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भारत सरकार,

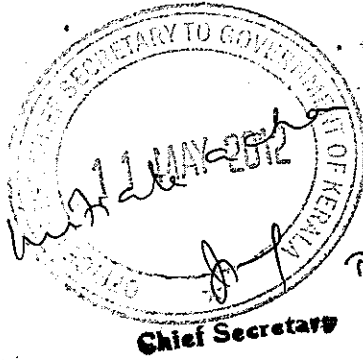
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,
प्रशासनिक सुधार और लोक शिकायत विभाग,
सरदार पटेल भवन, संसद मार्ग,
नई दिल्ली-110001

GOVERNMENT OF INDIA,
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
& PENSIONS,
DEPARTMENT OF ADMINISTRATIVE REFORMS
& PUBLIC GRIEVANCES,
SARDAR PATEL BHAVAN, SANSAD MARG,
NEW DELHI-110001

Dated 7th May, 2012.



सत्यमेव जयते



Time limit

ACS (PARD)

D.O. No.K-11021/02/2012- AR

Dear Shri Jayakumar,

pl see the Do

The Government of India has instituted 'Prime Minister's Awards for excellence in Public Administration' to acknowledge, recognize and reward the extraordinary and innovative work done by officers of the Central and State Governments. These awards were introduced for the first time during the year 2005-06 (copy of the scheme is enclosed). Nominations are now being invited for the year 2011-2012 under the Scheme.

2. Though a large number of nominations were received for the awards for the years 2005-06, 2006-07, 2007-08, 2008-09, 2009-2010 and 2010-11 quite a few of these were found to be ineligible, being not in conformity with the guidelines of the scheme. Therefore, while inviting nominations for the current year, it is felt necessary to highlight and reiterate the salient features of the Scheme as well as operational guidelines evolved for the purpose, as follows :

- Nominations should strictly adhere to the guidelines of the Scheme and the eligibility criteria be specifically complied with.
- Self nominations are not accepted.
- In respect of nominations from States, the State Governments will constitute State level committees to shortlist their nominations and verify the facts before forwarding the nominations to the Central Government.
- Nominations should generally be encouraged. However, nominating authorities and State-level committees are requested to forward/short-list nominations only if the initiative(s)/ accomplishment(s) concerned is/are truly innovative, extraordinary, outstanding, exemplary and/or exceptional in nature. In other words, nominations should rank as exceptional on qualitative as well as quantitative measures for the achieved outcomes/results.



सूचना का
अधिकार

Please Visit Our Websites : <http://darpn.nic.in>; <http://darpn-grievance.nic.in>; <http://goicharters.nic.in>

टेलीफैक्स/Telefax : ++91 11 2374 2133; ++ 91 11 2374 2546

- (e) Nominating authorities should ensure that no vigilance case/enquiry is pending against the officer/s nominated. Overall performance of the officer/officers should also be considered while forwarding the nomination.
- (f) State Governments, NGOs and other stakeholders can be nominating authorities.
- (g) Where the nomination is in respect of a group of individuals, it should be ensured that names of all the nominees concerned are explicitly stated.
- (h) Nominations should be submitted in the Form prescribed (copy attached for ready reference).

3. Ensuring the above would not only contribute to upholding the high values and true spirit of the Award Scheme, but also facilitate speedy and efficient processing of the nominations received.

4. The above guidelines may please be publicized widely.

5. The nominations must reach this office latest by 15th July, 2012.

6. We expect that the Scheme would generate greater enthusiasm and participation in the current year.

With regards,

Yours sincerely,


(Ramesh C. Misra)

Shri K Jayakumar
Chief Secretary,
Government of Kerala,
Thiruvananthapuram-695001

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Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

Prime Minister's Awards for Excellence in Public Administration

Nomination Form for the Year 2011-12

1. Category under which the nomination is being made [*please tick (✓) only one option*]:

- Officer of Central / State Government – Individually
- Officers of Central / State Government – As a group
- Organization

2. Details of the Nominee(s):

- (a) Name of the nominee (Dr. / Mr. / Ms.)
- (b) Designation of the nominee at the time of the initiative
- (c) Ministry / Department / Organization of the nominee at the time of the initiative, with complete postal address
- (d) Nominee currently posted at / working with
- (e) Current designation
- (f) Present postal address with Pin Code
- (g) Contact details (Phone & Fax No.s, E-mail ID, Mobile Phone No.s)

Notes:

- (i) (a) to (g) to be repeated for all nominees, in case of nominations as a Group.
- (ii) (b) to (e) are not applicable when the nominee is "Organization".

3. Nominating Authority:

- a) Name of the nominating authority (Dr. / Mr. / Ms.):
- b) Name of the Ministry / Department / Organization
- c) Designation of the Nominating Authority
- d) Complete postal address with Pin Code
- e) Contact details (Phone & Fax No.s, E-mail ID, Mobile Phone No.s)

4. Please furnish the details about the initiative, strictly under the subheads prescribed below: (The entire description and narration should not exceed ten one-side A4 size pages).

- (a) Title of the initiative
- (b) Ministry / Department / Organization where the initiative was implemented
- (c) Background of the initiative
- (d) Motivator(s) for the project initiative
- (e) Purpose & priorities of the initiative
- (f) Date of implementation of the initiative
- (g) Strategies adopted for bringing about the transformation and positive impact
- (h) Role of various stakeholders – most importantly, role and details of involvement of the nominee(s) in the initiative
- (i) Highlights/positive features of the initiative under each of the following important dimensions:
 - Transparency and stakeholder participation
 - Innovativeness of the initiative and its replicability
 - Increased efficiency of outputs/processes and effectiveness of outcomes
 - Display of leadership / Team work by the nominee(s)
 - Sustainability of the initiative
- (j) Outcomes i.e. impact/benefits resulting from the initiative, for example:
 - Improvement in delivery time of services
 - Better beneficiaries feedback
 - Improvement in measurable indicators
 - Simplified procedures

(A comparative analysis of the key result areas, key performance indicators and other socio-economic impact parameters, before and after the implementation of the initiative, in the form of a table, is a MUST)

5. Has the outcome or impact of the initiative been audited or evaluated by any independent agency for reality check of the realized benefits vis-à-vis those envisaged?

- Yes
- No

(If Yes, please provide brief details thereof, in not more than 100 words)

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6. Was/were this initiative or nominee(s) winner(s) of any other Award(s) instituted by any other National / International organization?

(If Yes, please provide brief details thereof, in not more than 100 words)

7. Signature of the Nominating Authority:

Name & Address:

Designation with Seal:

Date:



**Important Notes on the Award Scheme &
Guidelines for Filling in the Nomination Form**

- a) This award is open to the officers of civil service from State / Central Governments, including local bodies, panchayats and zilla parishads for achievements as follows:
- Implementation of innovative schemes / projects
 - Bringing perceptible systemic changes and building up institutions
 - Making public delivery systems efficient and corruption free
 - Showing innovation and adaptation to meet stakeholders' requirements
 - Extraordinary performance in emergent situations like floods, earthquake etc.
 - Setting high standards of services and continued improvement, showing high leadership qualities and improving employee motivation etc.
- b) Implementation of a project as given is the basic responsibility and duty of the official(s) / authority(ies) concerned and hence, nominee(s) / nomination(s) would be worthy of consideration under the Award Scheme, if and only if the initiative(s) and accomplishment(s) is/are truly innovative, extra-ordinary, outstanding, exemplary and/or exceptional.
- c) Where the nomination is in respect of a group of individuals, names of all the nominees should be explicitly stated. No change in the same would be permitted at a later stage.
- d) Self nominations, nominations that are not of serving civil servants and also nominations of organizations not involving serving civil servants would be rejected.
- e) Nominations with incomplete data and/or sketchy details and nominations received late would also be rejected.
- f) The initiative / project should have been in successful implementation for at least one year, as on the date of nomination.
- g) Nominations made should be self-explanatory. In case any documentation in support of the initiative is to be attached along with the nomination, the same should be brief and relevant. A legend should be provided for all abbreviations/acronyms used in the nomination and documentation.
- h) Printed booklets, video films, supplementary material on CDs, press clippings, photographs, reference letters, photo copies of certificates/recognitions etc. should not be attached with the nomination. Only references to them need be mentioned. These would be reviewed, if required, at a later date.

- 9.
- i) Two copies of the nominations, strictly as per the above format should be mailed by registered / speed post, directly to the following address:

Director (AR)
Department of Administrative Reforms & Public Grievances
Sardar Patel Bhavan, 5th Floor
Sansad Marg
New Delhi – 110 001

Phone: 011-2336 0369
Fax: 011-2374 2133
Mail: ritika.bhatia@nic.in

- j) Nominations for the 2011–12 Awards should reach the above address latest by 15th July, 2012.
- k) Nominations not in the prescribed form as above will be returned to the senders for resubmission by the due date. No extension of date in such cases would, however, be possible.
- l) In all matters of the Award Scheme, the decision of the Department of Administrative Reforms & Public Grievances, Ministry of Personnel, Public Grievances and Pensions, Government of India, would be final and binding.
- m) Canvassing in any form will be a distinct disadvantage.



सत्यमेव जयते

लोक प्रशासन में
उत्कृष्टता के लिये प्रधानमंत्री
पुरस्कार योजना

Prime Minister's Awards for
Excellence in Public Administration
Award Scheme

प्रशासनिक सुधार और लोक शिकायत विभाग
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
भारत सरकार
नई दिल्ली

Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances & Pensions
Government of India
New Delhi

June 2011

Prime Minister's Awards for Excellence in Public Administration Award Scheme

The Government of India has instituted "Prime Minister's Awards for excellence in Public Administration" to acknowledge, recognize and reward the extraordinary and innovative work done by officers of the Central and State Governments.

Objective of the Scheme

2. The Scheme rewards the outstanding and exemplary performance of civil servants. Discharge of routine duties and responsibilities and/or implementation of programmes / projects in the normal course, do not qualify for the Award. Initiatives and projects whose qualitative and quantitative outcomes/results are of a very high order, and benefit a large number of citizens/stakeholders could be considered.

Eligibility under the Scheme

3. All serving officers of the Central and the State Governments, either individually or as a team, or as organisations are eligible for the Awards. Under the team nomination, all the members of the team should have been actively and directly involved in the initiative nominated.

Details of Award

4. There would be a maximum of 15 Awards, given under individual, team and organisation categories. The Award would carry with it:

- i) A medal
- ii) A scroll, and
- iii) A Cash Award

In the individual category, the Award amount would be ₹ 1 lakh. In case of a team, the total Award amount for the team would be ₹ 5 lakh subject to a maximum of ₹ 1 lakh per member. The Award amount for an organisation would be ₹ 5 lakh. The Award amount is exempt from income tax under section 10(17A) (i) of the Income Tax Act, 1961.

Nominating Authorities

5. Self nominations would not be accepted. Nomination of an individual or a team of officers or an organisation could be made by Central Government Departments/Ministries/State Governments/Non-Governmental Organisations and other stake-holders.

The last date for the receipt of nominations is 31st Jul of each year for the Awards for the previous year.

Nominations under the Scheme

- a. The details furnished in support of the nomination should contain the background of the programme, project/initiative, its priorities and purposes, the strategies adopted for its implementation, innovative methods used, period of implementation, exceptional achievements and resulting outcomes, positive changes and impact, sustainability and most importantly, the nature and role of involvement and contribution by the nominee(s).
7. An illustrative list of thrust areas under which nominations may be considered for the Award, is given below:
 - Introducing and implementing an innovative scheme/project

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Nomination Form can be downloaded from this Department's website: <http://www.darpg.nic.in> and ASCI's website: www.asci.org.in

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- Bringing perceptible improvements in systems and building up institutions
- Making public delivery systems efficient and corruption free
- Extraordinary performance in emergent situations like floods, earthquake etc.

Processing of Nominations

8. The nominations would be examined by an Expert Committee chaired by Secretary, Department of Administrative Reforms & Public Grievances. This Committee could also take up noteworthy initiative(s) suo-moto. On-the-spot studies would be done for the nominations shortlisted by this Committee. The Committee would take into account the study Reports and make its recommendations to the Empowered Committee chaired by the Cabinet Secretary.
9. The Empowered Committee would consider the nominations recommended by the Expert Committee and may also ask the nominees to make a presentation before the Committee. The Empowered Committee would then make its recommendations for the consideration of the Prime Minister after assessing the vigilance status and overall performance of officers recommended for the Awards. The members in both Expert Committee and the Empowered Committee would be nominated with the approval of the Prime Minister.

Presentation of Awards

10. The Awards would be presented by the Prime Minister of India on the occasion of Civil Services Day i.e. 21st April each year.