / associated activities.*

(iii) LEADERSHIP AWARD

- o Used his/her capabilities and competences to give direction to individuals/groups and to influence their commitment to achieve the fundamental safety objectives by means of shared goals, values and behaviour.*

- *Played a key role to establish, advocate & adhere to the organizational approach to safety as an overriding priority.*
- *Should have made significant and outstanding contributions to meet the targets set for the team in the field of review/ regulatory / associated process.*
- *Should have managed and optimally used the available resources for effective and efficient execution of regulatory work / associated activities.*
- *Should have made contributions in overcoming the challenges faced by team (if any).*
- *Should have made significant contributions towards training and professional development of the team.*

(iv) **MERITORIOUS SERVICE AWARD**

- *Should have made outstanding contributions in the field during the previous five years resulting in improvement in effectiveness & efficiency, streamlining of procedures, etc.*
- *Should have performed assigned tasks in a manner so as to set a record of achievement that will inspire and motivate other employees.*
- *Should have demonstrated dedication and consistent performance in assigned activities.*

(v) **GROUP ACHIEVEMENT AWARD**

- *The group should have made notable contributions towards the mandate of AERB, which are clearly superior and beyond those normally expected.*
- *Each team member should have made substantive and quantifiable contributions to the effort being recognized.*

2.3 Competent Authority for approval of the award:

Chairman, AERB is the Competent Authority to approve all the awards under AERB Award Scheme. *Screening cum Nomination Committee* will be constituted by Chairman, AERB every year for the screening of nominations and recommendations under all categories.

2.4 Schedule for nomination and evaluation:

- For nomination purposes, the assessment and the work done upto previous year will be considered. *For example, the case to be considered for award to be given in the year 2018 (Award-2017), the assessment and the work done upto June, 2017 will be considered.*
- *The completed pro-forma with all details should reach the office of CAO, AERB before February 15 of the year of award distribution. After verification of administration related records and necessary vigilance clearance, this office will forward all the nominations to the Screening cum Nomination Committee/ Official Language Awards Committee as applicable.*
- *After assessment, the Screening cum Nomination committee will submit its assessment report to Office of Chairman, AERB by May 31 of the year of award distribution. During the assessment, the Screening cum Nomination committee will send list of nominations to Chairman, AERB and Executive Director, AERB and take suggestions from them.*
- *Nominations will be forwarded to Referee and Award Committee by Office of Chairman, AERB.*
- *The Awards Committee shall make the final recommendation by August 15 of the year of award distribution.*
- *The approval of the Competent Authority shall be obtained before September 30 of the year of award distribution.*
- *The awards would be conferred on AERB Day (November 15).*
- *Self explanatory flowchart in this regard is attached as Appendix 7.*

2.5 Communication

- Once the nomination has been made, no further communication regarding the nominee will be entertained.
- Awardees would be informed *by October 31 of the year of award distribution.*
- The rejected nominees will not be informed.
- *In case of carried forward cases, Office of CAO, AERB will be the custodian for such nominations and assessments on the same.*

3.0 The expenditure on the award scheme is debitable to head – 340100101 010020-OAE.

4.0 Pro-forma of Nomination Form is enclosed as Appendix 1.

Appendix 1

PROFORMA OF NOMINATION FORM

Name of Award		
1.	Full Name of Nominee	
2.	Date of Birth	
3.	Division	
4.	Date of joining AERB/DAE Units and Emp./CC No.	
5.	Present Designation	
6.	Details of positions held from time to time	
7.	Educational Qualification	
8.	Field of Specialization	
9.	<i>Whether nominee is recipient of an award earlier and if so, the details there off</i>	
10.	Proposer's Name	
	Proposer's Grade/ Designation	

	Proposer's Affiliation	
11.	<p>Certified that :</p> <p>a) The above particulars of the nominee have been checked with the service book and are found to be correct. It is also certified that there are no adverse remarks in the CR dossier.</p> <p>b) <i>The nominee is an employee of AERB</i> or <i>The nominee is on deputation to AERB. It is confirmed from Administration that name of the nominee has not been forwarded for any award instituted by their parent organization for that year of Award. Also, consent from their parent organization has been obtained for this nomination.</i></p> <p><i>[strike whichever is not applicable]</i></p> <p>c) <i>No peer eligible for the award has been overlooked.</i></p> <p>d) <i>The work highlighted as achievement for the award has been done solely by the official being nominated</i></p> <p style="text-align: right;">Signature of the Proposer with date</p>	

12. Check List:

a.	<i>Age of nominee for eligibility for the award in the current year has been confirmed.</i>	
b.	<i>In the carried forward cases from previous years, the validity of date of birth have been checked with the year in which the award is being again proposed.</i>	
c	<i>If the nominee is of age 35 years or below then to the extent possible he/she should be considered for the young scientific/technical officer award.</i>	
c.	<i>Justification note is attached if nominee of age 35 years or below is considered for Outstanding performance/ Special contribution award</i>	
d.	<i>The nominee has not resigned or not got transfer on personal interest</i>	
e.	Brief report on the work	
f.	Brief description of achievements meriting the award	
g.	<i>In the carried forward cases from previous years, write up are updated by bringing out significant work achievements during the years after the previous nominations and the</i>	

	<i>achievements are in line with award requirement</i>	
h.	Name and addresses of referees wherever applicable	
i	List of publications with a set of reprints/preprints	
j.	Any other relevant information in support of the nomination	

13.	Date of Receipt in the office of Chairman, AERB	
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Appendix 2

YOUNG SCIENTIFIC/TECHNICAL OFFICER AWARD

No. of Awards	3 (Maximum per year)
Composition of Award	<ul style="list-style-type: none">• Citation• Medal• Rs. 50,000/- each
Description	<ul style="list-style-type: none">○ The awards are given to identify the best performers in the area of regulatory work and/or associated activities
Eligibility - 1	<ul style="list-style-type: none">○ Scientific/Technical Officers of AERB.○ 35 years <i>or below</i> as on 31st March of the award year. All those born on or after April 1, xxxx where the xxxx stands for (year of award minus 35). For instance, the eligibility for Award 2010 will be all those born on or after April 1, 1975.
Eligibility - 2	Refer Section 2.2.f(i)
Procedure of Nomination	<ul style="list-style-type: none">• Nomination shall be made by an officer in the grade of SO/H and above or equivalent who is senior to the nominee and possessing first-hand knowledge about his/her achievements.• <i>In certain cases nomination will be made by the screening cum nomination committee with justification for nomination.</i>• Nomination must be routed to the office of Chairman, AERB through the

	<p>respective Director/Head of the Group/Division.</p> <ul style="list-style-type: none"> • The nomination shall be made in the prescribed proforma, with enclosures, as stipulated below: <ul style="list-style-type: none"> ➤ Brief report on the work carried out by the nominee during the preceding 5 years with a focus on work done in India (not exceeding 250 words). ➤ Brief description of the achievements meriting the award (not exceeding 250 words). ➤ Citation (not exceeding 150 words) (in text form as well as in not more than 8 bulleted form with the nominee's photograph). ➤ Name and address of two referees (preferably from outside the Nominee's Division) who are familiar with the achievements. ➤ List of publications of the nominee with a set of reprints/preprints of the significant recent works, if any. ➤ Any other relevant information In support of the nomination. • Correspondence shall be marked as "confidential".
Validity of Nomination	<ul style="list-style-type: none"> • The nominations can be carried over for another two years. The nominations may however be updated incorporating latest resume of work, achievements and publications.

	<ul style="list-style-type: none"> • A person can be nominated any number of times for the award. However, a winner is not eligible for consideration for the same award for the next two years.
Communication	<p>The completed proforma marked as "CONFIDENTIAL" with all details should reach the office of CAO, AERB before February 15, of the year of the award or before the last date of submission as announced by Chairman, AERB. (One set of hard copy and a CD in MS-Word format).</p>

Appendix 3

OUTSTANDING PERFORMANCE / SPECIAL CONTRIBUTIONS AWARD

No. of Awards	3 (Maximum per year)
Composition of Award	<ul style="list-style-type: none">• Citation• Medal• Rs. 1,00,000/- each
Description	<ul style="list-style-type: none">• This award is given in recognition of specific contributions made by the individuals in the regulatory and/or associated activities.
Eligibility - 1	<ul style="list-style-type: none">○ All "AERB employees"○ Age - No limit
Eligibility - 2	Refer Section 2.2.f(ii)
Procedure of Nomination	<ul style="list-style-type: none">• Nomination shall be made by Director/Head of the Group/Division or Executive Director of AERB.• <i>In certain cases nomination will be made by the screening cum nomination committee with justification for nomination.</i>• Nomination shall be made in the prescribed proforma, with enclosures, as stipulated below:<ul style="list-style-type: none">➤ Brief report on the work carried out by the nominee during the preceding 5 years (not exceeding 250 words).➤ Brief description of the achievements meriting the award (not exceeding 250 words).➤ Citation (not exceeding 150 words) (in text form as well as in not more

	<p>than 8 bulleted form with the nominee's photograph).</p> <ul style="list-style-type: none"> ➤ List of publications of the nominee with a set of reprints/preprints of the significant recent works, if any. ➤ Any other relevant information In support of the nomination. <ul style="list-style-type: none"> • Correspondence shall be marked as "CONFIDENTIAL".
Validity of Nomination	<ul style="list-style-type: none"> • The nominations shall not be carried over. Fresh nominations are to be made updating their resume of work, achievement and publications. • A person can be nominated any number of times for the award. However, a winner is not eligible for consideration for the same award for the next two years.
Communication	<p>The completed proforma marked as "CONFIDENTIAL" with all details should reach the office of CAO, AERB before February 15, of the year of the award or before the last date of submission as announced by Chairman, AERB. (One set of hard copy and a CD in MS-Word format).</p>

Appendix 4

LEADERSHIP AWARD

No. of Awards	<ul style="list-style-type: none">• <i>Leadership Award</i> (1 no.)
Composition of Award	<ul style="list-style-type: none">• Citation• Medal• Rs. 2,00,000/- for Leadership Award
Description	<ul style="list-style-type: none">• This award has been instituted to recognize the contribution of the Head/ Convenor of a Group or Team as a leader to achieve the fundamental safety objectives, to establish safety as overriding priority, to optimally use the resources to achieve the missions of the team etc..
Eligibility - 1	<ul style="list-style-type: none">• Scientific/Technical <i>Officers (SO/G or TO/G and above up to Executive Director, AERB)</i> for Leadership Award as on 31st March of the Award year.
Eligibility - 2	Refer Section 2.2.f(iii)
Procedure of Nomination	<ul style="list-style-type: none">• For Leadership Award, nomination shall be made by Director/Head of the Group/Division/screening cum nomination committee/ Executive Director, AERB/ Chairman, AERB.• Nomination shall be made in the prescribed proforma, with enclosures, as stipulated below:<ul style="list-style-type: none">➤ Brief report on the work carried out by the nominee during the preceding 5 years (not exceeding 250 words).

	<ul style="list-style-type: none"> ➤ Brief description of the achievements meriting the award (not exceeding 250 words). ➤ Citation (not exceeding 150 words) (in text form as well as in not more than 8 bulleted form with the nominee's photograph). ➤ List of publications of the nominee with a set of reprints/preprints of the significant recent works, if any. ➤ Any other relevant information In support of the nomination. <ul style="list-style-type: none"> • Correspondence shall be marked as "CONFIDENTIAL".
Validity of Nomination	<ul style="list-style-type: none"> • The nominations shall not be carried over. Fresh nominations are to be made updating their resume of work, achievement and publications. • A person can be nominated any number of times for the award. However, a winner is not eligible for consideration for the same award for the next two years.
Communication	<p>The completed proforma marked as "CONFIDENTIAL" with all details should reach the office of CAO, AERB before February 15, of the year of the award or before the last date of submission as announced by Chairman, AERB. (One set of hard copy and a CD in MS-Word format).</p>

Appendix 5

MERITORIOUS SERVICE AWARD

No. of Awards	2 (Maximum per year)
Composition of Award	<ul style="list-style-type: none">• Citation• Medal• Rs. 20,000/- each
Description	<ul style="list-style-type: none">• The awards have been instituted to acknowledge the contribution of non-scientific personnel as well as Technical personnel (Tradesmen and Supervisors) for providing support that is essential in accomplishing the tasks being carried out by AERB.
Eligibility - 1	<ul style="list-style-type: none">• <i>Administrative/Accounts/Auxiliary and Technical Personnel of AERB</i>• No age limit• <i>Minimum 20 years of continuous of service in AERB or collectively in AERB & DAE.</i> <p><i>In case where no. of years of continuous service is same, weightage will be given to those who has served more numbers of years in AERB.</i></p>
Eligibility - 2	Refer Section 2.2.f(iv)
Procedure of Nomination	<ul style="list-style-type: none">• Nomination shall be made by AO-III, Head/ Director of the division/Screening cum nomination committee or <i>Executive Director, AERB.</i>

	<ul style="list-style-type: none"> • Nomination shall be made in the prescribed proforma, with enclosures, as stipulated below: <ul style="list-style-type: none"> ➤ Brief report on the work carried out by the nominee during the preceding 5 years (not exceeding 250 words). ➤ Brief description of the achievements meriting the award (not exceeding 250 words). ➤ Citation (not exceeding 150 words) (in text form as well as in not more than 8 bulleted form with the nominee's photograph). ➤ Name and address of two referees (preferably from outside the Nominee's Division) who are familiar with the achievements. ➤ Any other relevant information in support of the nomination. • Correspondence shall be marked as "CONFIDENTIAL".
Validity of Nomination	<ul style="list-style-type: none"> • The nominations can be carried over for another two years. The nominations may however be updated incorporating latest resume of 'Work, achievements and publications. • A person can be nominated any number of times for the award. However, a winner is not eligible for consideration for the same award for the next two years.

Communication	The completed proforma marked as "CONFIDENTIAL" with all details should reach the office of CAO, AERB before February 15, of the year of the award or before the last date of submission as announced by Chairman, AERB. (One set of hard copy and a CD in MS-Word format).
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Appendix 6

GROUP ACHIEVEMENT AWARD

No. of Awards	<ul style="list-style-type: none">Any number of awards during the year (Within a total award money of Rs. 5.00 Lakh. Additionally, unutilized amount from other awards may be used for Group Achievement Awards)
Composition of Award	<ul style="list-style-type: none">CitationMedalSuitable cash award per group commensurate with group size and overall achievement.
Description	<ul style="list-style-type: none">These awards are given in recognition of the collective contribution of a group/team to achieve its goal and mission that required high level of inter-disciplinary team work, each member having contributed significantly (not notionally) to the achievement.
Eligibility - 1	<ul style="list-style-type: none">All employees (Scientific, Technical, Administrative & Auxiliary) of AERBNo age limit
Eligibility - 2	Refer Section 2.2.f(v)
Procedure of Nomination	<ul style="list-style-type: none">Nomination, for the Groups shall be made by, Director/Head of the Group/Division /Screening cum nomination committee/ Executive Director, AERB in the prescribed proforma, for all the members of the Group irrespective of their division.

	<ul style="list-style-type: none"> • Nomination shall be made in the prescribed proforma, with enclosures, as stipulated below: <ul style="list-style-type: none"> ➤ Brief report on the work carried out by the nominee during the preceding 5 years (not exceeding 250 words). ➤ Brief description of the achievements meriting the award (not exceeding 250 words). ➤ Citation (not exceeding 150 words) (in text form as well as in not more than 8 bulleted form with the nominee's photograph). ➤ Name and address of two referees (preferably from outside the Nominee's Division) who are familiar with the achievements. ➤ List of publications of the group relevant to the nomination with a set of reprints/preprints of the significant recent works, if any. ➤ Any other relevant information In support of the nomination. • Correspondence shall be marked as "CONFIDENTIAL".
Validity of Nomination	<ul style="list-style-type: none"> • The nominations can be carried over for another one years. The nominations may however be updated incorporating latest resume of work, achievements and publications. • A person can be nominated any number of times for the award.

	<ul style="list-style-type: none"> Winning of the group achievement award does not disqualify a member of the group award in other categories, in the same year.
Communication	<p>The completed proforma marked as "CONFIDENTIAL" with all details should reach the office of CAO, AERB before February 15, of the year of the award or before the last date of submission as announced by Chairman, AERB. (One set of hard copy and a CD in MS-Word format).</p>

