

FORMAT FOR NOMINATION  
FOR "**BEST ADMINISTRATOR** " AWARD

1. Name and address of the nominee:  
*(including phone, mobile no., fax number and e-mail address)*

2. Date of birth:

3. Academic qualifications beginning with Bachelor's degree:

Degree	University	Year	Subjects

4. Positions held (going chronologically backwards from present position):

Position	From	To	Institution

5. Nominee's field of specialization:

6. Significant contributions by the nominee to the Institute / society.

*(This Note should not exceed 500 words)*

7. Justification (in not more than one page) for the nomination.

8. Details of recognition accorded to the nominee in the form of Awards/fellows of the national science/medical academies *etc.*

Name of Award	Year	Awarding Body/ Agency

9. Any additional information of relevance.

Nominee's signature

Sponsor's signature

Sponsor's name,

Designation and address

Addresses for correspondence

Sponsor

Nominee

10. Specific Recommendation from Eminent personality: