

AS/A
Assistance
24-9-14

4094 ACS/1012
29/9/14

No:3/2/2006-5S(I)
Government of Haryana
Chief Secretary, Office
Personnel Department.

Dated Chandigarh, the 21/9

To

All the Administrative Secretaries to
Government, Haryana.

कृपि - ५ प्रका
सिद्धि संख्या २२००
दिनांक १-१०-१४

USA

Subject: Prime Minister's Awards for Excellence in Public Administration.

Sir,

DA
DEP
20.9.

SAD

5458-USA
30-9-14

BL
30/9

AG

ul
11/11/14

I am directed to refer to the subject mentioned above and desire to say that the Government of India has introduced "Prime Minister's Awards for Excellence in Public Administration" in order to recognize extraordinary and innovative work done by the officers of the Central and State Government individually or as a group or as organizations. A copy of D.O. No.11021/01/2014-AR dated 22.8.2014 received from the Secretary, Government of India, Department of Administrative Reforms & Public Grievances for necessary action.

2. It is, therefore requested that nominations, if any in this regard may kindly be sent to the Personnel Department **latest by 30.9.2014.**

Yours faithfully,

[Signature]
Under Secretary Services-1
for Chief Secretary to Government, Haryana

No. K-11021/01/2014-AR
Ministry of Personnel, Public Grievances & Pensions
Department of Administrative Reforms & Public Grievances

5th Floor, Sardar Patel Bhawan
Parliament Street
New Delhi - 110001

Date : 22nd August, 2014



To

SP
1757

- 18.9.14
1. All Chief Secretaries of States/UTs (As per list attached)
 2. All Head of Services (As per list attached)

Subject : Prime Minister's Awards for Excellence in Public Administration for the year 2013-14.

Madam/Sir,

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 in 2005-06. A copy of the award scheme is enclosed.

2. Nominations for the year 2013-14 are now being invited. Though a large number of nominations are received every year since the inception of these awards, quite a few of them are found ineligible, not being in conformity with the guidelines of the scheme. Therefore, while inviting nominations for the current year, I feel it necessary to highlight and reiterate the salient features of the Scheme and the operational guidelines evolved for the purpose, as follows :

- a) Nominations should strictly adhere to the guidelines of the Scheme and the eligibility criteria be specifically complied with.
- b) Self nominations are not accepted.
- c) 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.
- d) Nominations should generally be encouraged. However, nominating authorities and State level committees are requested to forward/short list nominations only if the initiatives concerned are truly innovative, extra-ordinary, outstanding, exemplary and exceptional in nature. In other words, nominations should rank as exceptional on qualitative as well as quantitative measures for the achieved outcomes/results.
- e) Nominating authorities should ensure that no vigilance case/enquiry is pending against the officers nominated. Overall performance of the officers should also be considered while forwarding the nomination.
- f) Central Government Departments, Ministries/Departments, NGOs and other stakeholders can be the nominating authorities.

3

-2-

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. Nominations should be submitted in the prescribed form (copy attached). Executive summary of the nominated initiatives should invariably be given in the prescribed format (copy attached).

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

Detailed guidelines on the Scheme are available on this department's website darpg.gov.in. The guidelines may please be publicised widely.

All nominations must reach this office latest by 17th October, 2014.

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

Yours faithfully

N. Ravi Shanker

(N. Ravi Shanker)

Secretary to Government of India

- 2 -

6

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 2013-14

1. Category under which the nomination is being made [please tick (✓) only one option]:
- Officer of Central / State Government – Individual
 - Officers of Central / State Government – As a Team
 - 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 Team.
- (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., E-mail ID, Mobile Phone No.)

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-a-vis those envisaged?

- Yes
- No

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

6

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

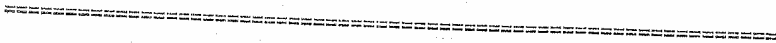
(If Yes, please provide brief details thereof, in not more than 100 words)

7. Signature of the Nominating Authority:

Name & Address:

Designation with Seal:

Date:



- 5 -

**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) **The nomination form should invariably be accompanied with an Executive Summary of the Initiative/Project, not more than two pages in both hard and soft copies. Format of the Executive Summary is given in Annexure 'A'.**
- d) In case of Team Category, the size of the team should be limited to seven in a nomination. The names of all the nominees should be explicitly stated. No change in the same would be permitted at a later stage. In case of change of incumbent during the eligibility period, names of all officials relevant to the initiative/project may be sent by the nominating authority, subject to the limit specified above.
- e) In case of any dispute, the Chief Secretary of the State Government or a Secretary of Ministry/Department in GOI will be asked to give their advice and Department of Administrative Reforms & Public Grievances will consider the views before taking the final decision. In spite of this, if there is any ambiguity, the category will be converted from 'Team' to 'Organization'.
- f) Self nominations, nominations that are not of serving civil servants and also nominations of organizations not involving serving civil servants would be rejected.
- g) If a nominated Government servant superannuates after submitting the application, he/she shall not be excluded from receiving the award for the 'Individual' and 'Team' category.

- 8
- h) In case of death of a nominated officer under 'Individual' and 'Team' categories during the evaluation process, the award would be given posthumously and the award money would be given to the nominee of the deceased person.
 - i) For nominations under the 'Organization' category, the organization may be represented by the serving Head of the organization or an officer nominated by him. In case of any complaint being received against a person, the case will be considered after obtaining the advice of the concerned Chief Secretary/Cadre Controlling Authority.
 - j) Nominations with incomplete data and/or sketchy details shall not be considered.
 - k) Nominations received after the last date stipulated in the advertisement shall not be considered.
 - l) The initiative / project should have been in successful implementation for at least one year on the date of publication of advertisement calling for nomination and should not be more than three years old on the date of publication of advertisement.
 - m) In case of any dispute about the officers promoting the award, the category of the award from 'Individual' or 'Team' categories would be converted to 'Organization' category.
 - n) 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.
 - o) 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.
 - p) Two copies of the nominations including summary, strictly as per the above format along with a soft copy in CD 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

Telefax : 011-2336 0369
e-mail: joshi.aditya@nic.in

- 7 -

- q) Nominations for the 2013-14 Awards should reach the above address latest by 17th October, 2014.
- r) 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.
- s) 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.
- t) Canvassing in any form will be a distinct disadvantage.

8

17

Executive Summary

1. Name of the Initiative
2. Details of the nomination

Name	
Designation	
Official Address	
Nominating Authority	
Category	Individual/Team/Organization

3. Initiative in Brief
4. Initiative Objective
5. Date of Implementation of the Initiative
6. Implementation Highlights
(preferably in bullet points)
7. Nominees Role in the Implementation
8. Output/Outcome
(in qualitative & quantitative terms)
9. Evaluation
(Details of any previous evaluation may be stated)
10. Recognition/Awards received
11. Has this Initiative been nominated previously for PM's Award
(If yes, please furnish details)

— 9 —



लोक प्रशासन में
उत्कृष्टता के लिए
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
अगस्त 2014

Department of Administrative Reforms and Public Grievances
Ministry of Personnel, Public Grievances & Pensions
Government of India
New Delhi
August - 2014

लोक प्रशासन में उत्कृष्टता के लिए प्रधानमंत्री पुरस्कार योजना

भारत सरकार ने केन्द्र और राज्य सरकार के अधिकारियों द्वारा निम्ने
रूप असाधारण और नवप्रवर्तनकारी कार्य-निष्पादन को
अभिरुचीकृति एवं मान्यता देने और पुरस्कृत करने के लिए "लोक
प्रशासन में उत्कृष्टता के लिए प्रधानमंत्री पुरस्कार" शुरू किया है।

योजना का उद्देश्य

इस योजना के अंतर्गत लोक सेवकों के उत्कृष्ट एवं अनुकरणीय कार्य
निष्पादन के लिए पुरस्कार प्रदान किया जाता है। नेमी प्रकार की
सूची और जिम्मेदारियों का निर्वहन और/अथवा सामान्य रूप से
कार्यक्रमों/परियोजनाओं का कार्यान्वयन पुरस्कार के लिए पात्र नहीं
बनाएगा। ऐसी परियोजनाएं, जिनके गुणात्मक एवं मात्रात्मक
निष्कर्ष/परिणाम बहुत ऊँचे हैं और जिनसे अनेक नागरिकों/
पणधारियों को लाभ पहुँचा हो उन पर विचार किया जा सकता है।

योजना के अन्तर्गत पात्रता

केन्द्र और राज्य सरकारों के सभी कार्यरत अधिकारी व्यक्तिगत रूप
से अथवा एक समूह या एक संगठन के रूप में पुरस्कारों के लिए
पात्र हैं। समूह नामांकन के अन्तर्गत समूह के सभी सदस्यों को
नामांकित की गई प्रहल में सक्रिय रूप से और प्रत्यक्ष रूप से शामिल
होना चाहिए।

पुरस्कार के ब्योरे

व्यक्तिगत, समूह और संगठन श्रेणियों के अन्तर्गत अधिकतम 15
पुरस्कार प्रदान किए जाएंगे। इस पुरस्कार में निम्नलिखित शामिल
हैं:-

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

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 the State
Governments.

Objective of the Scheme

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 project whose qualitative and quantitative
outcomes/results are of a very high order, and which have
benefited a large number of citizens/stakeholders could be
considered.

Eligibility under the Scheme

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 member
of the team should have been actively and directly involved in
the initiative nominated.

Details of Award

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

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

- (i) एक पदक
(ii) एक स्क्रोल, और
(iii) एक नकद पुरस्कार

वैयक्तिक श्रेणी में पुरस्कार की राशि 1 लाख रुपये है। समूह के मामले में कुल पुरस्कार की राशि 5 लाख रुपये होगी जिसमें प्रत्येक सदस्य के लिए अधिकतम राशि 1 लाख रुपये होगी। एक संगठन के लिये पुरस्कार की राशि 5 लाख रुपये होगी। पुरस्कार की इस राशि पर आयकर अधिनियम, 1961 की धारा 10 (17क) (i) के अन्तर्गत आयकर में छूट प्राप्त है।

नामांकन करने वाले प्राधिकरण

स्वयं किए गए नामांकन स्वीकार नहीं किए जाएंगे। किसी व्यक्ति अथवा अधिकारियों के किसी समूह या किसी संगठन के नामांकन केन्द्र सरकार के विभागों/मंत्रालयों/राज्य सरकारों/गैर सरकारी संगठनों और अन्य पणधारियों द्वारा किए जाएंगे।

योजना के अन्तर्गत नामांकन

नामांकन के लिए प्रस्तुत किए जाने वाले व्यक्तियों में कार्यक्रम/प्रारंभिक योजना/पहल की पृष्ठभूमि, इसकी प्राथमिकताएं और उद्देश्य, इसके कार्यान्वयन के लिए अपनाई गई कार्य नीतियां, प्रयुक्त किए गए नवप्रवर्तनकारी उपाय, कार्यान्वयन की अवधि, असाधारण उपलब्धियां और परिणामी निष्कर्ष, सकारात्मक परिवर्तन और प्रभाव निरंतरता तथा संसर्ग महत्वपूर्ण नामांकितों की भागीदारी की प्रकृति एवं भूमिका तथा उसके योगदान का विवरण शामिल होना चाहिए।
उन प्रमुख क्षेत्रों की एक उदाहरणार्थक सूची निम्नके अन्तर्गत पुरस्कार के लिए नामांकनों पर विचार किया जाएगा, जो नीचे दी गई हैं:-

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

- (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

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 stakeholders.

Nominations under the Scheme

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).

An illustrative list of thrust areas under which nominations may be considered for the Award, is given below:

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

- * एक नवप्रवर्तनकारी योजना / परियोजना को कर्मोन्मथन शुरू करना
- * प्रणालियों में ग्राह्य सुधार लाना और संस्था निर्माण करना
- * लोक प्रणाली को कुशल और अक्षय्य मूलत बनाना
- * आपात स्थितियों जैसे - बाढ़, भूकम्प आदि में असाधारण कार्य निष्पादन।

नामांकनों पर कार्रवाई करना

नामांकनों की जाँच सचिव, प्रशासनिक सुधार और लोक शिकायत विभाग की अध्यक्षता में एक विशेषज्ञ समिति द्वारा की जाएगी। यह समिति अपनी ओर से भी विचारणीय पहलों को शामिल कर सकती है। इस समिति द्वारा छँटे गए नामांकनों के लिए भौका अध्ययन भी किए जाएंगे। यह समिति अध्ययन रिपोर्टों पर भी विचार करेगी और नवनिर्देश सचिव की अध्यक्षता में गठित शक्ति प्राप्त समिति को अपनी सिफारिशें प्रस्तुत करेगी।

विशेषज्ञ समिति द्वारा सिफारिश किए गए नामांकनों पर शक्ति प्राप्त समिति द्वारा विचार किया जाएगा तथा यह समिति नामांकितियों को समिति के समक्ष एक प्रस्तुतीकरण देने के लिए भी कह सकती है। उसके बाद शक्ति प्राप्त समिति पुरस्कारों के लिए सिफारिश किए गए अधिकारियों की सतर्कता स्थिति एवं समग्र कार्य निष्पादन का मूल्यांकन करने के बाद प्रधानमंत्री को विचार के लिए अपनी सिफारिशें करेगी। विशेषज्ञ समिति और शक्ति प्राप्त समिति दोनों में सदस्यों का नामांकन प्रधानमंत्री के अनुमोदन से किया जाएगा।

पुरस्कार प्रदान किया जाना

प्रत्येक वर्ष सितंबर महीने के अवसर पर अर्थात् 21 अप्रैल को प्रधानमंत्री, भारत सरकार द्वारा ये पुरस्कार प्रदान किए जाएंगे।

Nomination Form can be downloaded from this Department's website: <http://www.dsrp.nic.in>

- * Introducing and implementing an innovative scheme project.
- * 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

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.

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 of both Expert Committee and the Empowered Committee would be nominated with the approval of the Prime Minister.

Presentation of Awards

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

Nomination Form can be downloaded from this Department's website: <http://www.dsrp.nic.in>