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GOVERNMENT OF KERALA

No.19459/AR 13(1)/14/P&ARD

Personnel & Administrative
Reforms (AR- 13) Department,
Thiruvananthapuram,
Dated:12/09/2014

From

The Additional Chief Secretary to Government

To

All Additional Chief Secretaries
All Principal Secretaries
All Secretaries
All Special Secretaries
All Heads of Departments
All District Collectors

EH

22/9/14

Sir,

Sub:- P&ARD -Prime Ministers Award for Excellence in Public Administration for the year 2013-14 - Nomination called for -reg

Ref: - Letter No. K-11021/01/2014-AR dated 22/8/2014 from the Secretary, Department of Administrative Reforms & Public Grievances, Government of India, New Delhi.

I am directed to forward herewith a copy of the letter cited with its enclosures and to request you to give wide publicity in your Department in this matter and call for nominations from eligible individuals and organisations as desired therein. Three sets of nominations thus received along with a soft copy may be forwarded to this Department on or before 27-9-2014. Nominations which are belated or not in the prescribed format will not be entertained.

Detailed guidelines on the scheme are available on the Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, Government of India Website at www.darpg.gov.in.

Yours faithfully,

JOHNSON .K. JAMES
Deputy Secretary

For Additional Chief Secretary to Government

Approved for Issue

Section Offices

Encl: OM No 642 - 67964/14/DAS dt. 26.9.14.

Copy of the Govt. Lr communicated to
All DMS - for information

File All DMS.

P&ARD
DMS.

2
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ACS (PEARL)

7258/MISC/2014/CSO



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

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

AR-13

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

28/8/14

DS 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.

- 4
- 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 prescribed form (copy attached).
 - i) Executive summary of the nominated initiatives should invariably be given in the prescribed format (copy attached).

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

5. **The nominations must reach this office latest by 17th October, 2014.**

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

Yours faithfully

N. Ravi Shanker

(N. Ravi Shanker)
Secretary to Government of India

3

3

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

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)

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) **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.

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:



- 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

- 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.

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)

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 members 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:

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

In the individual category, the Award amount would be ₹ 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 ₹ 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 a 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>

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

- 17
- ★ 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 in 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.