

Rule 7 of the Rajasthan Civil Services (Grant of Rewards, Merit Awards and Merit Certificates) Rules, 1973 (as it stands on 8.8.1995)

7.1 Grant of Reward in the form of Merit Certificate Government may grant to Government Servants on the occasion of 15th August or 26th January or any other function Certificate for-

- (i) Rendering meritorious service or exhibiting high sense of duty, or
- (ii) In recognition of exceptional performance shown by him.

7.2 The Heads of Departments may make recommendations to Government every year by the 15th July and 25th December or on a date prescribed by the Government in a prescribed Performa in respect of Government in respect of Government Servants employed under them for Awards of Merit Certificate giving brief statement about their career and indicating detailed reasons as to how the services of the Government Servant have proved exceptionally useful.

Provided that in exceptional circumstances when the Secretary to Government has personal knowledge of the outstanding work of certain officer, he may recommend his name even if the Head of the Department has not made recommendation for such officer.

7.3 The Merit certificate will be given to a limited number of employees and the Administrative Departments will recommend not more than two Gazetted Officers and two Non-Gazetted Officials along with confidential Reports of the last seven years to the Chief Secretary to Government in the Cabinet Secretariat latest by the date given in Sub-Rule (2).

Provided that the Merit Certificate shall be awarded to an employee only once in the entire service period and that at least 2 of the seven years Annual Performance Appraisal Reports shall be Outstanding and remaining Very Good.

7.4 The recommendations made under Sub-Rule 3 shall be examined by the following Committees:-

(A) Committee for Gazetted Officers

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| 1. Chief Secretary to Government | -Convenor |
| 2. Chairman, Board of Revenue | -Member |
| 3. Development Commissioner & Principal Secretary,
Rural Development & Panchayati Raj Deptt. | -Member |
| 4. Principal Secretary/Secretary, Cabinet | -Secretary |

(B) Committee for Non-Gazetted Officials

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| 1. Principal Secretary/Secretary, Cabinet | -Convenor |
| 2. Two Dy. Secretaries (nominated by the Chief Secretary) | -Members |

- Note:-
- i) The recommendations of the Committee for granting Merit Certificates in respect of Gazetted Officers shall be submitted to the Chief Minister for final approval.
 - ii) The recommendations of the Committee for granting Merit Certificates in respect of Non-Gazetted Officials shall be submitted to the Chief Secretary for final approval.
 - iii) The number of selected persons both Gazetted Officers and Non-Gazetted Officials shall not exceed ten.
 - iv) The Certificates granted under this rule shall be in the nature of a letter of recommendation and shall not carry any service benefits or any weightage in the matter of promotion, or advance increments etc. but shall be placed in the ACR's Dossiers.